It is the student’s responsibility to read the student handbook.
The student will be held responsible for policies in this handbook.
Rules and policies are subject to change. Students will receive written notice of any major changes.
Disputes over interpretation should be brought to the attention of the Program Director who will seek the advice of the faculty of the program and/or the Radiologic Technology Advisory Committee for a final decision.
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Kent State

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Entire document reviewed in 2011
Welcome

Welcome to the Radiologic Technology program sponsored by the Salem Campus of Kent State University.

It is our sincere hope that you will find our program a rewarding and challenging part of your life. We appreciate your participation in the health care team, a group of individuals who are working toward one goal -- to provide the best possible care to the patients that we are privileged to serve.

We hope this handbook will acquaint you with the Radiologic Technology program so that you have a good understanding of our policies, and will realize what is expected of you as a student in a health care profession. The information in this handbook is subject to change due to changing circumstances; the policies, as written, may be modified, superseded, or eliminated. You will be notified of such changes through regular channels. Not every eventuality can be foreseen, and areas not covered in this handbook will be dealt with on an individual basis.

Both student life policies (Chapter 4) and procedures and material specifically related to the Regional Campuses (Chapter 8) are found in the University Policy Register (http://www.kent.edu/policyreg) which contains a complete list of all the University’s policies, rules, and regulations.

Reviewed 2013

Entire document reviewed in 2011
Administration

Kent State University Salem Campus

Steve Nameth, Ph.D.
Dean
Kent State University Salem and East Liverpool Campus

Celeste Oprean, Ph.D.
Assistant Dean
Kent State University Salem Campus

Kent State University - Regional College

Sue Stocker, Ph.D.
Interim Dean, Regional Campuses
Kent Campus

Kent State University - Administration

Beverly J. Warren, Ph.D.
President - Kent State University
Administrative Offices
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Todd Diacon, Ph.D.
Provost-Kent State University
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Entire document reviewed in 2011
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Hospital Phone: 330-332-7413

(iii)

Revised 2015
Entire document reviewed in 2011
Clinical Education Setting

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St. Elizabeth Health Center: Youngstown
Diane Forkey, R.T. (R)
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Georgia_Anderson@hmis.org
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Phyllis’ Office phone: (330) 841-5536

Revised 2015

Entire document reviewed in 2011
Mission of the Radiologic Technology Program

The mission of Kent State University Salem Campus is to educate radiologic technology students in the knowledge, skills and attitudes to become qualified, professional practitioners who provide quality service and care to the community and to prepare students for the changing needs of the profession. Kent State University fosters ethical and humanitarian values and educates students to think critically and to expand their intellectual horizons while attaining the knowledge and skills necessary for responsible citizenship and productive careers.
The Goals and Student Learning Outcomes

Goal: Students will successfully complete all academic requirements for the associate degree in Radiologic Technology toward the practice of radiologic technology.

Learning outcome: Students will successfully complete assessment exams on the first attempt.

Goal: Students will be able to effectively utilize critical thinking and problem-solving skills in the practice of radiologic technology.

Learning outcome: Students will identify errors and perform corrective actions in positioning and image quality during image analysis.
Learning outcome: Students will adapt procedures for non-routine patients.

Goal: Students will be able to effectively communicate in oral and written form with patients and members of the health care team.

Learning outcome: Students will demonstrate oral communication skills.
Learning outcome: Students will demonstrate written communication skills.

Goal: Students will be able to successfully perform radiographic procedures consistent with entry-level requirements of a registered radiologic technologist.

Learning outcome: Students will accurately perform procedures in the clinical setting.
Learning outcome: Graduates will satisfactorily perform procedures.

Goal: Students will be able to determine the value of professional growth and development and to conduct themselves in a professional manner.

Learning outcome: Students will interpret and critique professional conduct as demonstrated in the clinical setting.
Learning outcome: Students will perform procedures in a professional manner.
# Program Course Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Sem. Hrs.</th>
<th>Days of the Week for Campus &amp; Clinical**</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer I</td>
<td>*HED 14020</td>
<td>*Medical Terminology</td>
<td>3</td>
<td>M, T, W</td>
</tr>
<tr>
<td>Semester</td>
<td>*US 10097</td>
<td>*Destination Kent: 1st Year Experience</td>
<td>1</td>
<td>M, W</td>
</tr>
<tr>
<td>5 weeks</td>
<td>RADT 14003</td>
<td>Introduction to Radiologic Tech.</td>
<td>2</td>
<td>M, W</td>
</tr>
<tr>
<td></td>
<td>RADT 14005</td>
<td>Clinical Education I (begins 3rd week)</td>
<td>1</td>
<td>Th, F</td>
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<tr>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td><strong>First Year</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer III</td>
<td>*Kent Core</td>
<td>*Humanities or Fine Art</td>
<td>3</td>
<td>TBA</td>
</tr>
<tr>
<td>Semester</td>
<td>RADT 14006</td>
<td>Radiographic Procedures I</td>
<td>1</td>
<td>M, T, W</td>
</tr>
<tr>
<td>5 weeks</td>
<td></td>
<td>Clinical Education I continues 5 weeks</td>
<td></td>
<td>Th, F</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>First Year</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Semester</td>
<td>BSCI 11010</td>
<td>Foundational Anatomy &amp; Physiology I</td>
<td>3</td>
<td>M, W</td>
</tr>
<tr>
<td></td>
<td>RADT 14016</td>
<td>Patient Care Management</td>
<td>3</td>
<td>M, W</td>
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<td></td>
<td>RADT 14021</td>
<td>Radiographic Procedures II</td>
<td>4</td>
<td>M, W</td>
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<tr>
<td></td>
<td>RADT 14018</td>
<td>Radiographic Exposure &amp; Imaging I</td>
<td>2</td>
<td>M, W</td>
</tr>
<tr>
<td></td>
<td>RADT 14015</td>
<td>Clinical Education II</td>
<td>3</td>
<td>T, Th, F</td>
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<td></td>
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<tr>
<td><strong>First Year</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Spring Semester</td>
<td>BSCI 11020</td>
<td>Foundational Anatomy &amp; Physiology II</td>
<td>3</td>
<td>M, W</td>
</tr>
<tr>
<td></td>
<td>*CHEM 10050</td>
<td>*Fundamentals of Chemistry</td>
<td>3</td>
<td>M, W</td>
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<tr>
<td></td>
<td>RADT 14024</td>
<td>Radiographic Procedures III</td>
<td>4</td>
<td>M, W</td>
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<tr>
<td></td>
<td>RADT 14022</td>
<td>Radiographic Exposure &amp; Imaging II</td>
<td>3</td>
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<td></td>
<td>RADT 14025</td>
<td>Clinical Education III</td>
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<td>T, Th, F</td>
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<tr>
<td><strong>Second Yr.</strong></td>
<td></td>
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</tr>
<tr>
<td>Summer II</td>
<td>*ENG 11011</td>
<td>*College Writing I</td>
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<tr>
<td>Semester</td>
<td>RADI 14075</td>
<td>Clinical Education IV</td>
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<td>M, T, W, F, Th Class day</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Second Yr.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Semester</td>
<td>*MATH 11009 or</td>
<td>*Modeling Algebra or</td>
<td>4 or TBA</td>
<td>TBA</td>
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<tr>
<td></td>
<td>*MATH 11010</td>
<td>*Algebra for Calculus</td>
<td>3</td>
<td>TBA</td>
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<tr>
<td></td>
<td>RADI 24006</td>
<td>Radiologic Physics</td>
<td>4</td>
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<tr>
<td></td>
<td>RADI 24014</td>
<td>Advanced Imaging Procedures</td>
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<tr>
<td></td>
<td>RADI 24008</td>
<td>Radiobiology and Radiation Protection</td>
<td>3</td>
<td>T, Th</td>
</tr>
<tr>
<td></td>
<td>RADI 24015</td>
<td>Clinical Education V</td>
<td>3</td>
<td>M, W, F</td>
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<tr>
<td><strong>Second Yr.</strong></td>
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<tr>
<td>Spring Semester</td>
<td>*PSYC 11762</td>
<td>*General Psychology</td>
<td>3</td>
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<td></td>
<td>RADI 24028</td>
<td>Radiologic Pathology</td>
<td>3</td>
<td>T, Th</td>
</tr>
<tr>
<td></td>
<td>RADI 24048</td>
<td>Elective: Radiologic Techniques</td>
<td>3</td>
<td>T, Th</td>
</tr>
<tr>
<td></td>
<td>RADI 24058</td>
<td>Elective: Diversified Employment Skills</td>
<td>3</td>
<td>T, Th</td>
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<td></td>
<td>RADI 24025</td>
<td>Clinical Education VI</td>
<td>3</td>
<td>M, W, F</td>
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</table>

* Courses marked with an * may be taken prior to entry into the Radiologic Technology program. All other courses (RADT, BSCI 11010 & 11020) require admittance into the program and follow a sequence.

Students are assigned some Saturday days, afternoon and midnight shifts during clinical rotations.

** Clinical Hours:** A clinical day consists of 7.5 hours on the first two clinical days of the week during fall and spring semesters. This time does not include the 1 hour lunch break. On some Fridays, a clinical day may be 5.0 or 7.5 hours. Start and end times will vary.

**Students completing BSCI 20020, Structure and Function, are exempt from BSCI 11010 and 11020.**

**Revised 2015**

Entire document reviewed in 2011
Course Descriptions for Radiologic Technology Curriculum

RADT 14003 Introduction to Radiologic Technology (2 sem. hours) Summer I
Introduction to radiologic technology program, general anatomy, introduction to radiologic procedures and positioning, imaging equipment, radiographic exposure, radiation protection, professional organizations and an introduction to clinical education. Lecture and lab.

RADT 14005 Clinical Education I (1 sem. hour) Summer I-III
Supervised experience and observation with emphasis on clinical practice of basic skills of radiologic technology and the exams covered in Radiographic Procedures I (chest and abdomen). Students assigned to clinical education setting two days per week for 8 weeks.

RADT 14006 Radiographic Procedures I (1 sem. hour) Summer III
This unit is designed to provide the student with the knowledge and skills necessary to perform radiographic positioning of the chest and abdomen. Includes evaluation of the diagnostic quality of images. Lecture and lab.

RADT 14016 Patient Care Management (3 sem. hours) Fall
This unit will provide the student with the basic concepts of patient care, including considerations for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing Universal Precautions. Includes vital signs, venipuncture and pharmacology, as well as healthcare ethics and medicolegal aspects of patient care.

RADT 14021 Radiographic Procedures II (4 sem. hours) Fall
Radiographic anatomy, positioning and image evaluation of the upper and lower extremities, shoulder and pelvic girdles, bony thorax, and vertebral column. Lecture, lab, and radiographic image evaluation.

RADT 14018 Radiographic Exposure and Imaging I (2 sem. hours) Fall
Equipment used in medical imaging including radiographic x-ray tubes, filtration, beam restrictors, grids, image receptors, radiographic film and automatic processing.

RADT 14015 Clinical Education II (3 sem. hours) Fall
Clinical Education continues with radiographic positioning and image evaluation of the upper and lower extremities, shoulder and pelvic girdles, vertebral spine and bony thorax. Students assigned to clinical education setting 3 days per week for 15 weeks.

RADT 14024 Radiographic Procedures III (4 sem. hours) Spring
Radiographic anatomy, positioning and image evaluation of the gastrointestinal, biliary, and urinary systems, and all skull and facial bones radiography. Lecture, lab.

RADT 14022 Radiographic Exposure and Imaging II (3 sem. hours) Spring
Examines all factors that affect radiographic image quality including receptor exposure, contrast, spatial resolution and distortion for film-screen systems and digital imaging.

Entire document reviewed in 2011
## Course Descriptions for Radiologic Technology Curriculum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADT 14025</td>
<td>Clinical Education III</td>
<td>3 sem.</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>Continuation of Clinical Education II, with emphasis on clinical practice of content of the gastrointestinal, biliary and urinary tracts as well as skull and facial bone radiography. More emphasis on independent clinical practice of procedures previously mastered. Students assigned to clinical education setting 3 days per week for 15 weeks.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RADT 14075</td>
<td>Clinical Education IV</td>
<td>3 sem.</td>
<td>Summer II</td>
</tr>
<tr>
<td></td>
<td>Continuation of Clinical Education III, with continued emphasis on critical thinking, problem solving, and independent clinical practice of procedures previously mastered. Students are assigned to Clinical Education Setting four days per week for 8 weeks. Students are also scheduled for one lecture day on campus per week.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RADT 24006</td>
<td>Radiologic Physics</td>
<td>4 sem.</td>
<td>Fall</td>
</tr>
<tr>
<td></td>
<td>Introduction to general physics, units and measurement, atomic structure, electricity, magnetism, electromagnetism, x-ray circuitry equipment, x-ray production and fluoroscopic equipment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RADT 24008</td>
<td>Radiobiology and Radiation Protection</td>
<td>3 sem.</td>
<td>Fall</td>
</tr>
<tr>
<td></td>
<td>Describes the risk versus benefit approach, sources of radiation, interactions of radiation with matter, cell structure and function and effects of radiation on them, acute and chronic effects, somatic and genetic effects, radiation quantities and units, radiation protection organizations and regulations, stochastic and non-stochastic effects, limits of exposure, methods of protecting patients, public, and workers, shielding and dosimetry methods and dose reduction in imaging modalities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RADT 24014</td>
<td>Advanced Imaging Hybrid Course</td>
<td>3 sem.</td>
<td>Fall</td>
</tr>
<tr>
<td></td>
<td>The procedures and equipment used in advanced medical imaging including fluoroscopy, mammography, CT, MRI, cardiac, vascular and interventional imaging, nuclear medicine, PET imaging, diagnostic medical sonography, and radiation therapy. Quality assurance is also reviewed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RADT 24015</td>
<td>Clinical Education V</td>
<td>3 sem.</td>
<td>Fall</td>
</tr>
<tr>
<td></td>
<td>Continuation of Clinical Education IV, with emphasis on clinical practice of content of previous courses. More emphasis on independent clinical practice of procedures previously mastered. Students assigned to clinical education setting 3 days per week for 15 weeks and rotate to special medical imaging areas.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RADT 24008</td>
<td>Radiologic Pathology</td>
<td>3 sem.</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>Introduction to disease and injury states and their application to radiologic imaging. Each anatomical system and radiologic imaging modality is discussed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RADT 24025</td>
<td>Clinical Education VI</td>
<td>3 sem.</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>Continuation of Clinical Education V, with emphasis on clinical practice of content of previous courses. More emphasis on critical thinking, problem solving, and independent clinical practice of procedures previously mastered. Students assigned to clinical education setting 3 days per week for 15 weeks.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Entire document reviewed in 2011
Course Descriptions for Radiologic Technology Curriculum

**ELECTIVE COURSES in Radiologic Technology:**

**RADT 14096 Individual Investigation: Directed Readings** (3 sem. hours) Spring 1st Year
Exames current Radiologic Technology information by reviewing Radiologic Technology journals.

**RADT 24048 Radiologic Techniques** (3 sem. hours) Spring 2nd Year
Reviews the content specifications of the ARRT exam.

**RADT 24058 Diversified Employment Skills** (3 sem. hours) Spring 2nd Year
Develops skills needed to be a multi-skilled technologist. Includes patient relations, venipuncture, ECG, sectional anatomy, etc.

**OTHER COURSES REQUIRED BY RADIOLOGIC TECHNOLOGY STUDENTS:**
(All courses may be taken prior to admission into the program except: BSCI 11010 & 11020)

**BSCI 11010 Foundational Anatomy & Physiology I** (3 sem hrs) Fall
Anatomy and physiology to include organization of the human body, cells, tissues, organs and systems, integumentary, skeletal, muscular, circulatory and respiratory systems. Lecture/lab

**BSCI 11020 Foundational Anatomy & Physiology II** (3 sem hrs) Spring
Anatomy and physiology of the digestive, urinary, nervous, endocrine and reproductive systems. Lecture/lab

**CHEM 10050 Fundamentals of Chemistry** (3 sem. hrs) Spring before Rad. Physics
Basic concepts of chemistry (including atomic structure, chemical bonding, and reactions) necessary for courses in elementary organic chemistry and physiologic chemistry. Prerequisite: High school algebra or equivalent and COMPASS testing in math.

**ENG 11011 College Writing I** (3 sem. Hrs.) TBA
Basic expository essay: emphasis on selection and organization of material, rhetorical patterns, clear and effective expression. Grammar and mechanics needed. Prerequisite: Successful completion of ENG 01001 or COMPASS test score.

**HED 14020 Medical Terminology** (3 sem. hours) Summer I
Identification of the meaning of various roots and terms and combining forms that are components of medical words, including anatomical, physiological, and pathological terminology.

**Humanities or Fine Art:** see Kent Core list in undergraduate catalog (3 sem. Hours) TBA

(x)

Entire document reviewed in 2011
Course Descriptions for Radiologic Technology Curriculum

OTHER COURSES REQUIRED BY RADIOLOGIC TECHNOLOGY STUDENTS:

MATH 11009 Modeling Algebra (4 sem. hours) TBA
Study of algebra arising in the context of real-world applications, including linear, polynomial, exponential and logarithmic functions. Intended for students not planning to take calculus.

OR

MATH 11010 Algebra for Calculus (3 sem. hours) TBA
Study of elementary functions and graphs, including polynomial, exponential and logarithmic functions; complex numbers; binomial theorem.

PSYC 11762 General Psychology (3 sem. hours) TBA
Introduction to the behavioral science approach to an understanding of human performance and potentials. Prerequisite: none.

US 10097 Destination Kent: First Year Experience (1 sem. hour) Summer I
Assists student in making the transition to the university, improving and refining academic skill, participating in the advising system and selecting or confirming a major. Required of all entering freshman. Exempt if transferring in 25 hours or more. Prerequisite: none.

Revised 2015
Entire document reviewed in 2011
## Teaching Assignments for Radiologic Technology Courses
### June 2015-May 2017

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Number</th>
<th>Course</th>
<th>Instructor</th>
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<tbody>
<tr>
<td><strong>First Year</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer I</td>
<td>RADT 14003</td>
<td>Introduction to Radiologic Technology</td>
<td>Jan Gibson, Margie Iagulli, Kelly Dragomir, Judy Miller</td>
</tr>
<tr>
<td>Summer I-III</td>
<td>RADT 14005</td>
<td>Clinical Education I</td>
<td>Kelly Dragomir, Judy Miller</td>
</tr>
<tr>
<td>Summer III</td>
<td>RADT 14006</td>
<td>Radiographic Procedures I</td>
<td>Kelly Dragomir, Margie Iagulli</td>
</tr>
<tr>
<td>Fall</td>
<td>RADT 14016</td>
<td>Patient Care Management</td>
<td>Margie Iagulli</td>
</tr>
<tr>
<td>Fall</td>
<td>RADT 14018</td>
<td>Radiographic Exposure/Imaging I</td>
<td>Jan Gibson</td>
</tr>
<tr>
<td>Fall</td>
<td>RADT 14021</td>
<td>Radiographic Procedures II</td>
<td>Kelly Dragomir, Margie Iagulli</td>
</tr>
<tr>
<td>Fall</td>
<td>RADT 14015</td>
<td>Clinical Education II</td>
<td>Kelly Dragomir, Judy Miller</td>
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<tr>
<td>Spring</td>
<td>RADT 14022</td>
<td>Radiographic Exposure/Imaging II</td>
<td>Jan Gibson</td>
</tr>
<tr>
<td>Spring</td>
<td>RADT 14025</td>
<td>Clinical Education III</td>
<td>Kelly Dragomir, Judy Miller</td>
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<tr>
<td>Spring</td>
<td>RADT 14024</td>
<td>Radiographic Procedures III</td>
<td>Margie Iagulli, Kelly Dragomir</td>
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<tr>
<td>Spring</td>
<td>RADT 14096</td>
<td><em>Elective: Ind. Inv: Directed Readings</em></td>
<td>Kelly Dragomir</td>
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<tr>
<td><strong>Second Year</strong></td>
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<td></td>
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<tr>
<td>Summer II</td>
<td>RADT 14075</td>
<td>Clinical Education IV</td>
<td>Kelly Dragomir, Judy Miller</td>
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<tr>
<td>Fall</td>
<td>RADT 24008</td>
<td>Radiobiology and Radiation Protection</td>
<td>Margie Iagulli</td>
</tr>
<tr>
<td>Fall</td>
<td>RADT 24006</td>
<td>Radiation Physics</td>
<td>Jan Gibson</td>
</tr>
<tr>
<td>Fall</td>
<td>RADT 24014</td>
<td>Advanced Imaging</td>
<td>Margie Iagulli, Jan Gibson</td>
</tr>
<tr>
<td>Fall</td>
<td>RADT 24015</td>
<td>Clinical Education V</td>
<td>Kelly Dragomir, Judy Miller</td>
</tr>
<tr>
<td>Spring</td>
<td>RADT 24028</td>
<td>Radiologic Pathology</td>
<td>Margie Iagulli</td>
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<tr>
<td>Spring</td>
<td>RADT 24025</td>
<td>Clinical Education VI</td>
<td>Kelly Dragomir, Judy Miller</td>
</tr>
<tr>
<td>Spring</td>
<td>RADT 24048</td>
<td><em>Elective Radiologic Techniques (Testing)</em></td>
<td>Margie Iagulli, Jan Gibson</td>
</tr>
<tr>
<td>Spring</td>
<td>RADT 24058</td>
<td><em>Elective Diversified Employment Skills</em></td>
<td>Margie Iagulli</td>
</tr>
</tbody>
</table>

*Revised 2015*

Entire document reviewed in 2011
American Registry of Radiologic Technologists
Code of Ethics for the Profession of Radiologic Technology

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.

2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.

4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.

8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.

9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

Revised 2015     ARRT Rules of Ethics: see ARRT Exam Book Last Revised and Published: September 1, 2014
(xiii)

Entire document reviewed in 2011
Advisory Committee Members: 2015-2017

**Rad. Tech. Faculty:** Jan Gibson, Senior Program Director  
Margie Iagulli, Full-time faculty  
Kelly Dragomir, Full time faculty and Clinical Coordinator  
Judy M. Miller, Clinical Coordinator

**Rad Tech Students:** First Year Student:  
Second Year Student: Dustin Petzak, Trumbull Memorial Hospital

**Medical Advisor:** Salem Regional Medical Center  
Radiology Department  
Dr. Peter Apicella, M.D.  
1995 E. State Street  
Salem, Ohio 44460

**Clinical Members:**

<table>
<thead>
<tr>
<th>Clinical Education Setting</th>
<th>Radiology Department Directors</th>
<th>Clinical Instructors</th>
</tr>
</thead>
</table>
| **Alliance Community Hospital**  
264 Rice Street  
Alliance, Ohio 44601 | Tracy Sinn, R.T. (R)  
Shannon Schlossnagle, R.T. (R)  
Kristina Wright, R.T. (R) |                                            |
| **East Liverpool City Hospital**  
425 West Fifth Street  
East Liverpool, Ohio 43920 | Angela Sanders, R.T. (R)  
Jenn Weible, R.T. (R) |                                            |
| **Robinson Memorial Hospital**  
6847 N. Chestnut Street  
Ravenna, OH 44266 | Judy Mink, R.T. (R)  
Jennifer Fannin, R.T. (R) |                                            |
| **Salem Regional Medical Center**  
1995 East State Street  
Salem, OH 44460 | LuAnn Ayers, R.T. (R)  
Tara Raber, R.T. (R) |                                            |
| **St. Elizabeth Health Center: B**  
8401 Market Street  
Boardman, OH 44515 | Brian Dinger, R.T. (N)  
Bob Arena, R.T. (R) |                                            |
| **St. Elizabeth Health Center-Y**  
1044 Belmont Avenue  
Youngstown, OH 44511 | Sue Nespeca, R.T. (R)  
Diane Forkey, R.T. (R)  
Cait Moss R.T. (R)  
Akrum Abdel-Rasoul, R.T. (R) |                                            |
| **St. Joseph Health Center**  
667 Eastland Avenue  
Warren, OH 44484 | Sheryl Gumino, R.T. (R)  
Georgia Anderson, R.T. (R) |                                            |
| **Trumbull Memorial Hospital**  
1350 East Market Street  
Warren, OH 44485 | Nancy James, R.T. (R)  
Phyllis Sanford, R.T. (R) |                                            |

Revised 2015

Entire document reviewed in 2011
Introduction to the Radiologic Technology Program

Welcome to the Radiologic Technology profession and to Kent State University Salem Campus Radiologic Technology program. Students enrolled in the program will be responsible for observing all University rules and regulations. Both University Life policies (Chapter 4) and procedures and material specifically related to the Regional Campuses (Chapter 8) are found in the University Policy Register (http://www.kent.edu/policyreg) which contains a complete list of all the University’s policies, rules, and regulations.

Students will also be responsible for observing all rules and regulations of the assigned Clinical Education Settings and all policies and procedures listed in this handbook. In the event the Clinical Education Settings and the Student Handbook policies and procedures differ, bring the matter to the attention of the Program Director of Radiologic Technology so that the matter can be presented to the Radiologic Technology Advisory Committee for a decision. If an immediate decision is required, program personnel will consult with advisory board members to render a decision. Students will be notified in writing and the Student Handbook will be amended if necessary.

The Radiologic Technology Program offers an Associate Degree in Applied Science with a major in Radiologic Technology. The program commences in Summer I semester and is completed at graduation at the end of Spring Semester of the second year of the program. Courses are in sequential order and build on each other with a correlation of didactic and clinical education courses.

Graduates sit for the American Registry of Radiologic Technology certification examination in radiography following graduation with the final authorization from the program director that the student has completed all academic and clinical requirements of the program.

The Kent State University Salem Campus Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) (see Accreditation in this handbook) and the Ohio Department of Health (ODH).

History of the Program

Roy Bell, R.T., began a hospital based certificate program in Radiologic Technology at Salem Community Hospital in 1967. In 1985, he transferred the program into the Associate of Applied Science in Radiologic Technology at Kent State University Salem Campus Salem Campus. Roy served as the program director from 1986 to 1991. He passed away in 1997. Roy was president of the OSRT, made a fellow in the OSRT and ASRT and was a life member of the OSRT. He was an author of many radiologic technology review books.

In 1991, Greg Bradley became the next program director and was followed by Shirlee Bell who served in that position from 1994-1995. Jan Gibson became director in 1995 and started the Bachelor of Technology degree in Radiologic and Imaging Sciences in 2001 with concentrations in Computed Tomography, Diagnostic Medical Sonography, Magnetic Resonance Imaging, and Nuclear Medicine. Radiation Therapy was added in 2006. The Nuclear Medicine program is on hiatus for three years. Kent State University Ashtabula Campus opened a radiologic technology program in 2007.

Entire document reviewed in 2011
Academic Standards Policy

1. Students are required to achieve a grade of at least a "C" or better in each "RADT" core course and in BSCI 11010 and 11020 (Foundational Anatomy and Physiology I & II), within the program's curriculum.

2. Remedial work may be required when a student earns a score of 79% or lower on an exam. It is up to the Radiologic Technology instructor to determine the type of remedial work required as designated in the course syllabus. Students who score 79% or lower may not be as well prepared for the ARRT exam.

3. Students are required to maintain a cumulative grade point average of at least a 2.00 for the RADT core courses in order to meet graduation requirements. See KSU catalog for information on student probation and dismissal.

4. If a final grade lower than "C" is earned in any "RADT" course or the "BSCI 11010 and 11020" courses, the student will be dismissed from the program.

5. Students who are dismissed for unsuccessfully completing RADT courses in a given semester can request to re-enter the program the next time that course is offered (usually the next year since courses are offered only once a year).

6. Students who request re-entry should refer to the policy on re-entry into the program. Re-entry is not assured.

7. Students who are dismissed from the program will be assisted through referral for advising in redirecting their program of study if necessary.

8. Grading Scale for RADT courses:
   
<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-94%</td>
<td>A 4.0</td>
</tr>
<tr>
<td>93</td>
<td>A- 3.7</td>
</tr>
<tr>
<td>92</td>
<td>B+ 3.3</td>
</tr>
<tr>
<td>91-86</td>
<td>B 3.0</td>
</tr>
<tr>
<td>85</td>
<td>B- 2.7</td>
</tr>
<tr>
<td>84</td>
<td>C+ 2.3</td>
</tr>
<tr>
<td>83-78</td>
<td>C 2.0</td>
</tr>
<tr>
<td>77</td>
<td>C- 1.7</td>
</tr>
<tr>
<td>76</td>
<td>D+ 1.3</td>
</tr>
<tr>
<td>75-69</td>
<td>D 1.0</td>
</tr>
<tr>
<td>68 and below</td>
<td>F 0.0</td>
</tr>
</tbody>
</table>

President’s List:
In recognition of an extremely high level of academic excellence, a President’s List is compiled each academic semester. To qualify, students must have a 4.000 GPA in the semester and must have completed 15 or more credit hours (all of which must have regular letter grades) by the end of that semester. This notation will be printed on students’ official transcripts.

Dean’s List for Full-Time Students:
In recognition of academic excellence, a Dean’s List is compiled each academic semester. To qualify, students must have a minimum 3.400 GPA in the semester and must have completed 12 or more regular letter-graded credit hours by the end of that semester. This notation will be printed on students’ official transcripts.

Accidents and Injuries Occurring at the Clinical Education Setting

1. All accidents that occur while at the Clinical Education Setting resulting in personal injury, and/or patient injury, and/or hospital personnel injury, and/or damage to equipment must be reported immediately to the Clinical Instructor and the Clinical Coordinator.

2. The Clinical Coordinator will then report the incident to the Program Director.

3. Students will be required to follow the proper procedure for documenting accidents in the Clinical Education Setting where the incident occurred. (Students should see the Clinical Instructor or supervisor for the proper procedure.)

4. Kent State University Salem Campus and their affiliated clinical education settings are not responsible for any medical expenses related to disease or injury incurred during the program. In such cases, **students are responsible for their own health insurance** to cover any medical expenses that may occur unless otherwise stated in policies of an affiliated clinical education setting.

5. While students are attending the clinical education settings, they are not considered KSU or clinical education setting employees and as such are not covered under worker’s compensation.

Policy: 1992

Last revision: 2012
Accreditation of the Radiologic Technology Program

National Accreditation: JRCERT

1. The Kent State University Salem Campus Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Inspection of accreditation documents is available through the Program Director. The program’s next accreditation is in 2015.

2. “The JRCERT affirms that the accreditation process offers both a means of providing public assurance of a program meeting accreditation standards and a stimulus to programmatic improvement.

3. The JRCERT Standards for an Accredited Educational Program in Radiologic Sciences require a program to demonstrate the clarity and appropriateness of its purposes as a post-secondary educational program; to in accomplishing all of its purposes; and to provide assurance that it can continue to be a program that meets accreditation standards. A variety of assessment approaches in its evaluation processes strengthens the program’s ability to document its effectiveness.

4. The JRCERT may be notified as follows:
   
   JRCERT
   20 N. Wacker Drive, Suite 900
   Chicago, IL  60606-2901
   Phone (312) 704-5300
   Fax     (312) 704-5304

State Accreditation: ODH

1. The Radiologic Technology program at Kent State University Salem Campus is also accredited by the Ohio Department of Health.

Attendance Policy for Radiologic Technology Courses at the Campus

In addition to the rules and regulations stated in the KSU undergraduate catalog (University Policy 3-01.2) the following will be enforced:

**First Year Allowed Class Absences**

2a. Summer I & summer III semesters: a student can miss no more than 2 lecture classes in the Intro to Radiologic Technology lecture course and 2 lecture classes and 0 lab classes for the Radiographic Procedures I course.

2b. Fall and spring semesters: a student can miss no more than 3 classes in any RADT lecture course and no more than 1 lab class for Procedures II (Fall) and III (Spring).

**Second Year Allowed Class Absences**

3a. Summer semester: a student can miss no more than 1 class in the summer review and enrichment classes. Students who miss 2 or more Thursday classes will have their clinical education grade lowered one letter grade for each additional absence.

3b. Fall & spring semesters: a student can miss no more than 3 classes in any RADT lecture course.

**Grade Drop for Excessive Absences**

4a. Each absence after the allotted time will drop the final grade by one letter for each absence unless an extended illness is involved or special circumstance exists or the student brings in an excuse (examples of an excuse include a physician’s excuse or court date excuse).

4b. An excuse must be turned in to an instructor within 1 week of the date the student returns to class. If the student fails to do this, the absence will be counted as an unexcused absence. Excuses in excess of three during a semester will be evaluated by the program faculty and subject to review.

**Missed and Made up Exams**

5a. Any exam missed will have to be made up by the student. Failure to make up an exam will result in a 0 for that exam.

5b. It is the STUDENT'S responsibility to contact the instructor concerning the appropriate time period to make up an exam. A student will not be permitted to make up an exam during any class time. The exam may have to be made up in the academic center, following their hours for make-up exams. An exam is to be made up within a week of the absence unless special circumstances exist and the student has made special arrangements with the instructor. The student may be given an alternate exam as the make-up exam. If the student fails to make special arrangements with the instructor on the returning class day, the student will receive a grade of "0" for that exam. The instructor reserves the right to limit the number of make-up exams in a semester.

**Reporting Absences from Radiologic Technology Courses:**

6. When a student is absent from the first class of the day, the student is requested to phone or e-mail that first radiologic technology instructor prior to class to report the absence. That instructor will then inform the other instructors concerning the absence. Refer to the faculty phone/e-mail list for notification.
Tardiness for Campus Courses

1. Due to the progressive nature of the individual courses and the program as a whole, timeliness and punctuality are seen as essential qualities for your chosen profession. Students must make every effort to be in class prior to the start of the class. All classes will begin as scheduled.

2. A student will be considered tardy if more than 5 minutes late for class unless the student presents a written physician's excuse or a court excuse. Some instructors use a tardy sign-in list. All occasions of tardiness will be recorded in the attendance book of the instructor. Please make time allowances for weather and trains when coming to class. (Severe weather, as deemed by the faculty, will be considered an excused absence).

3. Repeated unexcused tardiness in one semester of classes will result in the following:
   a. A lowering of a course grade will occur if a student is tardy on the third occasion.
   b. For every additional unexcused occurrence of tardiness, the final grade of the course will be lowered one letter grade.
   c. If the resultant grade is a C- or lower in the radiologic technology course, the student will be dismissed from the program

3. It is the student’s responsibility to obtain material missed in class.

4. If a student has a tardy occasion that is unexcused during a testing situation, the student will receive only the remaining time to complete the test.

Last revision: 2014
Attendance Policy for Clinical Education Courses

Attendance of Clinical Education courses is vital to the success of the student in the radiologic technology program. Clinical time permits the student to meet the program’s learning outcomes and to provide the experience necessary to become a professional in medical imaging.

A. Clinical Education Course Attendance Requirements (subject to change)
Clinical education requires approximately 211 clinical days (1520-1553 hours)

B. Course Requirements
Students must complete all hours mandated in the clinical course requirements. If a student is deficient in completing course requirements, time must be made up to meet those clinical requirements. Course requirements also dictate that a student rotate through all clinical areas as assigned. Any student who has missed a rotation must make up the hours required in that area. Examples: evening shifts, CT, etc.

Course assignments, including both on campus classes and clinical courses, should not exceed forty (40) hours/week or ten (10) hours in any one day. A student can request to exceed this time limit in order to complete course requirements for the semester but must complete the Clinical Course Requirements Form.

All make up days must be approved and scheduled with the clinical coordinator in agreement with the clinical instructor. No make-up days are permitted when the University is closed. This applies to all holidays and during the Christmas to New Year’s Day break.

Grade drops as indicated below will occur unless special circumstances exist. These must be approved by program faculty.

Clinical Hours
A clinical day consists of 7.5 hours on the first two clinical days of the week during fall and spring semesters. This time does not include the 1 hour lunch break that may not be shortened. On some Fridays, a clinical day may be 5.0 or 7.5 hours. Start and end times will vary. Student schedules will be available on Blackboard Learn prior to the start of each semester.

Clinical Attendance
Regular and prompt attendance for Radiologic Technology courses is essential for students to meet the educational challenges and accomplish the learning outcomes of the Radiologic Technology program. The following rules apply unless special circumstances exist as reviewed by program faculty.

C. First Year Absence, Make up Time and Grade Drop
1. Summer Semester: Students who do not achieve perfect attendance in the clinical setting during the summer semester must make up the days missed on the days specified in the clinical education syllabus for that specific semester. This will be scheduled with the clinical coordinator and clinical instructor. A student’s grade will drop on the 3rd absent day, unless there are extenuating circumstances.

2. Fall and Spring Semesters: Students who achieve perfect attendance in the clinical setting will be awarded 3 additional days off during finals week. If a student is absent, up to the first three clinical days missed in a semester will be made up during finals week of that semester. Additional time missed beyond the 3 days will be made up prior to finals week. If absences are excessive or cannot be made up prior to finals week, the student will make up the requirements immediately after finals week. A student’s grade will drop one letter grade for each additional absent day starting on the 4th absence of that semester.
Attendance Policy for Clinical Education Courses

D. Second Year Absence, Make up Time and Grade Drop

1. **Summer II Semester:** If the student misses one day, the student will be required to make up the day on the Saturday of week 8. If the student misses two days, the student will be required to make up the day on the Saturday of week 8 and the Monday of the following week. The student has until the Tuesday after the end of Summer II semester to complete missed clinical time. A student’s grade will drop on the 3rd absent day. Class and clinical absences are counted independently of each other.

3. **Fall and Spring Semesters:** Students who achieve perfect attendance in the clinical setting will be awarded 3 additional days off during finals week. If a student is absent, up to the first three clinical days missed in a semester will be made up during finals week of that semester. Additional time missed will be made up prior to finals week. If absences are excessive or cannot be made up prior to finals week, the student will make up the requirements immediately after finals week. A student’s grade will drop on the 4th absent day of that semester.

4. **Interview Days in the Spring Semester of the Second Year:** One (1) additional day is permitted for interviews, physicals and/or orientation for advanced imaging schools or radiologic technology jobs during the last semester in the program with permission and scheduling by the clinical coordinator before the date. Documentation of the visit (signed statement on school or hospital letterhead or the interviewer's business card) is required. The days may be taken as 1 eight-hour day or 2 four-hour days. No other time increments will be accepted.

5. **Graduation Day:** Students are off Graduation Day unless clinical time must be made up.

E. **Attendance Chart**

The following chart lists the specific days that clinical time must be made up for each semester of the program and when a grade drop occurs.

<table>
<thead>
<tr>
<th></th>
<th>Number of weeks in the semester</th>
<th>Number of Bonus Days</th>
<th>Time to Complete Course Requirements During Finals Week</th>
<th>Clinical Grade Drop</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year Summer Semester</td>
<td>8 weeks</td>
<td>No days</td>
<td>None</td>
<td>On the 3rd absence</td>
</tr>
<tr>
<td>First Year Fall Semester</td>
<td>15 weeks</td>
<td>3 days</td>
<td>Tuesday, Thursday and/or Friday of finals week</td>
<td>On the 4th absence</td>
</tr>
<tr>
<td>First Year Spring Semester</td>
<td>15 weeks</td>
<td>3 days</td>
<td>Tuesday, Thursday and/or Friday of finals week</td>
<td>On the 4th absence</td>
</tr>
<tr>
<td>Second Year Summer Semester</td>
<td>8 weeks</td>
<td>No days</td>
<td>None</td>
<td>On the 3rd absence</td>
</tr>
<tr>
<td>Second Year Fall Semester</td>
<td>15 weeks</td>
<td>3 days</td>
<td>Monday, Wednesday and/or Friday of finals week</td>
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</tr>
</tbody>
</table>
Attendance Policy for Clinical Education Courses

F. Absent Time Missed Less than Eight Hours:

1. Any time missed between 4 and 7.5 hours will be made up during finals week in consecutive hours and not broken up into hourly units. Time will be rounded up in 30 minute increments. For example, a student who missed 4 hours and 15 minutes will make up 4 hours and 30 minutes. A meal break will be required for time over 5 hours. Students may not use lunch time to make up clinical time.

2. In the event a student has absent time that is less than 4 hours for a specific need, (medical appointment, etc.), said time must be made up within one week of the occurrence. Time may be broken down into half hour and hour increments, but no less. The student must document the absence with a written excuse. The student is allotted 3 occurrences of missed time less than four hours. On the fourth occurrence, the student must have a conference with the clinical coordinator. Additional absent time may result in disciplinary action.

3. Students are not permitted to miss lunch or breaks in order to shorten the clinical day or to complete clinical education requirements.

G. Bonus Day

1. A bonus day is one that a student may use for personal time, sick time, or physician’s appointment. The bonus day is granted in addition to the award days granted in a semester.

2. All bonus days must be approved by the clinical coordinator prior to the occurrence.

3. Each student is granted one additional bonus day for each of the following semesters: first year fall semester, first year spring semester, second year fall semester and second year spring semester. There are no bonus days provided in summer semesters for first or second year students.

4. There are two occasions when the bonus days may not be taken: the day that is designated as National Radiologic Technology Day on campus and the Capstone Presentation Day.

5. The student may take a bonus day in conjunction with an observed holiday or spring break once during the first year and once during the second year of the program. This situation must be pre-approved by the clinical coordinator only. If one or more class days are missed as well, the student’s final class grade will be dropped by one letter grade for each class day missed.

6. The student may designate a bonus day prior to the date or on the specific date but may not be designated after the absence. The bonus day must be listed as a BD on the attendance form.

7. The bonus day may not be used as a makeup day.

8. If a student fails to follow this policy, the student’s clinical grade will drop by one letter grade.

H. Lunch Times

1. Students are allotted a set time for lunch breaks. Most of the clinical sites allot one hour for lunch with no break times. One clinical site allots 30 minutes for lunch and two 15 minute breaks. Students must follow the allotted time of their designated clinical site with no alterations. Students are required to take no more than the allotted time for lunch (or breaks) or else he/she will be considered tardy. Repeated tardiness will lead to a grade drop (see tardy section).
Attendance Policy for Clinical Education Courses

I. Bereavement

1. Two days are granted for bereavement if the days taken are on a scheduled class or clinical day. One of those days is designated for the day of the service. If a student misses two clinical days, the student will not have to make up those days. If a student misses one clinical day and one class day, the student will not have to make up the clinical day.
2. The policy applies only to the following family members: spouse, parent, stepparent, in-laws, grandparent, great-grandparent, sibling, child, or stepchild.
3. Students must bring in an official notice (newspaper, online announcement) to the program director within 1 week of the absence. Failure to do so may result in a make-up day.
4. Any additional clinical time must be made up following the standard requirements.

J. Authorization of Make-Up Time

1. Students must get the authorization from their clinical instructor and the clinical coordinator prior to making up any absence.

K. Absence of Scheduled Make-Up Time

1. If a student misses scheduled make up time, the student will be required to reschedule make-up time with the clinical coordinator.

L. Make up Time and Clinical Grades

1. A student will have until Tuesday after finals week to make up time to receive a clinical grade.
2. If absent time is not made up by that Tuesday, the student will receive a grade of Incomplete (IN) for the course. However, a grade of incomplete will only be given in extreme circumstances per University policy.

M. Reporting Absences from the Clinical Education Setting:

1. Students who are unable, for any reason, to report for Clinical Education courses as assigned are required to contact the Clinical Instructor and/or the Clinical Education Setting at least one hour prior to their scheduled assignment. The student must speak to the Clinical Instructor when reporting off clinical time. If the clinical instructor is not available at that time, the student should report off to a radiology department supervisor. If a supervisor is not available, students must note the time and person they are reporting off to. The Clinical Instructor must, however, be notified of the absence by the student within two hours. If the clinical instructor is off, the student is to speak with a supervisor and notify the clinical coordinator about that day's absence. The student must report to whom they spoke and the time of call off. As a courtesy, please notify the clinical coordinator.

2. Failure to follow this procedure will result in disciplinary action and a conference report.
Tardiness at the Clinical Site

1. Timeliness is also important at the clinical site. If it can be a direct indicator of what type of employee you may become.

2. Students must be at the Clinical Education Setting in their assigned area prior to the start of the assigned clinical time. Students who report to the assigned area at the Clinical Education Setting five (5) minutes after their assigned time (without a written excuse) will be considered tardy. Students must also return from lunch (and breaks, if applicable) at the designated time or else will be considered tardy.

3. Each time the student is tardy, that amount must be recorded on the student's attendance record.

4. A student must meet the clinical education course requirements to successfully pass the course. Time missed between 5 minutes to 30 minutes will be made up in a 30-minute time block. Time missed between 31 minutes to 60 minutes will be made up as 1 hour.

5. Students are permitted 2 occurrences of tardiness during the semester without disciplinary action; however, the time must be made up as indicated above.

6. The final clinical course grade will be lowered one letter grade on the third unexcused occurrence of tardiness and again for the fourth, and fifth occasion. If the resultant grade is a C- or lower in a radiologic technology course, dismissal from the program will occur. Extenuating circumstances will be considered.

Note that if a student is tardy between 1-5 minutes in a semester more than 2 times, a conference report will result on the third occasion and may result in disciplinary action as outlined in #5.

Cardiopulmonary Resuscitation

Students enrolled in RADT courses are required to hold a current certification in cardiopulmonary resuscitation from the American Heart Association or the American Red Cross. This certification must be completed by the first clinical education day and kept current for the duration of the program.

The level of certification must include adult (one rescuer and two rescuers), child, and baby CPR and obstructed airway for the adult, child, and baby.

American Heart Association: Healthcare Provider BLS

Students must provide documentation to the program director by the start of Summer I semester of the first year of the program. Students without the appropriate certification will not be able to complete requirements for Radiologic Technology courses.
Certification Examination by the ARRT in Radiography

1. The American Registry of Radiologic Technologists (ARRT) is the only examining and certifying body for radiographers. On the board are representatives from the American Society of Radiologic Technologists (ASRT) and the American College of Radiology (ACR).

2. To become a Registered Technologist in Radiography, R.T. (R), a student must graduate with the Associate of Applied Science in Radiologic Technology degree from KSU (a JRCERT approved program in radiography). This requires the successful completion of all program requirements including clinical competencies.

3. As a Kent State University Salem Campus Radiologic Technology graduate, students may take the ARRT examination after graduation. Applicants should allow up to four weeks from the date the application is received at the ARRT for the processing of the application. Students have a 90-day window in which to take the exam at a Pearson VUE test center. The test is given as a computerized examination. The cost of the examination is $200 for the first attempt, $150 for the 2nd attempt. Candidates who are eligible for the exam in radiography are allowed three attempts to pass the exam. Candidates must complete the three attempts in a three-year period, which begins with the initial exam window start date. After 3 unsuccessful attempts or three years have expired, the individual is no longer eligible. See the ARRT examinee handbook for further details.

4. The exam follows the content specifications as specified by the ARRT. See appendix

5. Any student who has a previous misdemeanor or felony conviction must submit the following to the ARRT: Go to: www.arrt.org Select the tab to Ethics
   a. Court records and subsequent recommendations of the court (fines, classes, etc.)
   b. Proof that all fines or actions were carried out
   c. A letter from the student that explains the conviction
   d. Fee:
      1) A $100 non-refundable fee when submitted in the first year. The fee does not apply toward the certification exam fee.
      2) A $200 non-refundable fee if submitted in the second year. The fee does apply toward the certification exam fee.
   e. There is a special application form for this situation. Any student should contact the program director at the beginning of the program to obtain this form and send it in immediately so that the ARRT can determine exam eligibility.

6. The program director must complete a verification form from the ARRT that states that a student has successfully completed specified clinical and didactic competency requirements, before examination results can be released. The program director reserves the right to not sign the verification form if the student has not completed all requirements or has not properly prepared for the exam. Successful passing of the Graduate Assessment Exam given by the program director at the completion of the final semester will determine preparedness. A student will be given three attempts to successfully pass the Graduate Assessment Exam prior to the ARRT exam. Failure to successfully complete the exam will result in remedial work as deemed by the radiologic technology faculty and retesting which may delay the eligibility to take the ARRT exam.

7. CQ/2011: Continued Qualifications Requirements beginning 1/1/11: certifications will be limited to 10 years. The process will include assessments of strengths and areas needing improvements.

Cheating and Plagiarism
Kent State University Administrative Policy 3-01.8

(A) Purpose. Students enrolled in the university, at all its campuses, are to perform their academic work according to standards set by faculty members, departments, schools and colleges of the university; and cheating and plagiarism constitute fraudulent misrepresentation for which no credit can be given and for which appropriate sanctions are warranted and will be applied.

(B) Definitions. As used in this rule:

(1) "Cheat" means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. As defined, cheating includes, but is not limited to:

(a) Obtaining or retaining partial or whole copies of examination, tests or quizzes before these are distributed for student use;

(b) Using notes, textbooks or other information in examinations, tests and quizzes, except as expressly permitted;

(c) Obtaining confidential information about examinations, tests or quizzes other than that released by the instructor;

(d) Securing, giving or exchanging information during examinations;

(e) Presenting data or other material gathered by another person or group as one's own;

(f) Falsifying experimental data or information;

(g) Having another person take one's place for any academic performance without the specific knowledge and permission of the instructor;

(h) Cooperating with another to do one or more of the above; and

(i) Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(j) Presenting falsified information in order to postpone or avoid examinations, tests, quizzes, or other academic work.
Cheating and Plagiarism
Kent State University Administrative Policy 3-01.8

(2) "Plagiarize" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. As defined, plagiarize includes, but is not limited to:

(a) The copying of words, sentences and paragraphs directly from the work of another without proper credit;

(b) The copying of illustrations, figures, photographs, drawings, models, or other visual and nonverbal materials, including recordings, of another without proper credit; and

(c) The presentation of work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers.

Effective: May 24, 2012

Please review the remainder of the KSU Administrative Policy intent, sanctions, procedures and appeals on the website at:
http://www2.kent.edu/policyreg/policydetails.cfm?customel_datapageid_1976529=2037779

Procedure during Examinations for Radiologic Technology

Students must place all cell phones, bookbags, notebooks, textbooks and beverage bottles/cups or other items as determined by the instructor in the front of the classroom or lab during examinations or practical exams. The area must be clear of all items except the exam, answer sheet and/or paper provided by the instructor which must be submitted at the completion of the exam.

Effective April 2015
Clinical Education

1. Students enrolled in Clinical Education courses of the Radiologic Technology program are assigned to area hospitals that serve as Clinical Education Settings. Clinical assignments are made by the Program Officials. On-campus Radiologic Technology courses are scheduled each semester.

2. Students may be rotated to other clinical education settings to enhance their education in order to meet program outcomes, in case of a strike by clinical personnel, or in cases of problems experienced by or with a student at a clinical site. It is up to program personnel to determine the clinical site, in cooperation with clinical education personnel.

3. Clinical Hours are as follows: 7.5 hour clinical day plus one hour for lunch

   **First Year:**
   - Summer: (8 weeks) 15 hours/week Thursdays and Fridays
   - Fall Semester: 20-22.5 hours/week Tuesdays, Thursdays, & Fridays
   - Spring Semester: 20-22.5 hours/week Tuesdays, Thursdays, & Fridays

   **Second Year:**
   - Summer II: (8 weeks) 30 hours/week Monday, Tuesday, Wednesday, Friday
   - Fall Semester: 22.5 hours/week Mondays, Wednesdays, & Fridays
   - Spring Semester: 22.5 hours/week Mondays, Wednesdays, & Fridays

There may be occasions when students are scheduled for a 5 hour day on Fridays, either morning or afternoon, due to staffing resources concerning direct supervision of students.

4. While assigned to the Clinical Education Setting, the student will be rotated through the various areas of the Radiology Department.

5. Clinical rotation assignments take place during daytime hours however there are some weekend Saturday afternoon and midnight rotations scheduled.

6. Clinical rotation assignments are given to each student at the beginning of the semester/summer session and posted at each of the Clinical Education Settings.

7. There will be no change in the clinical rotation assignments without the permission of the Clinical Instructor and the Clinical Coordinator, unless there is an equipment failure, scheduled preventive maintenance, or staff changes. Failure to do so will result in a disciplinary action at the discretion of the program director and faculty.

8. If the student is not actively engaged in performing procedures in their assigned area, they will assist technologists in other areas. When performing procedures in areas other than the area assigned, the student must inform the Clinical Instructor and/or the supervising technologist of their location.

9. At the close of each clinical rotation, the technologist will complete an evaluation of the student.

10. Students are required to successfully complete clinical objectives for each rotation at the clinical education setting. Students are encouraged to coordinate their RADT course objectives with their clinical assignments.

Clinical Education Course Extension

A. Required Extension of a Clinical Education Course

1. The radiologic technology program is based on a competency-based system whereby a student must achieve a set number of competencies and proficiencies prior to the completion of the program.

2. Students achieve these in different time frames, depending on their progress, initiative and what they have been able to observe and perform at the clinical education center. Some students may require additional time in a clinical education course due to:
   a. Inability to complete the required competencies or proficiencies by the end of a semester.
   b. Documentation by program officials that shows evidence that the student is not ready to complete the clinical education course due to poor performance or insufficient knowledge of radiologic procedures.

3. The faculty of the program will decide the length of time for the required extension after consulting with the student’s clinical instructor.

4. The student would have to prove competency at the end of the extended time period before the extension was terminated.

Student request for an extension of a clinical education course

1. A student may request an extension of a clinical education course.

2. The purpose may be that the student wishes to enhance their clinical education skills.

3. The student must have successfully completed all previous clinical education courses to make such a request.

4. The request must be made in writing to the Program Director no later than twenty (20) days before the close of the semester involved.

5. This extension is only applicable to clinical education courses; no other Radiologic Technology course is eligible for extension.

6. The request for extension will be reviewed by the faculty of the program, in consultation with the student’s clinical instructor. The decision of approval or rejection will be given to the student one (1) week from the date of the request.

7. All requests for extension will be considered on an individual basis. The maximum extension considered is four (4) weeks of additional clinical education.

8. Students will receive a grade of Incomplete until course requirements are met. An Incomplete grade is given only under extreme conditions. The instructor will change the grade to a letter grade when requirements are met.

Clinical Education Learning Outcomes

In each semester of the Radiologic Technology program at Kent State University Salem Campus, the student will be enrolled in clinical education that requires attendance in an assigned clinical education setting in order to:

1. Acquire competency and proficiency in radiologic procedures.
2. Observe other imaging and therapeutic disciplines such as CT, MRI, Nuclear Medicine, Radiation Therapy and Ultrasound. Mammography rotation is elective.
3. Rotate to other KSU clinical education settings as scheduled to observe procedures or equipment at other sites not seen in a student’s assigned clinical site such as a physician’s office.
4. Complete objectives for each clinical education course, which can be found in the course syllabi distributed at the beginning of each semester.
5. Develop and practice safe habits associated with equipment and accessories in accordance with accepted equipment use.
6. Employ techniques and procedures in accordance with standards in radiation protection practices to minimize exposure to patient, selves and others.
7. Develop and practice appropriate interpersonal relationships with patients, other members of the health care team, families of patients, and others offering or requesting services of the facility, without discrimination.
8. Acquire professional values and develop appreciation for life-long learning.
9. Develop critical thinking and problem solving skills.
10. Practice ethical conduct and professional behavior at all times.
11. Respect patient, department, and facility confidentiality in all areas.
12. Be evaluated in the following areas by technologists and clinical instructors reflecting assessment of the affective, cognitive and psychomotor domains:

   A. Observe and absorb information given
   B. Accurately prepare for procedures
   C. Correctly follow directions
   D. Organize duties efficiently
   E. Apply knowledge correctly
   F. Practice quality patient care
   G. Communicate effectively
   H. Accurately perform exams & correct errors
   I. Perform in a timely and efficient manner
   J. Demonstrate dependability
   K. Conduct oneself in a professional manner
   L. Use self-direction within capabilities
   M. Demonstrate logic and good judgment
   N. Consistently cooperate with others
   O. Demonstrate self-confidence in abilities
   P. Adjusts and handles stressful situations
   Q. Accept suggestions & constructive criticism

POLICY: 1992 Most recent revision: 2015
Classroom Conduct Policy

The following are offered as guidelines to help you understand what is expected of you as Kent State University undergraduate students. Following them will not guarantee success, but ignoring them could result in problems. The listing presented is not comprehensive, but it should present a clear idea of how students should conduct themselves at Kent State University.

1. Familiarize yourself with the *KSU Undergraduate Catalog* and Radiologic Technology Program Handbook and the syllabi for each course.

2. Be sure to purchase course materials and textbooks prior to class.

3. Come to class alert and ready to participate and not under the influence of any substance.

4. Plan to arrive to class on time and to stay for the entire class period (or until dismissed) because random arrivals and early exits are disrespectful and distracting.

5. Be responsible for your own learning.

6. Use proper and effective oral and written communication skills.

7. Practice critical thinking and problem solving skills.

8. All cell phones and other electronic devices must be turned off (or on vibrate) and hidden from view during class time. See policy in handbook.

10. Keep questions or comments pertinent to class discussions. Do not engage in side conversations and other disruptive behaviors as they are distracting to others.

11. Students are expected to be professional and respectful of administrators, instructors, staff and students. That includes verbal and physical behavior as well as language used in email and phone messages. Embrace diversity.

12. Do not come to class if your illness will affect others and notify instructors of the absence. Students are responsible for what transpired if they miss a class. Make up all missed assignments & exams.

13. Observe faculty office hours and keep appointments when made.

14. Seek assistance as needed with academic courses from the instructor or the tutoring center.

15. Make an appointment with the program director for academic advising.

16. Inform the program director as soon as possible if withdrawing from the program.

17. **Campus Smoking Policy:** designated areas are provided on campus and smokers must be no closer than 20 feet from the building. Electronic Smoking: No electronic cigarettes or personal vaporizer (PV) or electronic nicotine delivery system (ENDS) or other types are permitted in the classroom or lab setting for radiologic technology.

18. No food or beverages other than water are permitted in carpeted classrooms on campus.

Last revision 2015
Clinical Conduct Policy

The following is a list of reasons why a student may be subject to advisement, probation, suspension, or dismissal. The severity of the incident will determine the consequence, and the student has the right to appeal and due process. Students must abide by all rules and regulations of the clinical education setting to which they are assigned.

ALL STUDENTS:
1. Will report to the clinical assignment in the proper uniform, presenting a professional appearance.
2. Will report to the clinical assignment in an alert and rested condition.
3. Will be in their assigned area at the start of the clinical shift and after lunch as assigned.
4. Will be in their assigned or directed room. Students are not to congregate in QC or viewing areas.
5. Will be free of any possession or influence of drugs or alcohol while at the clinical site.
6. Will not engage in immoral conduct.
7. Will not divulge any confidential information concerning the clinical site and violate HIPAA.
8. Will not engage in theft of any articles from the Clinical Education Setting.
9. Will not show gross neglect of duty, including negligence or willful inattention or unkind manner toward a patient.
10. Will not accept any type of gratuity or "tip" from a patient or a patient's family.
11. Will not clock in or otherwise complete attendance record of another student or staff member.
12. Will not study for radiology courses while on clinical assignment unless there are no procedures.
13. Will not leave the assigned areas unless instructed to do so.
14. Will not falsify records, reports, and/or information.
15. Will not fight or instigate a fight at the clinical site.
16. Will not use profane or abusive language toward anyone.
17. Will not willfully violate any safety regulations.
18. Will not create malicious mischief resulting in injury or destruction of property.
19. Will not use cell phones during clinical education rotations.

Clinical Direct and Indirect Supervision of Students

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology. The JRCERT guidelines state that:

1. Students must perform medical imaging procedures under the **direct supervision** of a qualified radiographer **until** a student achieves competency. The JRCERT defines direct supervision by a qualified radiographer* who:
   - reviews the procedure in relation to the student’s achievement,
   - evaluates the condition of the patient in relation to the student’s knowledge
   - is physically present during the conduct of the procedure, and
   - reviews and approves the procedure and/or image

2. Students must perform medical imaging procedures under the **indirect supervision** of a qualified radiographer **after** a student achieves competency. 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.

*Qualified Radiographer* - A radiographer possessing American Registry of Radiologic Technologists certification or equivalent and active registration in the pertinent discipline and practicing in the profession.

Latest revision: 2011
Communicable Disease Policy

Students entering the Radiologic Technology program need to be aware, by virtue of the clinical nature of the program that they might be exposed to infectious disease processes, injury, and their inherent risks.

I. Students who are exposed to a communicable disease

Students who are notified of an exposure to a communicable disease while attending clinical education courses must do the following:

A. Notify the clinical instructor as soon as possible.

B. Notify the clinical coordinator as soon as possible who will then notify the program director of the radiologic technology program.

C. Follow the guidelines and protocols set up by the Clinical Education Setting they are attending.

D. Complete a communicable disease form that will be placed in the student's file in the program director's office.

E. A student, who is then diagnosed with the communicable disease, must follow part II, as seen below.

II. Students who are diagnosed with a communicable disease

A. Students enrolled in the Radiologic Technology program are required to notify the program director if they are diagnosed with a communicable disease. The student must complete a communicable disease form that will be placed in the student's file in the program director's office.

B. The student's confidentiality will be protected to a certain degree, mainly to those on a need to know basis. This will depend on what the communicable disease is and if it will affect the health and welfare of others.

C. The Program Director will in turn notify the Clinical Instructor and they will counsel with the infection control department of the Clinical Education Setting. When necessary the student will attend a counseling session with the infection control department.

D. Depending on the severity of the disease and the student's physician, the student may be required to withdraw from the clinical education course and/or the radiologic technology program.

E. Failure to report a communicable disease to the program director may result in dismissal from the radiologic technology program, depending on the nature of the communicable disease.

Students are expected to have their own personal health insurance to cover any infectious disease processes or injuries occurring during clinical education rotations.

Confidential Information: Academic and Clinical Education

1. All facility, personnel and patient records are confidential in nature. This includes all medical images, reports, spoken, paper and electronic information. Students shall comply with all federal and state rules and regulations regarding such information, including, but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

2. Requests for information concerning a patient, personnel or the facility should be referred to the Supervising Technologist or the Clinical Instructor.

3. Students are expected to maintain the confidentiality in a professional manner.

4. Student files at the clinical education setting are confidential and will be kept in a locked file cabinet. Only the clinical instructor and clinical coordinators have access to these files. A student will be able to view only his/her own file. This will be done under the supervision of the clinical instructor or clinical coordinator, based on FERPA.

5. Any break in confidentiality by a student will be cause for immediate dismissal from the program. If a student is accused of a confidentiality violation, an investigation will ensue. The grievance policy will be followed.

Disciplinary Action

Any violation of policy warrants disciplinary action. A written summary of the violation will be placed in the student's file. The written summary of the violation must be signed and dated by all parties involved. The action to be taken will be determined by the Program in accordance with the Due Process Policy of this Handbook, and/or the Student Conduct Policy of the University Policy Register.

Note: Before disciplinary action is taken, the Program Director will meet with the Clinical Coordinator and Radiologic Technology Faculty for the purpose of reviewing the circumstances leading to possible disciplinary action. The final decision will be based on this review. However, the Program Director will be responsible for the act of dismissal and proper documentation of the action.

The accused student is provided an opportunity to share their side, including witnesses, of the incident that led to program charges being filed.

ACTIONS:

Stage I: Written Conference Report: No disciplinary action to be taken

A written conference report will be completed for any student who is experiencing a problem in the program that needs to be addressed. A radiologic technology faculty member will speak to the student and record the information on the conference form that will be placed in the student’s file on campus.

Stage II: Probation: Remediation-Action taken

When a written conference has proven to be an inadequate solution to the problem, a student may be placed on probation. How long the probation will last depends on how severe the disciplinary problem.

When put on probation, the Program Director must write a conference report stating the reasons for probation and how long it will last. Also the report will include the behavior or performance that is expected from the student during that time with the consequence for not fulfilling those expectations. This report will be signed and dated by the student and Program Director.

During the probationary period, the appropriate authority will monitor the behavior or performance.

Stage III: Suspension:

When an offense is serious or previous disciplinary actions have not improved the behavior or performance of the student, the student will be suspended for three days from the clinical site. The student must still complete all clinical course requirements.

Stage IV: Dismissal:

After repeated disciplinary actions for the same violation, the student will be dismissed from the program by the Program Director as witnessed by a radiologic technology instructor and/or clinical coordinator.
Dismissal

A student will be immediately dismissed without going through any previous steps for any of the following items:

1. breach of confidentiality,
2. falsifying information,
3. attending the Clinical Education Setting under the influence of alcohol or illegal drugs, or having either on Clinical Education Setting property,
4. fighting or attempting to injure others on Clinical Education Setting property, including the use of a weapon with the intent to cause harm,
5. gambling, stealing or immoral behavior on Clinical Education Setting property,
6. deliberately destroying property,
7. abusing a patient, fellow student, employee or anyone at the Clinical Education Setting, physically or verbally,
8. cheating on any assignment, examination or through plagiarism,
9. not meeting the academic standards at the close of a semester,
10. violation of a Clinical Education Setting policy which requires the CES to terminate services, and/or
11. any violation of policy requiring immediate dismissal as stated in the "Student Handbook," "University Undergraduate Catalog," and/or the Administrative policy regarding regulations for student behavior
12. any violation of policy requiring immediate dismissal as stated in the "Student Handbook," "University Undergraduate Catalog," and/or the Administrative policy regarding regulations for student behavior


Grievance Procedure

1. Since policies regarding warning, probation, and dismissal are clearly spelled out in the student handbook, and since student-adviser conferences are held on a regular basis, problems concerning these policies should occur infrequently, if at all.

2. If issues arise concerning implementation of policies, the grievance procedure is as follows:

a. The student discusses the matter in question with the Program Director within 10 days (excluding weekends) of the occurrence of the problem in question, explaining the nature of the problem and proposing a suggested solution.
Grievance Procedure

b. The Program Director will investigate the problem and confer with the faculty of the program and, if needed, with the radiologic technology advisory committee. A solution will be provided to the student within 10 business days. In the event the Program Director fails to respond to the grievance within 10 days or if the student is not satisfied with the response, the student may proceed to the next step in the due process procedure.

c. If the student is not satisfied with the ruling, the student may proceed with the Kent State University Salem Campus Student Complaint Process found at: http://www.kent.edu/policyreg/administrative-policy-and-procedures-student-complaints

d. The grievance policy is non-retaliating, meaning the student will not be harassed, reprimanded, or punished by anyone for using this policy.

3. Students may appeal to the JRCERT for an external appeal if the problem is concerned with the program not meeting the JRCERT Standards for an Accredited Educational Program in Radiologic Sciences. The policy for allegations of non-compliance is as follows:

a. Steps
   1. Meet with the Program Director immediately.
   2. Cite the specific STANDARD not being met.

b. Once the information is provided, the Program Director will take the following steps:
   1. Document the complaint.
   2. Investigate the validity of complaint with the JRCERT.
   3. Convene an emergency Advisory Committee meeting within 1 week of the allegation.
   4. Implement a plan of action as needed.
   5. Resolve the complaint.
   6. Document all the above steps.
   7. Meet with the student within 7 working days on the outcome.

c. At any time during the process, the student may contact the JRCERT themselves at: JRCERT
   20 North Wacker Drive, Suite 2850
   Chicago, IL  60606-3182
   Phone: 312-704-5300
   Fax: 312-704-5304
   Web site: www.jrcert.org

Dress Code and Professional Appearance at the Clinical Sites

The following dress code is to be worn by students in the Radiologic Technology program while in attendance at the Clinical Education Setting unless the assigned area (i.e., surgery) requires something different. Street clothes are not to be worn at the Clinical Education Setting.

**Required attire:**
KSU royal blue scrub tops and bottoms. Two sets required. Scrub jacket is optional. See handout.

ALLIANCE COMMUNITY HOSPITAL
Blue jacket preferred if purchased

EAST LIVERPOOL CITY HOSPITAL
Blue jacket preferred if purchased

ROBINSON MEMORIAL HOSPITAL
Blue or white jacket if purchased

SALEM REGIONAL MEDICAL CENTER
Blue or white jacket if purchased

ST. ELIZABETH HEALTH CENTER-Boardman
Blue jacket preferred if purchased

ST. ELIZABETH HEALTH CENTER-Youngstown
Blue or white jacket if purchased

ST. JOSEPH HEALTH CENTER
Blue jacket preferred if purchased

TRUMBULL MEMORIAL HOSPITAL
Blue or white jacket if purchased

**Dress Code and Professional Appearance Rules at the Clinical Sites**

1. Clothing is a form of non-verbal communication that reflects confidence in ability and judgement, personal behavior and sense of professional image. Our patient’s perspective of competence and professionalism of the radiographer are often based on first impressions, which are then processed into stereotypical responses to the image the radiographer presents. Thus, the first impression of the radiographer in uniform is the strongest statement of professionalism. It is essential that we present ourselves as professionals and act in a manner that conveys authority and integrity. Therefore a strict dress code policy has been developed.

2. Scrubs should be clean, unwrinkled and odor free. Scrubs must be laundered after each use, due to harboring pathogens. Short or long sleeve white T-shirts are permissible under the scrub top but must be plain with no writing. The waistband of the scrub pants must be at the level of the student’s natural waistline. Pants cannot be rolled or pegged and must be of proper length to the top of the shoe. Pants must not drag on the floor. Only scrub jackets are acceptable as a cover. Clothing, including attached buttons/pins, will not include visible statements advertising commercial products or expressing controversial/divisive viewpoints.
Dress Code and Professional Appearance at the Clinical Sites

3. Shoes must be clean. Muted/neutral colored athletic shoes are acceptable except at Salem Regional Medical Center where white shoes with minimal color are required. No fluorescent or bright colors. Sling back, open-toed or canvas shoes are not acceptable. Check with your clinical site to see if Crocs are acceptable (solid colored only and with no holes). Socks are required with all shoes.

4. Hair must be clean, neat, and pulled out of the way and under control; No unusual colors are permitted such as purple, orange, or blue. No unusual styles that appear unprofessional. For males, beards and mustaches are permitted if neatly trimmed.

5. Finger nails must be clean, well-trimmed at all times. Long nails (natural or artificial) are prohibited because they harbor bacteria, may injure patients and break with equipment. No black colored nails.

6. Facial make-up must be in moderation.

7. Fragrances (perfumes, colognes, lotions) are prohibited since they may be offensive to patients and staff. Fragrances cause headaches, nausea or allergic reactions. An effective deodorant is required.

8. Identification badges and radiation dosimetry badges must be worn (provided by KSU).

9. Jewelry permitted (only gold or silver toned jewelry may be worn):
   a. Body Piercing
      1) Earrings: no more than 2 stud earrings may be worn in each ear lobe. No hoop or dangling earrings.
      2) Any other areas of the body that are pierced must not have pierced jewelry that is visible. A pierced tongue is not permitted at clinical sites.
   b. Wrist watch with a second hand is recommended.
   c. Wedding band &/or engagement ring or other rings are permitted but no more than 2 rings per hand
   d. Holiday pins are allowed.

10. Tattoos must be covered.

11. All students will be required to follow the dress code: any student with inappropriate appearance will be asked to leave the Clinical Education Setting. The student must still meet clinical course requirements and a student will have to make up any time missed. This policy will be enforced uniformly and final authority for interpretation lies with the Program Director and Clinical Coordinator. Repeated violations of the dress code will warrant appropriate disciplinary action.

Evaluations by Students

1. **CLINICAL EDUCATION SETTING EVALUATION by the STUDENT (F-14)**
   Students will evaluate the Clinical Education Setting to which they are assigned at the completion of spring semester each year.

2. **CLINICAL INSTRUCTOR EVALUATION by the STUDENT (F-15)**
   Students will evaluate the Clinical Instructor(s) each spring semester.

3. **CLINICAL COORDINATOR EVALUATION by the STUDENT (F-12)**
   Students will evaluate the Clinical Coordinators each spring semester.

4. **PROGRAM DIRECTOR EVALUATION by the STUDENT (F-11)**
   Students will evaluate the Program Director once each year in the spring semester.

5. **INSTRUCTOR and COURSE EVALUATIONS by the STUDENT (Provided by KSU)**
   Students will evaluate the instructor and course at the course completion.

Graduate Satisfaction Survey

7. **GRADUATE SATISFACTION SURVEY**
   Approximately 6-9 months after graduation, Kent State University Salem Campus will send the student a Graduate Satisfaction Survey. The purpose is for the graduate to evaluate the radiologic technology program after the student has graduated and is now employed or enrolled in another program or both. The survey is used to assess outcomes of the program in determining its effectiveness and to search for information that could lead to programmatic improvement.

Rev. 2015
Evaluation of Students

1. **STUDENT EVALUATION by the CLINICAL INSTRUCTOR (F-19)**
The Clinical Instructor will evaluate all students each semester to check on the student's progress in the program. This grade is part of the clinical education course grade.

2. **STUDENT EVALUATION BY THE CLINICAL COORDINATOR (F-20)**
The Clinical Coordinator will evaluate each student every semester to check on the student's progress in the program. This grade is part of the clinical education course grade.

3. **STUDENT EVALUATION by the TECHNOLOGIST (F-16-18)**
Technologists will evaluate students at the end of each rotation, provided they have spent enough time with that student. The Clinical Instructor will distribute the evaluation form to the proper technologist. The evaluation is not given a grade but it is closely examined and reviewed by the Clinical Instructor and the Clinical Coordinator to check student progress. The student's signature on the form only indicates that the student has read the evaluation.

4. **COMPETENCY EVALUATION (F-26)**
To evaluate the student's performance of a specific radiologic examination, it is the responsibility of the student to select the competency evaluations required for each semester according to the list in each Clinical Education I-VI syllabi.

The Clinical Instructor or appropriate radiographer will complete this evaluation while observing the student's performance and after reviewing the resulting images. Exams on real patients should be performed whenever possible. Students may simulate some exams (designated on the Student Record of Competencies/Proficiencies) but the decision is up to the Clinical Coordinator. The competency evaluations are graded and are part of the clinical education course grade.

At the successful completion of the program, the Program Director will sign a form from the ARRT stating that the student has successfully completed all required competencies as specified by the program and the ARRT. A student may be ineligible to take the exam if all competencies are not completed successfully.

5. **PROFICIENCY EVALUATION (F-26)**
The Clinical Instructor or appropriate radiographer will complete a proficiency evaluation to evaluate the student's performance on a previously completed competency examination. Students must complete the required number of proficiencies each semester as outlined in the Clinical Education I-VI syllabi. The proficiency evaluations are graded and are part of the clinical education course each semester.

6. **PROGRESS CHART (F-3)**
A progress chart is kept at the clinical education centers so that all technologists are aware of the competencies that each student has achieved in order to determine the level of supervision required.

7. **EMPLOYER SATISFACTION SURVEY**
The employer satisfaction survey is sent at the same time of the graduate satisfaction survey. The graduate can indicate their employment status and employer information. The survey by the employer will evaluate the graduate’s skills six-nine months after employment. The purpose of this survey to the employer is to help the program determine its effectiveness from the employer's perspective. Again, this information could lead to programmatic improvement.

Fluoroscopic Procedures

A. Students must successfully complete and pass the fluoroscopy room/equipment checklist, fluoroscopy room competency sheet and the fluoroscopy procedure competency form.

B. Kent State University Salem Campus students may do selected fluoroscopic procedures in keeping with the policy of the Clinical Education Setting if the student has previously demonstrated competency in the procedure and is under the direct supervision of the Clinical Instructor or supervising technologist or physician.

C. In Ohio, the clinical instructor and all technologists must have a Radiographer License from the Ohio Department of Health that allows them to perform fluoroscopy. A General X-ray Machine Operator license forbids fluoroscopy and mobile radiography.

Policy: 1992
Last Revised: 2009.
Graduation Requirements for the Associate of Applied Science Degree in Radiologic Technology

1. A student must successfully complete all radiologic technology core courses (all RADT courses and BSCI 11010, 11020) with a grade of at least a “C” or better. A student must have a cumulative grade point average of at least 2.00 in the RADT core courses in order to graduate from the program.

2. A student must successfully complete all other course requirements that make up the Associate in Applied Science degree in Radiologic Technology.

3. A student must successfully complete all developmental courses prescribed as a result of Basic Skills Assessment Testing (COMPASS).

4. A student must successfully complete all required competencies and proficiencies as part of the clinical education courses.

5. A student must successfully complete all rotations assigned in the clinical education setting.

6. A student must successfully complete the Graduation Assessment Examination in the Clinical Education VI course prior to the ARRT examination. If a student does not pass the exam on the first attempt, the student will be required to do remedial coursework as deemed by the radiologic technology faculty. If the student is unsuccessful on the second attempt, more remedial work will be assigned until successful completion of the exam. This may delay graduation and the eligibility of the student to take the ARRT examination.

7. The student must complete all requirements of Kent State University Salem Campus prior to graduation.

8. Students must apply for graduation online before February 1st for the AAS degree.

Graduation with Distinction

1. Candidates for associate degrees who demonstrate high levels of scholarship through their coursework are graduated with distinction.

2. “With Distinction” is awarded when students achieve a grade point average of 3.50 or better for all undergraduate coursework at Kent State University.

3. A minimum of 32 hours must be completed at Kent State in order to be considered.

4. The student's GPA (which should be unadjusted by the application of the Academic Forgiveness Policy, Course Repeat Policy or Freshman Rule for Recalculation of Grade Point Average), will be used in determining "With Distinction."

4. There will be an inscription on the student’s diploma indicating this honor and gold dress cords are provided to the student at graduation.

Guidance Policy

Kent State University Salem Campus provides academic advising to prospective students and enrolled students. In the event that a service required by the student is beyond the scope or ability of Radiologic Technology faculty, referral services may recommended for professional counseling.

Columbiana County Mental Health and Recovery Services Board

Family Recovery Center
Counseling Center of Columbiana County
Crisis/Emergency Services
964 North Market Street  PO Box 464  Lisbon OH 44432
Monday-Thursday 9 am - 9 pm and Friday 9 am to 5 pm at 330424-9573
Help Hotline 330-424-7767 or 1-800-427-3606  (24/7)

Community Resource Center of East Liverpool Ohio
940 Pennsylvania Avenue
East Liverpool, Ohio 43920
Phone:  330-385-1301

NAMI of Columbiana County (National Alliance of Mental Illness)
PO Box 116
Elkton OH 44415
330-424-5772

KSU Columbiana Campuses Counselor
Please contact Katherine Vance-Righetti at 330-337-4287 or online through Flashline for an appointment.

Kent Campus Counseling
The Counseling and Human Development Center, located at 325 White Hall, provides a variety of counseling services to students, faculty, and staff free of charge and to community residents for a small fee. Counseling services address many issues that students face including, but not limited to, depression, anxiety, relationship issues, roommate issues, suicidality, career concerns, stress, study skills, sexual concerns, gender identity concerns, and substance use. Additionally, they provide couples and family counseling on a limited basis. As stated, this is free for students. If interested, students may contact the office at 330-672-2208 to set up an appointment. A staff member will gather some basic information from the student and schedule for the first appointment. In most cases individuals can get an appointment the same day, if not immediately.

For more information visit the website at http://chdc.educ.kent.edu

Revised 2015
Health Policy and Background Check

1. Students must comply with the required health program of Kent State University Salem Campus and their assigned Clinical Education Setting. Failure to comply with the health program of the Clinical Education Setting is cause for dismissal from the program.
   a. New students are required to have a negative drug screen report as completed through Quest Laboratories and uploaded into the Certified Background portal prior to entry into the program. Students with a positive or inconclusive drug screen cannot be assigned to a KSU Salem clinical education setting.
   b. New students are required to have a form completed by their health care provider that they are in good health prior to entry into the program.
   c. New students are required to submit negative TB testing and immunization records prior to entry into the program.

2. Students are not employees of the Clinical Education Setting, and are not covered by worker's compensation.

3. Students are urged to provide their own health insurance coverage. The University does not assume or provide free medical insurance coverage for students in the clinical areas or on campus. Students may purchase health insurance coverage by contacting University Health Services at the Kent Campus. Students are responsible for the payment of all bills incurred if an accident should happen at the campus or clinical site.

4. Any illness, communicable disease, or other condition that might affect the health of the student, patients, or staff should be reported immediately to the program faculty and clinical instructor. The student may be asked to leave the campus or clinical site if the health condition may harm others.

5. Due to the physical nature of the profession of radiologic technology, student may not be allowed to attend clinic if an injury requires them to have a cast, sling, crutches or any other apparatus that may interfere with the student's ability to perform procedures or puts a patient at risk. Students will be allowed to attend clinic if they provide a full medical release and are able to meet ALL clinical objectives. All absent time will need to be completed as stated in the attendance policy.

6. New students are required to have both a state and federal background check prior to program start. Certified Background performs the fingerprinting on campus and the results are sent to students which are uploaded into the portal by the student. Applicants with a record must seek advisement from the radiology program director prior to applying. Applicants will be advised to contact the American Registry of Radiologic Technologists Ethics Committee prior to the program start (www.arrt.org).

7. A clinical education site may request a drug screen at any time during clinical rotations. Positive drug screen will result in immediate dismissal from the program.

Clinical Education Setting: Smoke Free Policy:
All* of the clinical education settings are committed to the long term health and safety of its employees. Applicants who smoke or use tobacco products will not be considered for employment. Accordingly, the hospitals are smoke-free and prohibit the use of all tobacco products. No one is permitted to use tobacco products on hospital property. This policy also applies to students.
*TMH is the only clinical education setting that has a designated smoking area.

Policy: 1986  Last revision: 2015
Hepatitis "B" Immunization

The Occupational Safety and Health Administration (OSHA) have published standards addressing occupational exposure to blood-borne pathogens. The standards state there is an occupational hazard for health care workers -- especially when dealing with blood-borne pathogens such as the **Hepatitis B Virus (HBV)**. The standards require that employers make available the hepatitis B vaccine and vaccination series to employees. The standards cover all employees who come in contact with blood and infectious materials while working. The standards fail to specifically include students working in health care settings.

Students enrolled in the Radiologic Technology program may come in contact with blood and infectious material while attending Clinical Education Courses and laboratory courses at an assigned Clinical Education Setting (CES). The students must be aware that they are at risk of coming in contact with the HBV while obtaining clinical experience. The Clinical Education Setting is complying with the OSHA standard by immunizing their employees against HBV; however, students will need to plan for their own immunization if they desire this means of protection.

The Radiologic Technology program **recommends** (but does not require) that you take part in a Hepatitis B immunization program prior to starting the program. You may check with your health department, local hospital or physician to inquire about the immunization. You may also check with the Clinical Instructor at your assigned Clinical Education Setting to see if the CES is going to provide the immunization. The immunization will include three injections and a blood antibody test. If you choose to participate you will be responsible for payment and submitting documentation of participation to the Program Director of Radiologic Technology by the end of the first spring semester. If you do not choose to participate with the immunization you must sign a waiver indicating such and submit the waiver to the Program Director of Radiologic Technology by the end of Clinical Education I in summer of the first year in the program.

Inclement Weather, Emergencies, and Closings of the Salem Campus

1. If Kent State University Salem Campus Salem Campus closes due to inclement weather or due to an emergency or a disaster, an announcement will be made on the Kent State Salem web page (www.salem.kent.edu) and/or on area radio and television stations (as listed in the Kent Salem Schedule of Classes). Please note that radio and television announcements will specifically state Kent State Salem Campus. Students with texting abilities will receive Flash Alerts which warns of weather or emergency situations. Go to Flashline, Emergency Information to find more information. Also, under Quick Links of the KSU Salem Web Page, information on individual class cancellations can be viewed by clicking on ‘class cancellation’. In case of campus closing or faculty absence, students are expected to be familiar with and able to use the “My Classes” function of Web for Students, where instructors may post updates to the syllabus, class assignments, copies of handouts, or other materials that will allow students to stay current with the work of the course. Please remember that as a student, you are responsible for checking e-mail on a regular basis, as well as confirming registration, grades, and attempted withdrawals on Web for Students.

2. When Kent Salem Campus classes are canceled, clinical education is also canceled and radiology program officials will notify the Clinical Education Settings. On days when the campus is closed during part of the day, information on the time of the closure will be provided to the Clinical Education Settings and/or students in a timely fashion by the Clinical Coordinator.

3. During times of inclement weather, emergencies or disasters, (as declared by a government official, campus dean, university official, and/or the Clinical Education Settings CES) the student will not be charged for an absence and will not have to make up the clinical day. Any scheduled class exams would be postponed.

4. If the student does not attend clinical education due to weather when the Kent Salem Campus is open and operating normally, then the clinical day is counted as an unexcused absence and the student must make up that day to meet course requirements. Documentation of attendance or non attendance will be maintained by the Clinical Coordinator.

5. If the student does not attend class when Kent State Salem Campus is open and operating normally, then the class day is counted as an unexcused absence and the student is responsible for obtaining any notes missed that day and/or make up any exams that are missed. Documentation of attendance or non attendance will be maintained by the course instructor.

6. It is the student’s responsibility to notify his/her clinical education setting to inform the clinical instructor if he/she will not be attending clinical that day.

7. If a student is at the clinical setting when the announcement is made to close the campus, the student may make the decision to stay and finish the scheduled clinical time. If a student decides to do so, he/she will be given the appropriate time off at a later scheduled date within that semester. However, if the campus is closed to severe weather and non-essential personnel are told not to report, then students are not permitted to attend clinical education that day.

Malpractice Insurance

Student malpractice insurance is paid for by the KSU provost’s office.

Students may choose to devote additional time at the clinical education site they are assigned to during the breaks between semesters, according to the company providing professional liability insurance for our students. Here are the parameters of this policy:

- This time is extra time and is not part of the assigned clinical education hours required during each semester. This means students cannot use this as make up time for previous absences nor for future assigned clinical time.

- Students must still follow all of the policies within this handbook including the direct and indirect supervision.

- Students will wear their radiation detection badge during the scheduled time.

- Students may perform competencies and proficiencies with registered radiologic technologists as needed.

- Students must stay within the scope of practice of a student in the KSU Radiologic Technology program.

- Students must provide a schedule of time to be spent at the clinical education site to the clinical instructor and the clinical coordinator one week prior to the time scheduled.

- Students must attend as indicated in their schedule to the clinical coordinator. Failure to attend a scheduled time will result in disciplinary action. This includes tardiness and absent policies.

- Students will coordinate the area of rotation with the clinical coordinator and clinical instructor (i.e., radiology, surgery, CT, etc.).

Policy: 1986

Revised: 2011
Personal Electronic Device Use

**Classroom**

1. During class, the use of electronic devices is not permitted due to the disruptive nature of such devices. This includes cell phones and any other personal electronic device.

2. These devices must be powered off and stowed in an out of sight location and are not permitted to be on the desktop, handled, nor answered. During class time, cell phones should not be used for any purpose (outgoing/incoming calls, text-messaging, calculating, picture taking, etc. unless instructed by the instructor.

3. If an instructor *sees or hears* a phone in student possession during class, it will be confiscated until the end of class. Repeated offenses will result in disciplinary action.

4. During testing periods, students must leave the classroom if there is a need for cell phone use after the completion of an exam. Failure to follow this policy will result in zero points for the exam being taken during the offense.

5. An exception will be made if a student has a family member who is ill and the student needs to be notified immediately. The phone must be put in the vibrate mode. The instructor must be notified prior to the class. In **cases of emergency**, students may tell family members to call the campus at 330-332-0361 and a message will be given to the instructor. Family members should state that the student is enrolled in the radiologic technology program.

**Clinical Site**

1. Students may not use hospital phones for personal use. Cell phones are not permitted during scheduled clinical education times.

2. Students may use personal cell phones during lunch breaks.

3. Disciplinary action will be taken if a student uses a cell phone for calling, texting or photo taking during clinical rotations.
Portable/Mobile Procedure Policy

Because of the supervision policy, students are NOT to do portable/mobile procedures ALONE. The reason is that a qualified radiographer would not be in the immediate area for assistance.

Students may perform portable exams but must be under the supervision of a qualified radiographer*.

* A qualified radiographer: one which is credentialed and in good standing in radiography by the American Registry of Radiologic Technologists (ARRT).

This policy is enforced throughout the entire length of the program, whether the student has or has not yet performed a portable competency.

Pregnancy Policy

For Applicants and Students Enrolled in the Radiologic Technology Program

If a student chooses to declare her pregnancy she is allowed to make an informed decision based on her individual needs and preferences. The University offers the following options:

**Written notice of voluntary declaration**: the female student would provide written notification of the pregnancy to the program director. It would indicate the expected due date. If the student chooses to disclose her pregnancy, she must immediately notify the Clinical Coordinator and the Program Director. The student will be provided with Regulatory Guide 8.13 Instruction Concerning Prenatal Radiation Exposure with its appendix of the United States Nuclear Regulatory Commission. The student must then sign a witnessed "Attest" form that was read and discussed. In the absence of this voluntary, written disclosure, a student cannot be considered pregnant.

The student will also be required to follow the National Council on Radiation Protection and measurement (NCRP) dose limits for the embryo and fetus in occupational exposed women, which is no more than 0.5 rem during the entire gestational period and no more than .05 rem in any month, both with respect to the fetus. It is the policy of the program to instruct all students on radiation protection procedures with respect to the embryo/fetus.

Voluntary declaration has the following options:

a. **Continuing the educational program with modification** in clinical assignments. The program would offer clinical component options such as clinical reassignments from areas such as fluoroscopy, mobile procedures and nuclear medicine.
   1) The student who chooses to disclose her pregnancy and continue at the clinical site will be required to purchase and wear an additional dosimeter for fetal dose measurement if the clinical site does not provide a dosimeter for her.
   2) Any time missed from clinical education must be made up per the attendance policy. Graduation depends on the student meeting all didactic and clinical requirements.

b. **Continuing the educational program without modification** in clinical assignment or interruption. The clinical coordinator would maintain the standard clinical rotations through all areas.

c. **Leave of Absence from the program**: If the student takes a leave of absence from the program, the place of re-entry would depend on many factors. Students may be placed at the beginning of the program or somewhere within the program based on their academic and clinical status and standing when leaving.

**Option for written withdrawal of declaration**: A student may withdraw declaration of pregnancy at any time during the pregnancy. The revocation of pregnancy declaration notifies the program of the student’s choice to revoke her previous election to apply federal and/or state radiation dose limits to an embryo/fetus as a condition of her radiation related clinical experiences in the program.

Neither Kent State University Salem Campus nor the student's assigned Clinical Education Setting will be responsible for radiation injury to the student or the embryo/fetus if the student chooses to continue in the program during pregnancy.

NRC Website: [http://pbadupws.nrc.gov/docs/ML0037/ML003739505.pdf](http://pbadupws.nrc.gov/docs/ML0037/ML003739505.pdf)

Additional information on the use of personal radiation monitors and radiation protection practices for radiation workers; minor workers and declared pregnant workers may be found in:

- 10 CFR Part 19.12
- 10 CFR Part 20.1208
- NRC Regulatory guides #8.2, 8.7, 8.13, 8.29, 8.34, 8.36, may be obtained from the NRC via the Public Document room at 1-800-397-4209 or via the Electronic Reading room ADAMS access system on their website at [www.nrc.gov](http://www.nrc.gov).
- Pregnancy Disability Law, P.L. 95-555
- NCRP Report #122, Use of Personal Monitors to Estimate Effective Dose Equivalent and Effective Dose to Workers for External Exposure to Low-LET Radiation (1995)
- ICRP Publication #73. Radiological Protection and Safety in Medicine
- ICRP Publication #75. General Principles for the Radiation Protection of Workers
- ICRP Publication #84. Pregnancy and Medical Radiation
Professional Societies in Radiologic Technology

1. The state professional society is the **Ohio Society of Radiologic Technologists (OSRT)**. The dues are $30 through graduation from a medical imaging program. There is an annual meeting held in April each year. The location varies. Membership includes the Cardinal Rays newsletter.

   **Essay Competition:** The essay competition is opened to student and registered technologists. View the OSRT website to access the OSRT Essay Rules and Judging Criteria. All applicants must electronically submit the application form to participate in the Essay Competition. Deadline is March 1st of each year.

   **Poster Competition:** The poster competition is opened to student and registered technologists. View the OSRT website to access the OSRT Poster Rules and Judging Criteria. All applicants must electronically submit the application form to participate in the Poster Competition. Deadline is March 1st of each year.

   **Quiz Bowl Competition:** The Ohio Society (OSRT) sponsors an academic quiz bowl competition at the annual meeting whereby students answer questions about radiologic technology by signaling a buzzer. A plaque is given to the first and second place winning teams. Kent State students practice quiz bowl prior to the competition. In 2006, Kent State University Salem Campus won the OSRT state quiz bowl championship, in 2012 KSU Salem won 2nd place and in 2013 took 1st place once again. Application deadline is March 1st of each year.

   **Educational Grants:** The Ohio Society of Radiologic Technologists annually awards educational grants. Award winners are announced at the OSRT Annual Meeting. Grants will be awarded to students, technologists and to one registered technologist. Grants are awarded on the basis of merit, academic ability and demonstrated financial need. Deadline is March 1st of each year.

   Go to [www.osrt.org](http://www.osrt.org) for more information.

2. The national professional society is the **American Society of Radiologic Technologists** (ASRT). Dues are $35 for students annually as a student. Membership includes the Radiologic Technology Journal. An annual meeting is held each year in June. The location varies.

   The ASRT website states the following concerning student membership: Enhance your professional future by joining the association that will enrich your career. The ASRT is the largest organization in the world representing radiologic science professionals like you. ASRT membership opens the door for networking opportunities to help you make the transition from obtaining your education to building your career. With a wealth of resources, the ASRT will support your journey as you grow professionally. Find out how by reviewing your membership benefits. As a student enrolled in a radiologic science program, you will enjoy the privileges experienced by registered radiologic technologists. Simply ask your program director for a letter of enrollment verification on school letterhead, write in the date you anticipate graduating and include it with your membership application. The $10 application fee is waived for student members. See [www.asrt.org](http://www.asrt.org) for more information on the benefits of student membership.

   *Student membership in both of these organizations is strongly recommended. This supports the learning outcome of the program that states: Graduates will be able to determine the value of professional growth and development and to conduct themselves in a professional manner.*

Program Complaint Resolution Policy

The Radiologic Technology program at Kent State University Salem Campus is always willing to investigate any complaint against any aspect of the program and will try to resolve the complaint as soon as possible.

A. Resources: Complaints can be made to the following sources, depending on the content of the complaint:
   1. Complaints at the Salem campus may be made to a radiologic technology faculty member, program director, clinical coordinator, assistant dean, complaint officer or the dean of the campus.
   2. Complaints at the clinical education setting may be made to the clinical coordinator, clinical instructor, or radiology department director or the program director at Kent Salem.

Complaints received from these sources will then be given to the program director or the advisory committee or to the Complaint Adviser for the campus.

B. Methods:
   1. Open Door Policy: The program director and the faculty have an open door policy that allows someone to discuss any problem they may be having or to make a complaint about the radiologic technology program.
   2. Evaluations: Program evaluations are completed on a routine basis. These evaluations can provide an avenue for someone to make an anonymous complaint against the program. The program director and faculty analyze the information and make improvements as needed.
   3. Meetings: Faculty meetings, student meetings and advisory meetings all provide avenues for someone to make a complaint against the program.
   4. Student Complaint Process: Students may make a formal complaint to the Complaint Officer or the Assistant Dean about a problem they are unable to discuss with the faculty of the program. Information can be found in the Digest of University Rules and Regulations.

C. All complaints will be handled in a confidential manner.

D. Reasonable efforts will be made within the program or the institution to resolve a complaint within the recommended time limit as stated in the University Rules and Regulations of the Student Flash Guide.

E. The program and/or the institution will follow the due process policy in resolving any complaint.

F. Anyone who feels that the program may not be substantial compliance with the JRCERT Standards for an Accredited Educational Program in Radiologic Technology or accreditation policies will need to send a written and signed complaint to the Joint Review Committee on Education in Radiologic Technology (see accreditation policy)
Radiation Monitoring Device Service

1. Students must always wear a monthly radiation monitoring device while attending the clinical education setting. The radiation monitoring device should be left in the designated area of the Radiology Department when not in use at the clinical education setting and should never be taken home.

2. Any student who fails to wear the radiation monitoring device or who fails to submit it for monitoring in a timely manner will receive a written counsel report by the clinical coordinator. If the event occurs again, the student will be placed on probation for 3 months. The student will be suspended on the third event and dismissed on the fourth event.

3. The radiation monitoring device is to be worn on the body according to the facility’s recommendations and is to be replaced in the appropriate time period.

4. All radiation monitoring records are kept on file in the clinical coordinator’s office. The information will be made available to students within 30 school days following receipt of the data.

5. The records shall be monitored by Dr. Peter Apicella, a radiologist at Salem Regional Medical Center.

6. The Clinical Coordinator shall record each student’s reading on a form (F-5) and keep it in the student’s file on campus.

7. Radiation monitoring services are paid by the student as part of course fees for Clinical Education I-VI.

8. Students who are under the age of 18 when entering the program must not receive more than 10% of the adult annual effective dose equivalent limit. Students must notify the program director if they are under the age of 18 when entering the program.

9. Radiation badge guidelines are provided in the Clinical Education Course Syllabi.

10. Radiation monitoring badges are not necessary in the radiology lab since students are always behind the control booth during exposures of phantoms.

EXCESSIVE READING ON RADIATION MONITORING DEVICE

If a student has an excessive reading on a report, the following steps should be taken:

1. A student will receive notification from the clinical coordinator if the exposure reading is greater than the allowable ALARA limits at level I at 40 mrem/month.

2. The student will meet with the clinical coordinator to provide written verification concerning details of the event(s) when the student received the excessive exposure(s).

3. The student will confer with the clinical coordinator concerning methods to reduce radiation exposure from radiographic, mobile and fluoroscopic procedures.

Radiologic Technology Club

1. The Radiologic Technology Club is an organization for all of the students enrolled in the program at the Kent Salem Campus.

2. Its purpose is to raise funds necessary for expenses incurred during the program such as:
   - Memory Book
   - ARRT certification exam fee
   - School pin from the KSU Radiologic Technology program
   - Cap and Gown fee

3. Officers will be elected: President, Vice-President, and Treasurer

Repeat Policy for Radiographic Images

Students must be directly supervised by a qualified radiographer when repeating unsatisfactory images.

When a student completes a radiographic examination and is notified of any repeat radiographs that are necessary, it is mandatory that a qualified radiographer* must be present in the examining room when changes are made to repeat the radiograph. It is the student's responsibility to insure that proper clinical supervision prevails.

The purpose of this policy is to ensure radiation protection for the patient by reducing repeats to patients.

Any student who feels that the clinical site is not honoring this policy should notify the program director immediately.

* A qualified radiographer: one which is credentialed and in good standing in radiography by the American Registry of Radiologic Technologists (ARRT).
Administrative policy regarding regulations for student behavior

(A) Purpose. The university attempts to provide for all students a university environment that is conducive to scholarship, social growth and individual self-discipline.

(B) Jurisdiction. The code of student conduct shall apply to conduct occurring on university premises, at university-sponsored activities, and to off-campus conduct that adversely affects the university community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The code of student conduct shall apply to a student's conduct even if the student withdraws from the university while a disciplinary matter is pending. The vice president for enrollment management & student affairs maintains discretion to decide, on a case by case basis, whether the code of student conduct shall be applied to conduct occurring off campus.

(C) Scope. In pursuit of this goal, students are expected to abide by local, state, and federal laws, as well as to adhere to all university rules and regulations contained in the university register. Any student found to have committed or to have attempted to commit the following misconduct is subject to sanctions outlined in the code of student conduct. Violations include, but are not limited to:

(1) Alcohol.
   (a) Use or possession of alcoholic beverages except as expressly permitted by law, university rules, regulations, or policies; and/or public intoxication.
   (b) Distribution of alcoholic beverages except as expressly permitted by law and university rules, regulations, or policies.
   (c) Violation of residence hall policies pertaining to empty alcohol containers.

(2) Animals. Possession or accompaniment of animals in any university building at any time. Exceptions include authorized laboratory animals, animals trained to assist persons with disabilities, allowable pets within specific residence services guidelines, and any other applicable university rules, regulations, and policies.

(3) Arson. Causing a fire or explosion, or unauthorized use of any potential incendiary device/equipment.

(4) Complicity. Presence during any violation of University rules, regulations, or policies in such a way as to condone support, or encourage that (attempted or carried out) violation.

(5) Computer misuse. Including but not limited to electronic materials, equipment, technological resources, e-mail, social media, etc.
   (a) Unauthorized access into a file including but not limited to: using, reading, transferring, or changing the contents.
   (b) Use of another individual's identification and/or password.
   (c) Use of computing facilities and/or email to interfere with the work of another student, faculty member or University official.
   (d) Use of computing facilities and/or e-mail to send obscene, threatening, or abusive messages or images.
   (e) Use of computing facilities and/or e-mail to send unsolicited or unauthorized messages with the intention of reaching a mass of recipients.
   (f) Violation of the Digital Millennium Copyright Act of 1998.

(6) Controlled substances. Use, possession or distribution of narcotics, controlled substances, and/or related paraphernalia except as expressly permitted by law.
Administrative policy regarding regulations for student behavior

(7) Destruction/misuse of property.
   (a) Destroying, defacing, tampering with, materially altering or otherwise damaging property not one’s own. This includes, but is not limited to, doors, windows, elevators, swipe card mechanisms, restroom equipment, vending machines, University transportation equipment, classroom equipment, etc.
   (b) Creating a condition that endangers or threatens property not one’s own.

(8) Discrimination. Intentional or unintentional act that treats an individual or group in an adverse manner based upon a protected category. Protected categories include, but are not limited to: race, color, religion, gender, age, sexual orientation, national origin, ancestry, disability, genetic information, age, military status, or identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran, or other protected veteran.

(9) Disorderly conduct. Actions that are disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace or obstruct teaching, research, administration, or University activities or functions.
   (a) Creating a risk of bodily harm to self/others.

(10) Gambling. Gaming or betting for money or other possessions on University property or in any University operated or managed facility in violation of University rules, regulations, and policies.

(11) General safety.
   (a) Failure to conform to University safety regulations, including, but not limited to: residence halls policies outlined in the Hallways Handbook and campus laboratory guidelines.
   (b) Tampering with, or misuse of, fire alarms and firefighting equipment, including but not limited to: fire extinguishers, fire hoses, heat and smoke detectors, sprinkler systems, or other safety devices.
   (c) Possession of flammable items, including, but not limited to- candles, incense, or other items which maintain a purpose of being used in a flammable way.

(12) Harassment.
   (a) Threatening or intimidating a person creating a rational fear within that person.
   (b) Engaging in a course of conduct or repeatedly committing acts directed at another person which would seriously annoy a rational person.
   (c) Creating a condition which endangers or threatens the health, safety or welfare of another person.
   (d) Physically restraining or detaining another person, or removing any person from any place where he or she is authorized to remain.

(13) Hazing. Any action or situation intentionally created that produces mental or physical discomfort, embarrassment, harassment or ridicule.

(14) Impaired driving. Operating a motor vehicle while under the influence of drugs or alcohol.

(15) Laws. Violation of federal, state or local law(s). A finding of a violation under the code of student conduct is separate and distinct from a conviction or acquittal in any non-University proceeding.

(16) Misrepresentation. Knowingly distorting or altering the truth for personal gain or favor, including but not limited to: falsification of admissions application, possessing false identification, or falsification of documents provided to University faculty or staff.

(17) Physical violence. Punching, slapping, kicking, or otherwise striking any person(s); and/or other conduct which threatens or endangers the health, safety, and/or welfare of any person.
Administrative policy regarding regulations for student behavior

(18) Reasonable request. Failure to comply with a reasonable request of a university official(s) carrying out his/her duties and responsibilities, including but not limited to: a person instructing a class, a librarian or designee in a library, a law enforcement officer, or a residence services staff member.

(19) Recording privacy. Using electronic or other means to make an audio, video, or photographic record of any person in a location where there is a reasonable expectation of privacy, without the person’s prior knowledge and written consent. The storing, sharing, and/or distributing of such unauthorized records by any means are prohibited. This includes but is not limited to: taking video or photographic images in showers/locker rooms, residence hall rooms, and restrooms.

(20) Residence hall policies. Failure to comply with residence hall policies outlined in the hallways handbook, including but not limited to: escort, room capacity, restroom, quiet/courtesy hours, improper room change, odor of marijuana, Illegal appliances, and visitation.

(21) Sexual misconduct. Any intentional sexual touching, no matter how slight, with any body part or object, by either a man or a woman upon either a man or a woman, that is without consent. See Administrative policy and procedures regarding complaints of gender discrimination, sexual harassment, and sexual misconduct (rules 3342-5-16., 3342-5-16.1, 3342-5-16.2 of this Administrative Code) for further details. Sexual misconduct includes but is not limited to:
   (a) Sexual harassment
   (b) Non-consensual sexual contact

(22) Smoking. Prohibited in all University buildings and vehicles, and where posting prohibits.

(23) Student conduct process. Non-compliance with or misuse of the student conduct process, including but not limited to:
   (a) Falsification, distortion, or misrepresentation of information before a student conduct hearing officer, hearing panel, or convener.
   (b) Disruption or interference with the orderly procedures of a student conduct hearing.
   (c) Attempting to discourage an individual’s proper participation in, or use of, the student conduct process.
   (d) Attempting to influence the impartiality of, or to intimidate, participants in the student conduct process prior to, and/or during the course of, a student conduct proceeding.
   (e) Failure to comply with the sanctions(s) imposed under the code of student conduct.

(24) Theft. Using, taking, and/or possessing property or services that are knowingly not one’s own and/or without permission of the owner.

(25) Trespass/unauthorized entry. Knowingly entering or remaining in a building, office, residence hall room or any other properties at any time without appropriate permission or authorization.

(26) University grounds.
   (a) Use of University space and grounds by an organization or person without reservation of the space or proper authorization.
   (b) Operation or use of bicycles, skateboards, rollerblades, or other recreational items:
      (i) In any University building or facility.
      (ii) On any artificial or specially prepared surface including but not limited to: tennis courts, running tracks and basketball courts.
Administrative policy regarding regulations for student behavior

(iii) On a sidewalk, walkway, steps, or a stairway that duly interferes with pedestrian traffic and/or demonstrates a lack of necessary caution regarding pedestrian right-of-way.

(iv) In a reckless or unsafe manner on University grounds.

(27) University rules. Violation of published University policies, rules, or regulations.

(28) Weapons. Unauthorized possession, storage, or use of firearms, explosives, other weapons, or dangerous chemicals.

Effective: September 10, 2012

Student Accessibility Services

University policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Accessibility Services (contact 330-672-3391 or visit www.kent.edu/sas for more information on registration procedures). Please contact Danielle Rose, the Coordinator of Student Accessibility Services, through the Salem campus Student Services at 330-337-4214 or by e-mail dbaker13@kent.edu to inquire about appropriate accommodations.

Last revision: 2015
Student Employment

STUDENT EMPLOYMENT IN AN AREA OUTSIDE OF RADIOGRAPHY

1. Students must exercise judgment in the number of hours of employment they work during the program as their education may be jeopardized by excessive hours of employment.

2. Work schedules must not conflict with the program curriculum and clinical rotations.

3. Students must expect to be scheduled for afternoon, midnight and Saturday shifts.

STUDENT EMPLOYMENT AS A STUDENT RADIOGRAPHER

1. Students must not receive monetary compensation for exams done in the Radiology Department during their assigned clinical education.

STUDENT EMPLOYMENT AS A GENERAL X-RAY MACHINE OPERATOR (ODH License)

1. Students may not be employed by the Clinical Education Setting as a student radiographer unless the student has passed the Ohio Dept of Health General X-ray Machine Operator’s Licensure Examination. The time scheduled as a GXMO must not interfere with scheduled clinical education time.

Policy: 1992 Last revision: 2002
Student Records

Student Records at Kent Salem

1. The University maintains accurate and confidential student records.

2. It is the right of the students to have access to their educational records, and it is the duty of the University to limit access by others in accordance with existing guidelines and relevant laws.

3. Student records, with certain exceptions, will not be released without prior consent of the student.

4. Students have the right to review and question the content of their educational records within a reasonable length of time after making a request for review.

5. If there are any questions concerning the accuracy or appropriateness of the records that cannot be resolved informally, an opportunity to challenge a perceived inaccuracy or violation of privacy will be provided through the appeal mechanism.

6. Kent State University Salem Campus maintains that the student records policy is in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

7. The detailed description of the student records policy can be found in one or all of the following: University Register and University Life.

Student Records at the Clinical Site

1. A student is to have access to only his/her records at the clinical site.

2. All records are to be kept in a locked file cabinet and students are to view their own records only while under the supervision of the clinical instructor or clinical coordinator.

Policy: 1986, Last revision: 1999
Student Re-Entry Policy

Students who are dismissed from the Kent State Radiologic Technology program have the right to request re-entry into the program. This may or may not be granted based on the condition of dismissal and the student’s current academic record.

To request re-entry:
1. The student completes a new application to the program along with a letter requesting re-entry into the program and the requested date of re-entry.

2. The faculty will meet to discuss the student’s request for re-entry into the program. The clinical instructor(s) and radiology administrator from the student’s previous clinical education setting would have input into the process. Factors that would be considered before re-entry would occur would be the student’s cause for dismissal as well as possible future success rate in the program.

3. The faculty’s decision would be sent to the student within one month of the decision.

4. The re-entry date is the decision of the radiologic technology faculty.

5. A student may or may not be re-entered into the same clinical education setting as before, depending on circumstances.

6. A student who disagrees with the decision has the option of following the due process policy of the program.

7. For a student who is repeating a course due to a grade below a C in a RADT or BSCI 11010 or 11020 courses, a second unsuccessful attempt will result in ineligibility to remain in the program.

8. A student who does NOT wish to re-enter the program is encouraged to seek advisement with the career counselor of the Salem Campus for an alternate career pathway.

9. A student who does re-enter the program must meet all of the requirements of the program and the American Registry of Radiologic Technologists certification examination, which includes both academic and clinical competencies.

10. The program has the right to deny a student re-entry into the program depending on the circumstances. The student has the right to appeal the decision and follow due process.

1992, Last revised 2007
Student Safety Policy
The student will follow all policies/procedures concerning radiation protection and monitoring practices.

1. The location of the radiation monitoring device is worn properly at all times when assigned to the clinical setting and follows the clinical setting’s policies.

2. Students wear protective lead apparel whenever necessary at the clinical education site.

3. Students will notify the Program Director and Clinical Instructor as soon as possible if there is a declaration of pregnancy by that student.

4. Declared pregnant students will follow all program and clinical education site’s policies and procedures concerning radiation protection and monitoring during the gestational period.

5. Students will properly utilize all equipment and accessories and employ techniques and procedures in accordance with accepted equipment use and radiation safety practices to minimize radiation exposure to patients, selves and others.

6. Students will perform all medical imaging procedures under the DIRECT supervision of a qualified practitioner until a radiography student has demonstrated competency.

7. Students will perform all medical imaging procedures under the INDIRECT supervision of a qualified practitioner after a radiography student demonstrates competency as long as a qualified radiographer is immediately available to assist a student.

8. Students will repeat all unsatisfactory radiographs under the DIRECT supervision of a qualified practitioner.

9. Students will not perform any mobile radiologic procedures alone, without a qualified radiographer immediately available for student assistance.

10. Students will NOT HOLD for any patients for a radiographic procedure at the clinical site.

11. Students will follow all policies concerning fluoroscopic procedures at the clinical site.

Other Safety Issues for Students
12. Students will follow all infection control policies and standard precaution policies when in the clinical education setting.

13. Students will not put themselves in jeopardy when radiographing a patient that appears threatening or dangerous at the clinical education site. Students should always seek assistance from staff personnel/security department when needed in a threatening situation.

14. Students will seek assistance, if needed, from appropriate personnel (security guard) from the clinical education site when entering or leaving the clinical education site.

15. Students will follow all rules of body mechanics when transporting or moving patients or equipment to prevent injuries to self, staff or the patient at the clinical education site or in the lab at the university.

16. Students will adhere to all policies concerning confidentiality of the patient, staff, or facility.

17. Students will adhere to the professional (ARRT) Code of Ethics for radiologic technologists.

Student Transfer Policy

1. Transfer from another university/college to Kent State University:

A student may apply for transfer from another university or college by observing the following KSU admission requirements:

a. Students who have attended any educational institution after graduating from high school must apply as a transfer student.

b. Generally, a transfer applicant who has taken 12 or more semester hours with a college cumulative grade point average of at least 2.0 on a 4.0 scale may be admitted. An applicant who has taken fewer than 12 semester hours will be evaluated on both collegiate and high school records.

c. Transfer applications are processed on a rolling basis. However, early application helps to ensure early consideration for class registration and financial aid. Therefore, the best time to apply is at least six months prior to the term you wish to enter Kent State.

2. Transfer between Radiologic Technology Programs within the University System

An enrolled radiologic technology student may be able to transfer from the radiologic technology program at the Ashtabula Campus to the Salem Campus OR from the Salem Campus to the Ashtabula Campus by observing the following selective requirements:

a. Student must obtain a letter of recommendation from his/her present Radiologic Technology Program Director stating the student is in good standing and thereby approving the transfer.

b. Student must obtain a letter of recommendation from his/her present Radiologic Technology Clinical Coordinator stating the student is in good standing and thereby approving the transfer.

c. Student must transfer in to the radiologic technology program with a minimum 2.75 cumulative grade point average.

d. Copies of all radiologic technology clinical documentation must be submitted to the transfer program for review.

e. Transfer program reserves the right to have the transfer student repeat all or a portion of their radiologic technology clinical competencies and/or proficiencies as deemed clinically necessary.

f. Student must submit the following documentation as required by the program’s clinical affiliations: proof of drug test, proof of state and federal background check, proof of immunization documentation, proof of physical examination, and proof of BLS certification.

g. Acceptance of transfer student will be dependent upon availability of clinical placement within the program capacity as determined by the Joint Review Committee on Education in Radiologic Technology (JRCERT).
3. **Transfer between Radiologic Technology Programs outside the University System**

A student enrolled in a radiologic technology program outside of Kent State University may apply for transfer to the radiologic technology program at KSU Ashtabula or Salem by observing the following requirements:

a. Apply online to Kent State University using the online application.

b. Submit your transcripts. Request an official transcript from each institution attended since high school graduation. Send one set directly to the Admissions office.

c. Submit a second set of transcripts to the Radiologic Technology Program Director of the transferring institution along with a copy of all course descriptions and respective syllabi for course evaluation. Program reserves the right to accept all or none of the transferring student’s radiology core courses. Program determines eligibility of the transfer based on the course sequence from the transferring program as compared to Kent State University Radiologic Technology Program.

d. Student must transfer in to the radiology program with a minimum 2.75GPA.

e. Student must obtain a letter of recommendation from his/her present Program Director stating the student is in good standing and thereby approving the transfer.

f. Student must obtain a letter of recommendation from his/her present Clinical Coordinator stating the student is in good standing and thereby approving the transfer.

g. Copies of all clinical documentation must be submitted to the transfer program for review.

h. Transfer program reserves the right to have the transfer student repeat all or a portion of their clinical competencies and or proficiencies as deemed clinically necessary.

i. Student must submit the following documentation as required by the program’s clinical affiliations: proof of drug test, proof of state and federal background check, proof of immunization documentation, proof of physical examination, and proof of BLS certification.

j. Acceptance of transfer student will be dependent upon availability of clinical placement within the program capacity as determined by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

k. The transfer may be denied or student may need to apply to the program as a new student.

Established 4/28/14
Textbooks/Notes Packets

1. All textbooks/workbooks/notes packets used in the Kent State University Salem Campus Radiologic Technology Program are available for purchase at the Kent State University Salem Campus Bookstore. Books will be provided by Elsevier as a bundle to receive a discount. Students have the option of purchasing textbooks individually. Not all required texts are in the bundled books and must be purchased in the bookstore or on your own.

2. Students are expected to purchase their own books for the courses and will be tested on content from those textbooks.

3. Students are informed of estimated book expenses at the beginning of the program.

4. Many of the radiology textbooks will be used for more than one course during the professional curriculum.

5. The majority of the radiologic technology courses require the student to purchase a notes packet in the KSU Salem Campus Bookstore. The notes packets are written by the faculty of the radiologic technology program and may not be copied in any form or else disciplinary action will occur.

Policy: 1992  
Last revision: 2015
<table>
<thead>
<tr>
<th>Course Number/Price</th>
<th>COURSE/TEXTS or WORKBOOKS</th>
<th>SEMESTER</th>
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<tbody>
<tr>
<td>RADT 14003</td>
<td>*Text(s) required from a previous course</td>
<td>Summer I</td>
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<tr>
<td></td>
<td><strong>Introduction to Radiologic Technology</strong></td>
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<td>Bundled price* Kent State University, <em>Radiologic Technology Student Handbook</em></td>
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<td>Bundled price Bontrager, Two volume set workbook to accompany text</td>
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<td>Bundled price Optional: Bontrager Student Pocket Handbook in Radiographic Positioning</td>
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<td>RADT 14005</td>
<td>*Text(s) required from a previous course</td>
<td>Summer</td>
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<td><strong>Clinical Education I</strong></td>
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<td>Text <em>Bontrager textbook and workbook</em></td>
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<td><em>KSU Student Handbook</em></td>
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<td>RADT 14006</td>
<td>*Text(s) required from a previous course</td>
<td>Summer III</td>
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<td><strong>Rad Procedures I</strong></td>
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<td>Text <em>Bontrager textbook, workbook, handbook</em></td>
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<td>KSU Student Handbook</td>
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<td>BSCI 11010/11020</td>
<td>*Text(s) required from a previous course</td>
<td>Fall and Spring</td>
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<td><strong>Foundational Anatomy and Physiology I and II</strong></td>
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<td>Text <em>Bontrager textbook and workbook</em></td>
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<td><em>KSU Student Handbook</em></td>
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<td>($182.95) Tortora <em>Intro to Human Body</em> 9th Ed.</td>
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<td>($146.95) Lab Manual for Anatomy and Physiology 4th edition by Allen</td>
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<td>RADT 14016</td>
<td>*Text(s) required from a previous course</td>
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<td><strong>Patient Care Management</strong></td>
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<td>Text <em>Adler and Carlton</em></td>
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<td>($20.00) Student Note packet</td>
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<tr>
<td>RADT 14021</td>
<td>*Text(s) required from a previous course</td>
<td>Fall</td>
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<td><strong>Radiographic Procedures II</strong></td>
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<td>Text <em>Bontrager textbook, workbook, handbook</em></td>
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<tr>
<td>RADT 14018</td>
<td>*Text(s) required from a previous course</td>
<td>Fall</td>
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<td></td>
<td><strong>Radiographic Exposure &amp; Imaging I</strong></td>
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<td>($188.00) Student Note packet</td>
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<td>RADT 14015</td>
<td>*Text(s) required from a previous course</td>
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<td><strong>Clinical Education II</strong></td>
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<td><em>Bontrager handbook and KSU Student Handbook</em></td>
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<td>RADT 14024</td>
<td>*Text(s) required from a previous course</td>
<td>Spring</td>
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<td><strong>Radiographic Procedures III</strong></td>
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<td>Text <em>Bontrager textbook and handbook</em></td>
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<td>Student Note packet</td>
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<td>RADT 14022</td>
<td>*Text(s) required from a previous course</td>
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<td><strong>Radiographic Exposure &amp; Imaging II</strong></td>
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<td>Text <em>Carlton and Adler</em></td>
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<td>Student Note packet</td>
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<tr>
<td>RADT 14025</td>
<td>*Text(s) required from a previous course</td>
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<td><strong>Clinical Education III</strong></td>
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<tr>
<td></td>
<td><em>Bontrager handbook and KSU Student Handbook</em></td>
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2015-2017 TEXTBOOKS

Second Year

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
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<tbody>
<tr>
<td>RADT 14075</td>
<td>Clinical Education IV</td>
<td>Summer</td>
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<tr>
<td></td>
<td>*KSU Student Handbook</td>
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<td></td>
<td>Bontrager Workbook Vol. II</td>
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<tr>
<td>RADT 24008</td>
<td>Radiobiology and Radiation Protection</td>
<td>Fall</td>
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<tr>
<td></td>
<td>Bundled price Text: Sherer, Visconti, &amp; Ritenour, Radiation Protection in Medical Radiography, 7th ed., 2011, Mosby</td>
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<td></td>
<td>($20.00) Student Note packet</td>
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<tr>
<td>RADT 24006</td>
<td>Radiologic Physics</td>
<td>Fall</td>
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<td></td>
<td>Text *Carlton and Adler</td>
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<td>RADT 24014</td>
<td>Advance Imaging – Hybrid Online Course</td>
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<td>RADT 24015</td>
<td>Clinical Education V</td>
<td>Fall</td>
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<td>Text *Bontrager Workbook Vol. II Student Handbook and KSU Student Handbook</td>
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<td>RADT 24028</td>
<td>Radiologic Pathology</td>
<td>Spring</td>
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<td>Bundled price Text Eisenberg &amp; Johnson, Comprehensive Radiographic Pathology, 5th Ed., 2011</td>
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<td>RADT 24025</td>
<td>Clinical Education VI</td>
<td>Spring</td>
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<td>RADT 24048</td>
<td>Radiographic Techniques</td>
<td>Spring</td>
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*Bundled price is approximately $450.00

COURSE FEES

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<tr>
<th>Service</th>
<th>Fee</th>
<th>Description</th>
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<tbody>
<tr>
<td>Patient Care Management</td>
<td>$28.00</td>
<td>Patient care and vital sign supplies</td>
</tr>
<tr>
<td>Clinical Education I-VI</td>
<td>$40 each semester</td>
<td>Radiation Badges</td>
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</table>

Rev 2015
Transportation

Kent State University Salem Campus Radiologic Technology students will be responsible for providing their own transportation to attend all didactic and clinical education assignments.

The program and Kent State University Salem Campus are not responsible for any problems that may occur during a field trip or educational trip.

Policy: 1992
Last revision: 2006
Unlawful Discrimination and Harassment

1. This policy sets forth the expectations and responsibilities for maintaining an educational and employment environment free of unlawful discrimination and harassment. This policy, (in accordance with rule 3342-6-02 of the Administrative Code, as well as state and federal law), prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, national origin, ancestry, disability, genetic information, age, military status, or identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran, or other protected veteran. Harassment directed toward an individual or a group, through any means, including electronic, and based on any of these categories is a form of unlawful discrimination. The university encourages an atmosphere in which the diversity of its members is understood and appreciated, free of discrimination and harassment based on the above categories. Thus, all members of the university are expected to join in creating a positive atmosphere in which individuals can learn and work in an environment that is respectful and supportive of the dignity of all individuals.

2. It is the policy of the university to
   - Apply the federal and state definitions of unlawful discrimination and harassment in implementing this policy.
   - Communicate that unlawful discrimination and harassment are unacceptable and will not be tolerated.
   - Educate the university community regarding individual rights with regard to unlawful discrimination and harassment.
   - Investigate alleged incidents that are reported in the appropriate manner.

3. This policy is intended to promote the university’s commitment to equal opportunity and diversity. It is not intended to censor first amendment right to express ideas and opinions on any topic provided that expression is not in the form of unlawful discrimination or harassment.

4. In accordance with all applicable state and federal laws including, but not limited to, the Civil Rights Act of 1964 and its amendments, this policy shall apply to all university programs and services including, but not limited to, the following: recruiting, admission, access to programs, financial aid, classroom instruction, academic progress/grading, and social, recreational and health programs.

5. In accordance with all applicable state and federal laws including, but not limited to, Title VII of the Civil Rights Act in employment this policy shall apply to, but not necessarily be limited to, the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation, and selection for training.
Unlawful Discrimination and Harassment

6. The “office of equal opportunity/affirmative action”, or “EO/AA”, is the university department responsible for administering this policy. The office is located within the division of human resources.

7. Kent state university prohibits retaliation against any individual who makes a complaint of unlawful harassment. Similarly, any person who participates or cooperates in any manner in an investigation or any other aspect of the process described herein shall not be subject to retaliation. Retaliation is itself a violation of this policy and is a serious offense. Complaints regarding allegations of reprisal should be immediately reported to the equal opportunity/affirmative action office.

Definitions:
Protected category: Kent state university defines a protected category to include race, color, religion, gender, sexual orientation, national origin, ancestry, disability, genetic information, age, military status, and identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran, or other protected veteran.

Unlawful discrimination: An intentional or unintentional act that adversely treats or impacts an individual in a protected category in employment, or in academic or non-academic decision making based on the protected category.

Unlawful harassment: Includes intimidation, ridicule or insults that are sufficiently severe, pervasive or persistent as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by the University; creates an intimidating, hostile or offensive working and/or learning environment; or otherwise adversely affects an individual’s work or learning opportunities, and is based on an individual’s race, color, religion, gender, sexual orientation, national origin, ancestry, disability, genetic information, age, military status, identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran, or other protected veteran.

Please proceed to the following website to view specific details of the policy:
http://www2.kent.edu/policyreg/policydetails.cfm?customel_datapageid_1976529=3105914

The program’s Technical Standards are essential requirements of the program for certification and licensure and are not an area of discrimination.

Effective: June 13, 2014
Venipuncture/Injections in the Clinical Education Setting

Students enrolled in Clinical Education courses are not permitted to perform venipuncture or injections on patients. Students are given the theory of venipuncture and the opportunity to practice venipuncture on patient simulators in a controlled lab situation on campus. Students are also instructed in the procedure for injections and patient care for injections in a lecture course on campus. Students must complete a simulated venipuncture competency as required by the ARRT for the certification exam.

During venipuncture procedures at the Clinical Education Setting the student is only permitted to assist by setting up for the procedure and handing supplies to the qualified individual performing the puncture.

During the procedure for injection of a contrast agent at the Clinical Education Setting, the student is only permitted to observe while a qualified individual performs the injection. Students are permitted to remove the needle if instructed to do so after the completion of an injection.

Policy: 1986  Revised: 1993
Web Based/Social Media Communications Policy

1. In order to promote professionalism of students enrolled in the RADT and RIS Programs at Kent State University – Salem, no student shall post photos, comments, or other forms of a web based/social media materials of faculty, students, clinical personnel, clinical education settings or patients to their web based/social media communication sites such as, but not limited to platforms such as Face Book, Message Boards, Personal Blogs, Instagram, Snapchat, Twitter, etc, without the before mentioned person’s or institution’s permission.

2. In addition, no student shall supply or forward photos, comments or other web based/social media materials to anyone for posting on any web based communication/social media sites, without that person’s or institution’s consent.

3. Any student found to have posted, supplied or forwarded materials for postings used on web based/social media communication sites without permission of said persons may be dismissed from the RADT or RIS program. If not dismissed, other disciplinary action may be taken with the student.

4. A clinical site also has the right to dismiss a student from their site for such an offense and the program would have to place the student at a different site if there is one available. If there is not, the student would have to drop from the program and be placed again the following year.

5. Please note that future employers may view potential candidate’s websites. Students are advised to review their site(s) for any unprofessional images or language, which could lead to cancellation of a job interview.