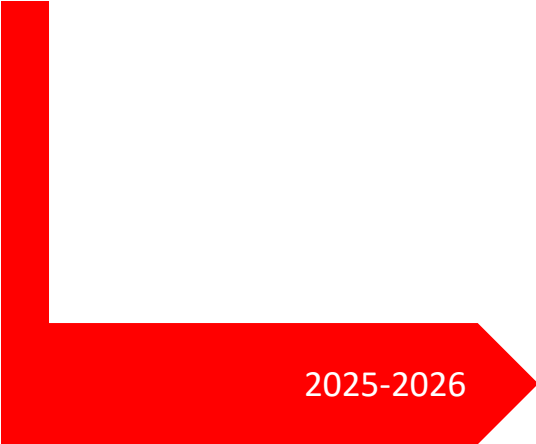
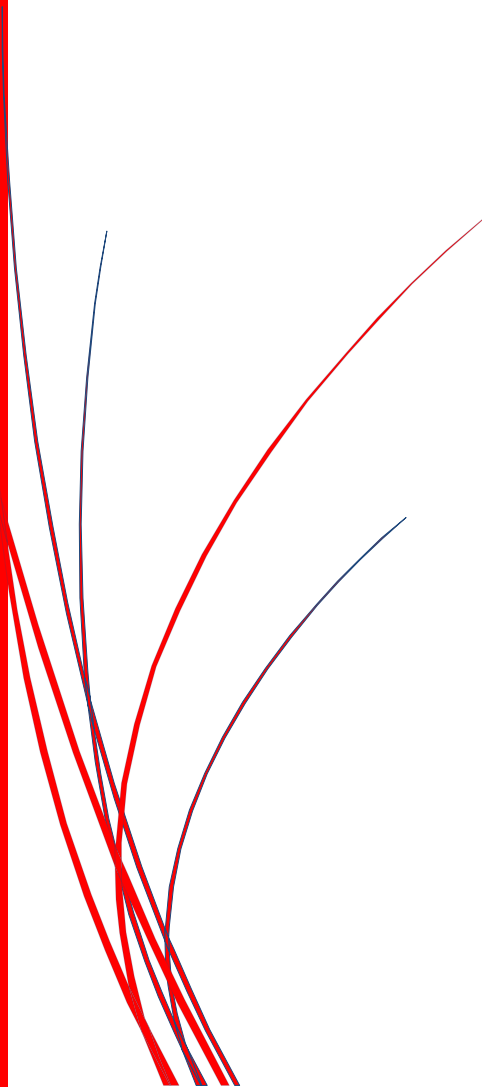




2025-2026

URG/ RGCC Radiologic Technology Student Handbook



Chris Barker, MS, R.T.(R)(ARRT)
Rachel Payne R.T.(R)(ARRT)
Revised 08/2025

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INTRODUCTION

This handbook has been written to provide students and clinical preceptors important information about the Radiologic Technology Program's policies and procedures. Students are responsible for knowing and adhering to the policies and procedures of this handbook. In addition, students are expected to comply with the University of Rio Grande/Rio Grande Community College student policies. The contents of this handbook should be read and will be covered in orientation to the program. The policies and procedures will be enforced equitably for all students. If the student believes a policy has been enforced unfairly, the student may consult the grievance policy for guidance. All contents are subject to revision. Students will be notified immediately of any changes and will sign an addendum acknowledgement form

Program Officials

Program Director:

Chris Barker, MS, RT(R)(ARRT)
cbarker@rio.edu
740-245-7319
Office DCC 150E

Clinical Coordinator:

Rachel Payne, RT(R)(ARRT)
rpayne@rio.edu
740-245-7914
Office DCC 150J

Accreditation

The Associate of Applied Science Degree in Radiologic Technology program at the University of Rio Grande/Rio Grande Community College is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The program's current length of accreditation is 5 years.

Contact Information:

JRCERT
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312-704-5300
www.jrcert.org
mail@jrcert.org

The University of Rio Grande/Rio Grande Community College (collectively "Rio Grande") is also accredited by the North Central Association of Colleges and Schools. The Radiologic Technology program is approved by the Ohio Board of Regents and the Ohio Department of Health.

Provisions

Information regarding the University of Rio Grande/Rio Grande Community College admission policies, transfer credit, tuition and fees, refund policies, academic calendars, academic policies, clinical obligations, graduation requirements, and student services can be found in the Rio Grande course catalog which is available at <https://www.rio.edu/academics/course-catalog>

In addition, Rio Grande provides additional policies, rules and regulations for students in the Rio Grande student handbook available at <https://www.rio.edu/2022-23-student-handbook>

The Radiologic Technology student handbook will be reviewed annually to ensure continuous improvement of the Radiologic Technology program's policies, procedures, and educational offerings.

Rio Grande reserves the right to change the admission requirements, policies, educational offerings, and any other policies or procedures. The most current Radiologic Technology handbook supersedes prior handbook policies, procedures, and educational offerings.

Mission

In accordance with the mission of the University of Rio/Rio Grande Community College, the Radiologic Technology program is designed to prepare students to be competent, entry-level radiographers and to contribute to the healthcare team.

Program Goals (JRCERT)

- Students will demonstrate clinical competence.
- Students will demonstrate critical thinking skills.
- Students will demonstrate effective communication skills.

Learning Outcomes (JRCERT)

- Students will position patients correctly.
- Students will demonstrate quality patient care.
- Students will demonstrate the ability to modify routine imaging principles for non-routine/trauma patients.
- Students will determine how changes in exposure technique factors affect image quality.
- Students will demonstrate effective written skills.
- Students will demonstrate verbal skills.

Higher Learning Commission (HLC) Outcomes

- Students demonstrate accurate positioning skills.
- Students practice appropriate radiation protection methods.
- Students provide effective patient care.
- Students modify positioning for non-routine patients.
- Students assess image quality and implement corrective actions to ensure optimal images.
- Students use effective communication with patients of all ages.
- Students use effective communication with members of the health care team.

Assessment

The Radiologic Technology program administration performs on-going annual assessment of student learning and program effectiveness outcomes in support of its mission. The annual assessment plan evaluates clinical competence, critical thinking, and communication skills. Data are analyzed and results are shared with the Radiologic Technology Advisor Board Committee, Clinical Preceptor Committee, the Department Chair, and the College Dean to foster continuous program improvement.

Annual program effectiveness data and most recent five year data are found at: <https://www.jrcert.org/resources/program-effectivenessdata/> and on the program's homepage: <https://www.rio.edu/academics/find-your-program/Radiologic-Technology>

Every three years, the program evaluates its assessment plan to assure continuous program improvement. The assessment plan's next scheduled review is **summer 2026**.

Radiologic Technology Advisory Board Committee

The Advisory Board consists of program faculty (program director and clinical coordinator), College Dean, medical imaging directors/supervisors/radiologist physicians of active clinical affiliates, one second year student, and one first year student.

The purpose of this board is to:

- Meet annually and as needed to review program goals, objectives, surveys, outcomes, and program effectiveness data.
- Develop action plan for any outcome or measure not meeting a goal.
- Update and discuss program policies and procedures.
- Discuss student concerns.
- Discuss personnel and staff concerns as related to the clinical education experience.
- Seek advice on curricular changes.

Clinical Preceptor Committee

The Clinical Preceptor Committee consists of program faculty (program director and clinical coordinator) and clinical preceptors of clinical affiliates.

The purpose of this committee is to:

- Meet annually and as needed to review program goals, objectives, surveys, outcomes, and program effectiveness data.
- Develop action plan for any outcome or measure not meeting a goal.
- Update and discuss program policies and procedures.
- Review clinical onboarding policies.
- Discuss student evaluations and clinical progress.
- Discuss personnel and staff concerns as related to the clinical education experience.
- Seek advice on curricular changes.
- Orientation for new clinical preceptors.
- Sign acknowledgement forms for policy revisions/updates.

General Information

The Radiologic Technology program's professional/general-education curriculum prepares students to enter the workforce as entry-level radiographers after graduation. Graduates from the program will have earned an Associate of Applied Science Degree in Radiologic Technology and are eligible to apply for the American Registry of Radiologic Technologists (ARRT) certification exam in radiography.

Radiographers are individuals who are educated about delivering ionizing radiation. The radiographer is responsible for producing and evaluating radiographs, and applying radiation safety standards at all times. Radiographers also provide patient education and support, and must possess a high level of interpersonal skills.

Career Outlook

The career of a radiographer can be an exciting because of the numerous paths that can be chosen once certification is obtained. Initially, radiographers are employed by hospitals, clinics, mobile imaging units, urgent care centers, and diagnostic imaging centers. Once employed, radiographers can cross train or earn advance certification in the following areas: mammography, computed tomography (CT), magnetic resonance imaging (MRI), interventional radiography, diagnostic medical sonography (DMS), quality management, imaging informatics: PACS Administrator, and bone densitometry. Graduates may also choose to continue their degree by enrolling in advanced certification programs such as nuclear medicine, radiation therapy, radiologist assistant, or forensic imaging. Radiographers can be employed in the medical sales area of equipment and supplies. Likewise, radiographers can become clinical preceptors, departmental administrators, or professors. Radiologic technology is not only an area that is diversified but also is an area that pays well for a two-year degree.

According to United States Bureau of Labor Statistics (2020), the employment of radiographers is expected to increase by about 9% from 2018 to 2028, faster than the average for all occupations. This growth is expected; because, the population is increasing and also aging which results in a need for more diagnostic exams. Radiologic technologists held about 250,000 jobs in 2019. The average mean wage in the state of Ohio was \$60,890/year or \$27.95/hour in 2019 and median pay in the United States was \$62,280/year (U. S. Bureau of Labor Statistics, 2020).

ACADEMIC INTEGRITY

Academic Integrity Policy

Rio Grande seeks to nurture a high standard of academic honesty and integrity in students, faculty, and staff. Rio Grande expects all persons to present and represent their own original work and to fully and properly credit sources of information used in the preparation of their own original work.

It is the responsibility of every student to familiarize themselves with Rio Grande's academic integrity standards as claims of ignorance, unintentional error, or the demands of academic work do not excuse violations. For the complete policy, please refer to Rio Grande's course catalog.

ADA Statement

If a student wishes to be identified as having a physical, mental, or learning disability that may or may not require reasonable accommodation/s, he/she must register with the Office of Accessibility. These registered students should identify themselves to their preceptors and provide a written statement from the Accessibility office that indicates appropriate accommodations. The process of a student self-proclaiming the need for accommodation should occur as early in the semester as possible. The office of accessibility phone is 245-7366 and is located in Davis Library Learning Commons, Office 8.

Notice of Nondiscriminatory Policy

Under Title IX of the 1972 Education Amendments, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity operated by Rio Grande. Title IX ensures equal access to those programs and activities for our students and employees of all gender identities. Rio Grande is dedicated to providing a safe environment for students, faculty, and staff.

Furthermore, Rio Grande affirms that policies and practices relating to housing, academic, and social life, and employment are applied without regard to race, color, gender, sexual orientation, genetic information, religion, disability, age, marital status, national or ethnic origin, socioeconomic status, veteran status, or political affiliation or other characteristics protected by federal, state, or local law. Inquiries in this regard should be directed to the president of Rio Grande.

Harassment Policy

Rio Grande strongly disapproves and expressly prohibits any form of harassment or discrimination based on race, color, national or ethnic origin, ancestry, sexual orientation, gender, gender identity, genetic information, religion, disability, age, marital status, socioeconomic status, political affiliation, veteran status, or any other characteristic protected by applicable federal, state, or local laws. It is the policy of Rio Grande to investigate thoroughly and remedy any known incidents of harassment. In order to accomplish this, harassment or discrimination must be brought to the attention of Rio Grande's administration. For additional guidelines on the harassment, bullying, and/or discrimination policies refer to the Rio Grande student handbook.

Rio Grande's Community Code

Any student, who is engaged in conduct or voluntarily or knowingly remains in the presence of someone, who is engaged in conduct which is detrimental to Rio Grande's mission, is subject to disciplinary action. For additional guidelines on Rio Grande's community code refer to Rio Grande's student handbook.

JRCERT Standards for an Accredited Educational Radiography Program

Standard One: Accountability, Fair Practices, and Public Information

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Standard Two: Institutional Commitment and Resources

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission. Standard

Standard Three: Faculty and Staff.

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Standard Four: Curriculum and Academic Practices

The program's curriculum and academic practices prepare students for professional practice.

Standard Five: Health and Safety

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement (JRCERT, 2020).

Specific objectives of the STANDARDS are available for review at:

<https://www.jrcert.org/wpcontent/uploads/Documents/Resources/Standards-PDFs/2021-Radiography-Standards.pdf>

Non-Compliance with JRCERT Standards Policy

The Radiologic Technology program has the responsibility of investigating complaint/s regarding allegations of non-compliance with the Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards in a timely manner with appropriate resolutions of the complaint/s. The standards are a series of objectives that the program must meet to demonstrate compliance and to maintain accreditation with JRCERT. The JRCERT Standards can be found in the RAD student handbook and at the following link:

<https://www.jrcert.org/wp-content/uploads/Documents/Resources/Standards-PDFs/2021-RadiographyStandards.pdf>

“Any individual associated with the program has the right to submit allegations against a JRCERT accredited program if there is reason to believe that the program has acted contrary to JRCERT accreditation standards and/or JRCERT policies. Additionally, an individual has the right to submit allegations against the program if the student believes that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

Contacting the JRCERT must not be a step in the formal institutional or program grievance policy/procedure. The individual must first attempt to resolve the complaint directly with institutional/program officials by following the grievance policy/procedures provided by the institution/program” (JRECERT, 2020). Hence, any allegation must first be made in writing and presented to the program director who then is responsible for investing and resolving the complaint using published grievance procedures. “If the individual is unable to resolve the complaint with institutional/program officials or believes that the concerns have not been properly addressed, the individual may submit allegations of noncompliance directly to the JRCERT” (JRCERT, 2020).

Contact Information:

JRCERT

20 N. Wacker Drive, Suite 2850

Chicago, IL 60606-3182

312-704-5300

www.jrcert.org

mail@jrcert.org

ARRT Policy

In accordance with the Certification process of the American Registry of Radiologic Technologists, students must be in compliance with the ARRT Standard of Ethics Requirements and Rules of Ethics. It is the responsibility of the student to meet or make inquiries into his/her compliances to be eligible for certification.

For further information concerning the Standard of Ethics or ARRT Rules and Regulations, students may log onto https://www.arrt.org/docs/default-source/handbooks/arrt-primary-handbook.pdf?sfvrsn=6604fc_40 and <https://www.arrt.org/docs/default-source/GoverningDocuments/arrt-standards-of-ethics.pdf?sfvrsn=12>

Professional Behavioral Expectations of Radiologic Technology Students

Appropriate professional behaviors are expected of all students and apply equally at Rio Grande and in the clinical setting.

1. Students will demonstrate dependability and punctuality by:
 - a. Attending all classes, labs, and clinical days.
 - b. Arriving for classes, labs, and clinical days at stated times.
 - c. Contacting preceptors by phone prior to absence from clinicals.
 - d. Completing assignments on time.
 - e. Accepting responsibility for their actions.
2. Students will work efficiently and respectfully with peers, faculty, radiology department staff, and other healthcare workers by:
 - a. Communicating respectfully.
 - b. Respecting personal differences of others.
 - c. Avoiding use of offensive statements or language.
 - d. Demonstrating a positive attitude toward constructive criticism and feedback.
 - e. Maintaining professional behavior and ethical conduct.
 - f. Turning cell phones off or to vibrate mode.
3. Students will work efficiently and respectfully in the clinical setting by:
 - a. Staying in assigned areas.
 - b. Breaking for lunch when clinical preceptor grants permission.
 - c. Accepting assignments from the clinical preceptor and technologists.
 - d. Taking full advantage of clinical time by completing tasks and staying involved.
 - e. Minimizing personal business during the clinical setting.
 - f. Attending to the safety and comfort of patients.
 - g. Maintaining patient confidentiality.
4. Things to remember:
 - a. Clinical sites view student clinical rotations as an opportunity to audition future employees.
 - b. Student grades reflect the mastery of the educational material and competence of skills.
 - c. Students and program faculty are considered invited guests within the clinical education sites.
 - d. Any breach of conduct that may jeopardize this relationship is considered extremely serious.
If a student is found to be at fault, dismissal from the program is likely.

Student Records Confidentiality Policy

Rio Grande is committed to fully respecting and protecting the rights of students under the Family Educational Rights and Privacy Act (FERPA). These rights generally include the right to inspect, review and seek amendment to the student's education records and the right to provide written consent before personally identifiable information from education records is disclosed. Under FERPA, students have the right to file a complaint with the US Department of Education concerning alleged failures to comply with FERPA. Please see the Student Records Confidentiality/Rights under FERPA section of Rio Grande's Student Handbook for details and more information.

Students will be provided with a Student Records and Information Release Authorization form that will give the student the opportunity to choose to consent or not consent the release of his or her information.

**University of Rio Grande/Rio Grande Community College Radiologic
Technology**

**STUDENT RECORDS AND INFORMATION
RELEASE AUTHORIZATION**

In accordance with the Federal Education Provisions Act of 1975, program faculty is permitted to release only the following information concerning a student or graduate:

1. date of attendance
2. degree awarded
3. content of course work completed

In order to provide additional information to potential employers or educational institutions upon their request, a signed release is required from the student or graduate.

I, _____, **do** hereby authorize
(Print name)

the University of Rio Grande/ Rio Grande Community College Radiologic Technology Program Faculty to release information concerning my academic and clinical performance, behavioral and cognitive abilities, and attendance. I understand that this information **will** be released to potential employers or educational institutions in writing and/or orally upon request. If at any time I decide to withdraw my consent, I must do so in writing.

I, _____, **do not** hereby
(Print name)

authorize the University of Rio Grande/ Rio Grande Community College Radiologic Technology Program Faculty to release information concerning my academic and clinical performance, behavioral and cognitive abilities, and attendance. I understand that this information **will not** be released to potential employers or educational institutions in writing and/or orally upon request. If at any time I decide to consent, I must do so in writing.

Student's Signature

Date

CBarker
Reviewed 08/2025

GENERAL HEALTH & SAFETY

Communicable Disease Policy

Because of the Rio Grande's policy to provide non-discriminatory educational services, while ensuring the rights of the student and taking the necessary precautions to safeguard the health of all students, and because a variety of infectious/communicable diseases exist that vary in degree of communicability and in severity of potential health risks (chicken pox, measles, mononucleosis, tuberculosis, leprosy, A.I.D.S., etc.) Rio Grande will:

- A. Provide information about various infectious/communicable diseases.
- B. Encourage informed and responsible individual conduct to promote a wellness oriented lifestyle.
- C. Decrease the risk of contagion of infectious disease.
- D. Encourage student to report to Health Services if he/she has acquired or been exposed to any communicable disease.

Each student who has an infectious/communicable disease will be allowed classroom attendance as long as he/she is physically able to satisfy course requirements.

For complete guidelines on the communicable disease policy refer to Rio Grande's Student Handbook.

Corona Virus/ Covid-19/SARS-CoV-2

Because Covid -19 is a contagious respiratory disease, masks will be required in the RAD classroom and laboratory room for all unvaccinated students as students will not be able to practice the required six foot physical-distancing guidelines. Proof of vaccination will be required.

If an unvaccinated student has a documented medical condition preventing the use of a mask, he or she will be allowed in the lab but must remain behind the control wall and will not be able to practice hands-on positioning using other students. He or she will be scheduled individual lab time to practice alone and with the available positioning phantoms. This will require a time outside of the regularly scheduled lab times.

Students will also be required to follow the guidelines set forth by Rio Grande in the Guide for Returning to the Workplace and any guideline set forth at each clinical site. Failure to do so, may result in dismissal from the program.

Personal Counseling

Rio Grande provides referral assistance to community-based resources and services for students requesting interpersonal counseling. A professional counselor may also be available on campus to students on an as needed, per request basis, whenever feasible. Students with personal or emotional issues (family conflicts, relationship issues, stress management, self- defeating thoughts or behaviors, etc.) are encouraged to immediately contact the Director of Health Services, at campus 740-245-7350 or Office of Accessibility and Mental Health Services-Woodland Centers, Inc. at 740-245-7439. The Health Services Office is located in Rhodes Student Center. Confidentiality will be strictly maintained for individuals and groups seeking counseling assistance at all times. For further information concerning personal counseling, please see Rio Grande's Student Handbook.

Mental Health Statement

As a student, you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce your ability to participate in daily activities. Services are available to assist you with addressing these and other concerns you may be experiencing. Contact the Office of Accessibility (740-245-7366) or Woodland Centers, Inc. at 740-245-7439 to learn more about the confidential mental health services available to you.

Emergency Preparedness

Rio Grande Emergency Preparedness' Statement as found in the Emergency Operations Plan is as follows:

Preparedness to cope with the effects of an emergency situation includes many diverse but interrelated elements, which must be woven into an integrated emergency management system within the campus setting. Certain situations may also involve departments of local government and private support agencies.

Emergency situations necessitate a sudden escalation in the material needs of the community and a reorganization of resources and personnel in order to address proper response. Many lives can be lost in the confusion and disorganization that accompanies the lack of a full planning effort.

Planning for population protective action must be a cooperative effort to avert or minimize the effects of natural, technological, hazardous materials, civil, and/or attack-related disasters; to protect lives and property; and to restore the stricken area to its pre-disaster status with minimum social and economic disruption.

This plan is a statement of policy regarding emergency management and assigns task and responsibility to University officials and department heads, specifying their roles during an emergency or disaster situation. It is developed and authorized pursuant to section 5502.271 and chapter 3750 of the Ohio Revised Code and Rio Grande.

For more information concerning the Rio Grande's Emergency Operations Plan, please see the following link: <https://www.rio.edu/campus-life/campus-safety> or contact campus police at 740-245-7286.

Contingency Plan

In the event that may affect student learning and program operations, RAD program faculty will work to adjust course and clinical offerings to ensure student learning. Students will be notified immediately by campus officials and/or program faculty if on campus instruction must be altered by student email, university website, university NIXLE emergency text messaging service, on-line course management system, radio, and local tv.

Faculty may adjust course syllabi to accommodate changes in course grading and/or alternative methods to include but are not limited to: online learning and virtual delivery. The university utilizes Canvas for on-line learning and virtual delivery. All faculty have offices with computers and laptops are available for remote access if needed. All student enrolled courses have course shells and are ready for remote learning when the need arises. Students are automatically enrolled in Canvas course shells upon registration. Students have access to assistance and a Help Desk for email, computer, and Canvas assistance.

The university officials will assure a supply of resources such as PPE for student safety in clinicals and lab. Faculty will review clinical rotation schedules to assure all students are provided equitable learning opportunities. Alternate clinical scheduling, clinical simulations, and case studies may be utilized when implementing a contingency plan. Program faculty will remain in contact with clinical affiliates via email, telephone, Microsoft teams, and zoom meetings. Advisory Boards, Clinical Preceptors, and other Program Committees will continue to meet via Microsoft Teams and zoom if face to face cannot be accommodated.

The RAD program will follow guidelines provided by the American Registry of Radiologic Technology and the JRCERT which will help to ensure student learning and safety. Institutional resources and faculty and student support services will continue to be accessible and available while the contingency plan is in effect. University officials will maintain regular communication and provide updates to faculty and students throughout the contingency plan period. After the contingency plan expires, normal operations will resume. The contingency plan will be reviewed annually by program faculty at Advisory Board meeting and improvements implemented based on previous plan experiences and feedback from communities of interest.

Tobacco Use Policy

In addition to the tobacco policy found in Rio Grande's Student Handbook, students must also abide the policies concerning tobacco use as stipulated at each clinical site. For more information concerning Rio Grande's Tobacco Use Policy, please refer to Rio Grande's Student Handbook.

Substance Abuse Policy

SCOPE

The University of Rio Grande and Rio Grande Community College (collectively “Rio Grande”) hereby adopt the following **Student Substance Abuse Policy**. This Policy is applicable to all students of Rio Grande who participate in a classroom or clinical experience which requires drug and/or alcohol testing. If a clinical site’s policy contains greater restrictions, those greater restrictions apply to the students assigned to that site.

This Policy prohibits the distribution, possession, sale, or use of any drug or controlled substance as defined by sections 2925.01, 3719.01 and 4729.01 of the Ohio Revised Code, except in accordance with a valid pharmaceutical prescription, including but not limited to while in the classroom, on clinical assignment or otherwise. Engaging in prohibited conduct constitutes grounds for disciplinary action, up to and including expulsion, as set forth in the Rio Grande student handbook.

PURPOSE

The Student Substance Abuse Policy is intended to:

- Establish and maintain a safe, healthy learning environment for all students.
- Provide a safe, healthy environment for patients while providing care, as applicable.
- Preserve the reputation of Rio Grande, including the reputation of its employees.

Rio Grande recognizes substance abuse as a serious problem affecting students and will enforce all rules and/or policies regarding alcohol and illegal drugs. All programs affiliated with Rio Grande support and will cooperate with authorities at the local, state, and federal levels regarding the regulation of alcohol and drug abuse. Students will not be afforded protection from prosecution under federal, state or local law for engaging in acts that violate this Policy.

Possession/Use of Illegal Drugs or Alcoholic Beverages

A student, while at school or in a clinical setting, shall not possess, use, transmit, conceal, be under the influence of, or show any sign of consumption/use of any alcoholic beverage, illegal drug, hallucinogen, barbiturate, amphetamine, or paraphernalia. Possession and/or use shall include, but is not limited to any of the following:

1. Drugs, alcohol and/or objects carried or concealed on one’s person;
2. Drugs, alcohol and/or objects contained in one’s personal belongings;
3. Drugs, alcohol and/or objects contained in a vehicle owned or driven by such person;
4. An odor of drugs/alcohol and/or displaying physical signs of drug/alcohol use;
5. Use of alcohol/drugs as verified by a drug screen, or the refusal by a student to submit to a reasonable suspicion and/or random drug screen.
6. Any positive alcohol screen at a level of .04% or greater, and/or any positive drug screen for which there is no medically acceptable explanation for the positive result.

Prescribed Medication

Students shall notify a program Director or Administrator when taking prescribed medication which might hinder the safe and efficient performance of their classroom and/or clinical assignment. Upon request, the student must inform the Director or Administrator of the name(s) of the medication(s) or drug(s) being prescribed and the prescribing physician.

In addition, if a student is taking a prescribed drug which might hinder the safe and efficient performance of their classroom and/or clinical assignment, the student must obtain a release to return to school and/or the clinical setting from the prescribing health care professional. Specifically, the prescribing health care professional must affirm that the student is able to perform safely, without impairment caused by the drug or medication. If a release cannot be obtained, the student may be suspended from certain classroom or clinical participation.

Over-The-Counter Medication

Students are advised to check with a health care provider when taking any over-the-counter medication to determine if the medication may cause or give the appearance of causing side effects which might hinder the safe and efficient performance of their classroom and/or clinical assignment. This information will be handled in a confidential manner.

Suspicious Behavior

If a student suspects or observes suspicious behavior in another student, he/she **must** report this either to a Preceptor, Director or Administrator. Every effort will be made to maintain confidentiality in peer reporting; however, in some circumstances confidentiality may not be assured.

Cost of Drug/Alcohol Testing

Students at Rio Grande are responsible for bearing the cost of drug and/or alcohol testing in all pre-admission or pre-clinical settings. Conversely, affiliated clinical agencies or Rio Grande will bear the cost of random or reasonable suspicion drug and/or alcohol tests.

Refusal to Submit to Drug/Alcohol Testing

A student will be disciplined, up to and including suspension and/or expulsion from Rio Grande, if: (a) the student refuses to submit to drug/alcohol testing; or (b) the student's drug/alcohol testing results are positive.

A refusal to submit includes excessive delay (over four hours) on the part of the student in providing a specimen, or not supplying a sufficient quantity to test.

Drug and Alcohol Testing

Students may be subject to drug and alcohol testing in four circumstances:

1. Pre-Admission
2. Reasonable Suspicion
3. As Required Before or During Assigned Clinical Experiences
4. Random selection

Pre-Admission Testing:

Upon acceptance into a course or program which contains a classroom or clinical component requiring drug and/or alcohol testing, applicants/students will be required to pass an entrance drug screening and alcohol test, as well as a background check (FBI & BCI), as a condition of active admission to Rio Grande.

Reasonable Suspicion Testing:

Reasonable suspicion means there is some evidence to suggest that a student has engaged or is engaging in substance abuse. Evidence may come from a professional or expert opinion, layperson, scientific test, or other source. Facts which could give rise to reasonable suspicion include, but are not limited to:

- Observable phenomena, such as direct observation of drug use, possession of drug paraphernalia, and/or physical symptoms or manifestations of being under the influence of a drug, including, but not limited to, erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings or inappropriate responses to stimuli.
- Information that a student has caused or contributed to an accident, or where a student shows signs of impairment after any accident while performing activities affiliated with or in a covered course or program.
- Arrest, conviction, or acceptance of responsibility for being in possession of, or being found guilty of a drug, alcohol or controlled substance related offense, including but not limited to DUI, public intoxication, etc.
- Evidence that the student has altered or tampered with a previous drug or alcohol test, or who had attempted to substitute a specimen.

Before or During Assigned Clinical Experiences:

Students at Rio Grande, who are assigned to a classroom or clinical experience as part of the established curriculum may be required to undergo one or more drug screening and/or alcohol tests. This is determined by and under the procedures established by the clinical site.

Random Selection:

Rio Grande reserves the right to institute random selection drug and/or alcohol testing where deemed appropriate for a particular program, clinical and/or classroom experience. Any random selection drug testing program instituted under this provision will be conducted pursuant to the following procedures:

Rio Grande will adopt a uniform selection process that removes discretion in selection from any director/clinical coordinator/clinical preceptor or designee.

Random selection testing will take place throughout the academic year. There will be no pattern to when random testing will be conducted. Random testing will be unannounced, and all students in the class, clinical or program will have an equal chance of being selected for testing from a random pool of participants in the same class, clinical or program. Likewise, students shall remain in the pool even after being selected and tested. Therefore, a student may be selected for a random drug and/or alcohol test more than once during the academic year.

If a student is selected for random testing, the student will be notified by the program director/clinical coordinator/clinical preceptor or designee and will be directed to report to the designated collection site at the designated time for testing.

Testing Procedure:

All drug and alcohol testing will be conducted by a qualified laboratory in accordance with established methods and procedures. Confidentiality as well as the integrity of the sample will be protected by the testing facility. Testing may be conducted with blood, urine, breath, hair sampling, or a buccal smear. The procedure for collection will involve a witness, securable containers, and chain of custody procedures that ensure that the samples are protected from tampering, and that the analysis of them is done in accordance with accepted medical standards.

Testing shall screen alcohol and drugs that are either illegal or which are prone to abuse. Positive tests will be confirmed by the qualified laboratory by a second test from the original sample. If the second test is also positive, the student will be subject to disciplinary action, up to and including dismissal.

Evidence that the student has altered or tampered with a test, or evidence that the student attempted to substitute a specimen will be automatically deemed a positive test result.

Appeal

A student may appeal discipline, including suspension and/or expulsion from Rio Grande through the “Appeal of Sanction and the Right to a Hearing” procedure outlined in the student handbook.

**University of Rio Grande/Rio Grande Community College
Radiologic Technology Program**

Drug and Alcohol Testing Authorization and Release

I hereby authorize the physician, laboratory, clinic or other agent selected by Rio Grande to collect and test my specimen for the presence of drugs, alcohol, or other similarly prohibited substances. The drug and alcohol testing procedures have been explained to me and I fully understand the implications of a positive drug or alcohol test with respect to my academic status.

I authorize the release of the results of my drug and/or alcohol test to Rio Grande, or any of their respective agents. I agree to hold Rio Grande, its officers, agents, and employees harmless in collecting, interpreting and applying test results for the purpose of the Student Substance Abuse Policy.

Student Signature

Date

Printed Name

Date

**University of Rio Grande/Rio Grande Community College
Radiologic Technology Program**

Substance Abuse Policy Agreement

I, _____, agree to abide by the Student Substance Abuse Policy. I understand that a refusal to undergo drug and/or alcohol testing, or a refusal to sign this agreement will result in immediate discipline, up to and including suspension and/or expulsion from Rio Grande.

Student Signature

Date

Printed Name

Date

**University of Rio Grande/Rio Grande Community College
Radiologic Technology Program**

Student Substance Abuse Policy Refusal to Test

I, _____, hereby refuse to submit to a drug and/or alcohol test as required under the Student Substance Abuse Policy. I recognize that this refusal will result in discipline, up to and including suspension and/or expulsion from Rio Grande and program dismissal.

Student Signature

Date

Printed Name

Date

UNIVERSITY OF RIO GRANDE-RADIOLOGIC TECHNOLOGY PROGRAM
Rio Grande, Ohio

Physician Information
And Release to Return

Students at the University of Rio Grande/Rio Grande Community College have the obligation to notify the Director of the Radiologic Technology program when taking prescribed medication which might hinder the safe and efficient performance of their classroom and/or clinical assignment. The student must inform the Director of the Radiologic Technology program of the name(s) of the medication(s) or drug(s) being prescribed and the prescribing physician. In addition, if a student is taking a prescribed drug which might hinder the safe and efficient performance of their classroom and/or clinical assignment, the student must obtain a release to return to school and/or the clinical setting from the prescribing health care professional. Specifically, the prescribing health care professional must assure the Radiologic Technology program that the student is able to perform without impairment caused by the medication or drug in the academic and/or the clinical setting. In light of these obligations, please supply the following:

Name(s) of the medication(s) or drug(s) being prescribed:

Will this prescription hinder the safe and efficient performance of classroom and/or clinical assignment?

☐ Yes ☐ No

If this prescription will hinder the safe and efficient performance of classroom and/or clinical assignment, when do you anticipate that the student will be released to return to the school or clinical setting?

☐ I hereby certify that the Student is able to perform without impairment caused by the medication or drug in the academic and/or the clinical setting effective _____(date).

Prescribing Physician Name: _____ Date: _____

Signature: _____

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Health Requirements

- **Vision Capabilities:**
 - Normal or corrected refraction within the range of 20/20 to 20/60.
 - Distinguish between color shades.
- **Hearing Capabilities:**
 - Possess normal or corrected hearing abilities within 0-45 decibel range.
- **Motor Capabilities:**
 - Maneuver large radiographic equipment weighing between 100-150 lbs without assistance.
 - Lift a minimum of 25 lbs. without assistance using proper body mechanics.
 - Assist in lifting patients using proper body mechanics.
 - Stand for extended periods of time.
 - Walk without assistance long distances maneuvering radiographic equipment or transporting patients.
- **Language Capabilities:**
 - Communicate verbally with patient, patient families, coworkers, and other medical personnel.
- **Mental Capabilities:**
 - Think and act quickly to emergency situations.
 - Cope with stress.
 - Comprehend daily work activities.

Physical Demands

In order to fulfill the requirements of the Radiologic Technology program, students must be able to meet the physical demands associated with the demands of clinicals and the radiology profession. Examples of these requirements include but are not limited to the following:

Strength and Endurance

Physical Demands	How Often Used
Standing	Frequently
Walking	Frequently
Sitting	Occasionally
Lifting (up to 125 pounds)	Frequently
Carrying	Occasionally
Pushing	Frequently
Pulling	Frequently

Comments:

Standing and walking for 4 hours at a time while actively engaged in radiographic procedures. Pushing and moving stretchers and wheelchairs with patients from patient areas to procedure rooms. Pulling and moving patients to and from radiographic table. Lifting/carrying and attaching extra radiographic table components for specific procedures. Utilize good body mechanics. Pushing mobile radiographic equipment throughout the hospital.

Balance and Coordination

Physical Demands	How Often Used
Crouching	Occasionally
Stooping	Occasionally
Reaching	Frequently
Manual Dexterity	Frequently
Tactile Sensitivity	Frequently

Comments:

Reaching up to 6' with the use of a step stool if needed to manipulate equipment. Gathering items needed for intravenous injection. Drawing up contrast from vial for intravenous injection. Palpate external body land marks to precisely line up radiographic tube.

Communication

Physical Demands	How Often Used
Talking	Frequently
Hearing	Frequently
Seeing	Frequently
Communicating	Frequently

Comments:

Communicating in a clear and concise manner to people in various departments. Asking patients questions to obtain appropriate medical history. Listening to

responses. Visually assessing patient. Hearing various background sounds during equipment operation.

Emotional Demands:

Individuals must be able to meet not only the physical demands but emotional requirements of the clinical setting. Students admitted to the program must possess the following qualities:

- The emotional maturity and stability to approach highly stressful human situations in a calm and rational manner.
- The ability to make clinical judgment using critical thinking.
- The ability to adhere to ethical standards of conduct.
- The ability to provide effective written, oral, nonverbal communication with patients and their families, colleagues, health care providers, and the public.

An individual who poses a direct threat to the health or safety of others or themselves may be denied admission. Because of the unique responsibilities involved in the profession and at clinical affiliates, the program reserves the right to require that the student who appears to be unsuited for the program therein withdraw from the program and be advised into another curriculum of study.

RADIATION SAFETY

Radiation Safety Policy

Ohio Quality Assurance Program as provided by Ohio Medical Physics Consulting is as follows:

Personnel Monitoring Device Program

Reference: OAC 3701:1-38-10, OAC 3701:1-38-12, OAC 3701:1-38-14, OAC 3701:1-38-20

Personnel Requiring Monitoring

Personnel who are likely to exceed 10% of the annual dose limits specified in OAC 3701:1-38-12(A) during the course of a year will be monitored. Women who declare their pregnancy and are likely to exceed 1 mSv during gestation will be monitored. Any radiation worker participating in fluoroscopic or mobile or portable x-ray procedures shall be required to wear an individual monitoring device unless the Radiation Expert or IRRP demonstrates it is unlikely the person will receive a dose in excess of 10% of the annual dose limits specified in OAC 3701:1-38-12(A).

Frequency of Monitoring

Personnel will have monitors exchanged (or electronic dosimeters read) no less than quarterly. Fetal monitors for declared pregnant women will be exchanged (or electronic dosimeters read) on a monthly basis.

Wear of Monitoring Devices

When one device is issued, the monitor shall be worn at the collar/neck level, outside of any leaded garment.

When two devices are issued, one monitor shall be worn at the collar/neck level outside of any leaded garment and the other device at the waist level underneath any leaded garment.

When a fetal monitor is issued, it shall be worn at the waist underneath any leaded garment.

When an extremity monitor is issued, the monitor shall be worn on the extremity likely to receive the highest exposure. The monitoring device shall be oriented to measure the highest dose to the extremity being monitored.

Use of Monitoring Devices

Monitoring devices are to remain at the facility in a designated area when not in use. Devices assigned by this facility are not to be worn at any other institution.

Deceptive Exposures

Personnel are required to notify the IRRP when exposure of a monitoring device has occurred which does not accurately reflect dose to the wearer. These situations might include, but are not limited to, leaving a monitoring device in an x-ray room, wearing another person's monitor, removing the monitor from the facility, and damage to the monitor. The IRRP or his/her representative will investigate the incident and account for any inaccurate readings from the monitor.

Limits on Dose

In one year, an individual can receive no more than:

- 1) A total effective dose equivalent of 50 milliSievert (5,000 mrem) or
- 2) A sum of the deep dose equivalent and the committed dose equivalent to any individual organ or tissue other than the lens of the eye of 500 milliSievert (50,000 mrem) or
- 3) A lens dose equivalent of 150 milliSievert (15, 000 mrem) or
- 4) A shallow-dose equivalent of 500 milliSievert (50,000 mrem) to the skin of the whole body or to the skin of any extremity.

Minors may be exposed to no more than 10% of the above limits.

The embryo/fetus of a declared pregnant worker will not exceed 5 milliSieverts (500mrem) during gestation.

Correction of Dose Readings Due to Lead Garments

When a protective apron is worn while working with radiation generating equipment, the effective dose equivalent for external radiation shall be determined as follows:

- 1) When only one individual monitoring device is used and it is located at the neck outside the protective apron, the reported deep dose equivalent value multiplied by 0.3 shall be the effective dose equivalent for external radiation.
- 2) When two individual monitoring devices are worn, one under the protective apron at the waist and the other outside the protective apron at the neck, the effective dose equivalent for external radiation shall be assigned the value of the sum of the deep dose equivalent reported for the individual monitoring device located at the waist under the protective apron multiplied by 1.5 and the deep dose equivalent reported for the individual monitoring device located at the neck outside the protective apron multiplied by 0.04.

Notification of Overexposure

If a monitored individual is exposed to greater than the limits stated above, the Ohio Department of Health will be notified in accordance with OAC 3701:1-38-21 (C).

Radiation Dosimetry Reports Policy

In order to comply with the Family Educational Rights and Privacy Act, each student will be given a confidential ID number for his/her individual radiation monitoring purposes. The Radiation Dosimetry reports will be posted using these confidential numbers and will review the reports within 30 days of program director's receipt of the reports. Annual exposure report will be mailed to graduates when the report becomes available.

Investigational (ALARA) Levels

The IRRP or his/her designee will review monitoring records on no less than a quarterly basis to determine if an individual has exceeded the following administrative limits:

Level 1:

A cumulative total effective dose equivalent of 5 milliSievert (500 mrem).

A cumulative lens dose equivalent of 15 milliSievert (1,500 mrem).

A shallow-dose equivalent of 50 milliSievert (5,000 mrem).

If a person exceeds these limits, the IRRP will note the trend and determine if further action is required, such as a review of the person's work practices or workload.

Level 2:

A cumulative total effective dose equivalent of 15 milliSievert (1,500 mrem).

A cumulative lens dose equivalent of 45 milliSievert (4,500 mrem).

A cumulative shallow-dose equivalent of 150 milliSievert (15,000 mrem).

If a person exceeds these limits, the IRRP or his/her designee will investigate the cause of the elevated readings and determine if any corrective actions are required. A written memorandum of the investigation and its findings will be generated for record.

Determination of Prior Occupational Exposure

An individual who is likely to receive more than 10% of the annual occupational dose will have a determination made for any prior occupational dose received in the same calendar year that monitoring will commence at this facility. If the individual has given permission to obtain his/her prior monitoring records, a request will be made to obtain the records. The total dose received at other facilities will be subtracted from the annual limits on dose stated above to ensure that the individual does not exceed the total dose limit for the year. If the individual does not authorize release of his/her records or if no response to a request for records has been received, the IRRP will assume that the allowable dose limit

for the individual is reduced by 12.5 millisievert (1,250 mrem) for each quarter in which records are unavailable.

Reports of Radiation Exposure

Personnel who receive a dose greater than 1 milliSievert (100 mrem) to any organ or tissue or 1 milliSievert (100 mrem) total effective dose in a calendar year will receive a written report of their exposure for that calendar year. Personnel who leave the employ of the facility may request a written report of prior exposure and receive such report within 30 days of the request or within 30 days of such time when the person's exposure data is available, whichever is later.

Holding Policy

Many regulatory guides forbid the holding of patients or image receptors during radiologic examinations by persons who are occupationally exposed to ionizing radiation. These persons include radiographers and student radiographers. Only after consideration of the use of restraining devices or sedation which must be ordered by a physician, the decision to hold a patient is made. A patient may be held by a person accompanying the patient or any non-radiation worker. Any persons holding a patient during a radiologic exam will be provided a lead apron.

Radiographic Lab Policy

The radiographic lab is directly supervised by program faculty at all times. The lab will be locked when not in use. Students should adhere to the following lab rules:

- A. The lab may only be used when a program faculty member (qualified radiographer) is readily available.
- B. The equipment is never to be used to radiograph any human.
- C. Students are to remain behind the lead barriers during all exposures.
- D. Keep door to classroom closed when making exposures.
- E. Students should wear modest clothing during laboratory sessions.
- F. All students are expected to participate.
- G. Students are expected to keep the lab neat and clean by wiping down the table and returning supplies to their designated areas.
- H. Students are to turn off equipment including the circuit breaker and close and lock lab doors upon completion of lab.
- I. Students are to notify faculty of any equipment malfunctions.

Annual Personnel Exposure Report

Calendar Year:

This report is furnished to you under the provisions of Rule 3701:1-38-10 of the Ohio Administrative Code. You should preserve this report for further reference.

Facility: University of Rio Grande/Rio Grande Community College

Participant Name: _____

Participant Number: _____

Deep Dose Equivalent (DDE): _____ mrem

Lens Dose Equivalent (LDE): _____ mrem

Shallow Dose Equivalent (SDE): _____ mrem

Extremity Dose: _____ mrem

Committed Effective Dose Equivalent (CEDE): _____ mrem

Total Effective Dose Equivalent (TEDE): _____ mrem

It was determined that there was no intake of radioactive material for the reporting period.

The annual dose limits for a monitored worker, as established by the Ohio Department of Health, are as follows:

1. A total effective dose equivalent of 50 millisievert (5,000 mrem).
2. The sum of the deep dose equivalent and the committed dose equivalent to any individual organ or tissue, other than the lens of the eye, of 500 millisievert (50,000 mrem).
3. A lens dose of 150 millisievert (15,000 mrem).
4. A shallow dose equivalent to the skin of the whole body or the skin of any extremity of 500 millisievert (50,000 mrem)

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**University of Rio Grande/ Rio Grande Community College Radiologic
Technology Program**

Declaration of Damaged or Lost Personnel Monitoring Device

I, _____, declare that my personnel
(Print Name)

monitoring device has been damaged or lost. I have notified the University of Rio Grande/Rio Grande Community College Radiation Safety Officer immediately upon becoming aware of this fact. I now request that the personnel monitoring device lab be contacted immediately so that a replacement personnel monitoring device can be issued to me. I acknowledge and agree that I am not permitted to attend my clinical rotation until I receive a replacement device and that all missed clinical time must be made up according to the guidelines set forth in the Radiologic Technology Student Handbook.

Please explain the relevant facts surrounding the damage or loss of your personnel monitoring device.

(attach additional pages or documents as necessary).

I agree that, if further facts regarding the damage or loss of my personnel monitoring device come to my attention or if I hereafter locate the device, I will immediately notify and/or deliver the device to the Radiation Safety Officer.

Student Signature

Date

Radiation Safety Officer Signature

Date

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Pregnant Worker Monitoring

Reference: OAC 3701:1-66-02 (B)(12),OAC 3701:1-38-12

Declaration Process

Option 1: No declaration of Pregnancy: If a woman chooses not to declare her pregnancy, no precautions are taken and the normal dose limits of OAC 3701:1-38-12 apply. The student will continue the Radiologic Technology program uninterrupted and without modification.

Option 2: Voluntary Declaration of Pregnancy: A declaration of pregnancy is a voluntary process on the part of the woman. If a woman chooses to declare her pregnancy, it must be done so in writing using the attached form, with the form given to her supervisor or the IRRP/RSO. If she chooses, the declaration may be done in confidence. See Actions Upon Declaration. The student will continue the Radiologic Technology program uninterrupted without modifications. The Clinical coordinator will work with the student

Option 3: Withdrawal of Pregnancy Declaration: A woman may undeclare her pregnancy at any time, for any reason, but it must be done in writing to her supervisor or the IRRP/RSO. A pregnancy declaration automatically expires one year after it is signed. The student will continue the Radiologic Technology program uninterrupted and without modification.

No process exists, nor is required, for a woman to receive special consideration when she is attempting to become pregnant.

A woman considering declaration will have an opportunity to read the “Questions and Answers” document that is attached to this policy. She will also be given an opportunity to discuss the issue with the IRRP, RSO or Radiation Expert, as appropriate, when weighing her decision whether to declare the pregnancy or not.

Actions Upon Declaration

A fetal monitor, to be exchanged or read on a monthly basis, will be ordered for the woman to wear at her waist, underneath any leaded garment. Her deep dose reading will be limited to 5 mSv (500 mrem) for the duration of gestation. If it has been determined that the embryo or fetus has already been exposed to 5 mSv (500 mrem), all further occupational irradiation must cease until the end of the pregnancy.

Once declared, the woman will no longer handle, prepare or administer Iodine-131 for the duration of the pregnancy. If the woman’s monthly average deep dose reading is below 0.5 mSv (50 mrem), then no other special precautions need be taken other than the normal safe operating procedures. At the discretion of the woman’s supervisor, considerations may be made to limit the woman from certain duties, if staffing and workload levels permit, but there is no obligation to do so. If a woman’s monthly deep dose reading exceeds 0.5 mSv (50 mrem), radiation safety staff will limit or modify the woman’s duties so readings will be less than 0.5 mSv (50 mrem) per month.

QUESTIONS AND ANSWERS CONCERNING PRENATAL RADIATION EXPOSURE**1. Why am I receiving this information?**

The Ohio Department of Health's regulations require that registrants or licensees instruct individuals working with machine generated radiation sources or licensed radioactive materials in radiation protection as appropriate for the situation. The instruction below describes information that occupational workers and their supervisors should know about the radiation exposure of the embryo/fetus of pregnant women. The regulations allow a pregnant woman to decide whether she wants to formally declare her pregnancy to take advantage of lower dose limits for the embryo/fetus. This instruction provides information to help women make an informed decision whether to declare a pregnancy.

2. If I become pregnant, am I required to declare my pregnancy?

No. The choice whether to declare your pregnancy is completely voluntary. If you choose to declare your pregnancy, you must do so in writing and a lower radiation dose limit will apply to your embryo/fetus. If you choose not to declare your pregnancy, you and your embryo/fetus will continue to be subject to the same radiation dose limits that apply to other occupational workers.

3. If I declare my pregnancy in writing, what happens?

If you choose to declare your pregnancy in writing, the facility must take measures to limit the dose to your embryo/fetus to 5 millisievert (500 mrem) during the entire pregnancy. This is one-tenth of the dose that an occupational worker may receive in a year. If you have already received a dose exceeding 5 mSv (500 mrem) in the period between conception and the declaration of your pregnancy, an additional dose of 0.5 mSv (50 mrem) is allowed during the remainder of the pregnancy. In addition, OAC 3701:138-12 (H)(2) requires the facility to make efforts to avoid substantial variation above a uniform monthly dose rate so that all the 5 mSv (500 mrem) allowed dose does not occur in a short period during the pregnancy. This may mean that, if you declare your pregnancy, the facility may not permit you to do some of your normal job functions if those functions would have allowed you to receive more than 5 millisievert (500 mrem), and you may not be able to have some emergency response responsibilities.

4. Why do the regulations have a lower dose limit for the embryo/fetus of a declared pregnant woman than for a pregnant worker who has not declared?

A lower dose limit for the embryo/fetus of a declared pregnant woman is based on a consideration of greater sensitivity to radiation of the embryo/fetus and the involuntary nature of the exposure. Several scientific advisory groups have recommended (References 1 and 2) that the dose to the embryo/fetus be limited to a fraction of the occupational dose limit.

5. What are the potentially harmful effects of radiation exposure to my embryo/fetus?

The occurrence and severity of health effects caused by ionizing radiation are dependent upon the type and total dose of radiation received, as well as the time period over which the exposure was received. The main concern is embryo/fetal susceptibility to the harmful effects of radiation such as cancer. According to the International Council on Radiation Protection Publication 84, doses of less than 10 millisievert (1,000 mrem) to the embryo/fetus do not increase the risk of cancer, nor are any other fetal effects more likely.

6. Are there any risks of genetic defects?

Although radiation injury has been induced experimentally in rodents and insects, and in the experiments was transmitted and became manifest as hereditary disorders in their offspring, radiation has not been identified as a cause of such effect in humans. Therefore, the risk of genetic effects attributable to radiation exposure is speculative. For example, no genetic effects have been documented in any of the Japanese atomic bomb survivors, their children, or their grandchildren.

7. What if I decide that I do not want any radiation exposure at all during my pregnancy?

You may ask your employer for a job that does not involve any exposure at all to occupational radiation dose, but your employer is not obligated to provide you with a job involving no radiation exposure. Even if you receive no occupational exposure at all, your embryo/fetus will receive some radiation dose (on average 0.75 mSv [75 mrem]) during your pregnancy from natural background radiation. Regulatory agencies have reviewed the available scientific literature and concluded that the 5 mSv (500 mrem) limit provides an adequate margin of protection for the embryo/fetus. This dose limit reflects the desire to limit the total lifetime risk of leukemia and other cancers. If this dose limit is exceeded, the total lifetime risk of cancer to the embryo/fetus may increase incrementally. However, the decision on what level of risk to accept is yours. More detailed information on potential risk to the embryo/fetus from radiation exposure can be found in References 2-10. It should be noted that no pregnancy is risk free—there is a 15% chance of miscarriage, a 4-10% risk of genetic abnormality and a 2-4% of major malformation with every pregnancy, regardless of radiation exposure.

8. What effect will formally declaring my pregnancy have on my job status?

Only your facility's radiation safety staff can tell you what effect a written declaration of pregnancy will have on your job status. As part of your radiation safety training, the radiation safety staff should tell you the facility's policies with respect to the job status of declared pregnant women. In addition, before you declare your pregnancy, you may want to talk to your supervisor or your radiation safety officer or IRRP (Individual Responsible for Radiation Protection) and ask what a declaration of pregnancy would mean specifically for you and your job status. In many cases you can continue in your present job with no change and still meet the dose limit for the embryo/fetus. For example, most commercial power reactor workers (approximately 93%) receive, in 12 months, occupational radiation doses that are less than 5

mSv (500 mrem) (Ref. 11). The facility may also consider the likelihood of increased radiation exposures from accidents and abnormal events before making a decision to allow you to continue in your present job. If your current work might cause the dose to your embryo/fetus to exceed 5 mSv (500 mrem), the facility has various options. It is possible that the facility can and will make a reasonable accommodation that will allow you to continue performing your current job, for example, by having another qualified employee do a small part of the job that accounts for some of your radiation exposure.

9. What information must I provide in my written declaration of pregnancy?

You should provide, in writing, your name, a declaration that you are pregnant, the estimated date of conception (only the month and year need be given), and the date that you give the letter to your supervisor. A form letter that you can use is included at the end of these questions and answers.

10. To declare my pregnancy, do I have to have documented medical proof that I am pregnant?

Regulations do not require that you provide medical proof of your pregnancy. However, regulations do not preclude the facility from requesting medical documentation of your pregnancy, especially if a change in your duties is necessary in order to comply with the 5 mSv (500 mrem) dose limit.

11. Can I tell the facility orally rather than in writing that I am pregnant?

No. The regulations require that the declaration must be in writing.

12. If I have not declared my pregnancy in writing, but the facility suspects that I am pregnant, do the lower dose limits apply?

No. The lower dose limits for pregnant women apply only if you have declared your pregnancy in writing. The United States Supreme Court has ruled (in *United Automobile Workers International Union v. Johnson Controls, Inc.*, 1991) that “Decisions about the welfare of future children must be left to the parents who conceive, bear, support, and raise them rather than to the employers who hire those parents” (Reference 7). The Supreme Court also ruled that your employer may not restrict you from a specific job “because of concerns about the next generation.” Thus, the lower limits apply only if you choose to declare your pregnancy in writing.

13. If I am planning to become pregnant but am not yet pregnant and I inform the facility of that in writing, do the lower dose limits apply?

No. The requirement for lower limits applies only if you declare in writing that you are already pregnant.

14. What if I have a miscarriage or find out that I am not pregnant?

If you have declared your pregnancy in writing, you should promptly inform the individual to whom you turned your written declaration to that you are no longer pregnant. However, if you have not formally declared your pregnancy in writing, you need not inform the facility of your non-pregnant status.

15. How long is the lower dose limit in effect?

The dose to the embryo/fetus must be limited until you withdraw your declaration in writing or you inform the facility in writing that you are no longer pregnant. If the declaration is not withdrawn, the written declaration may be considered expired one year after submission.

16. If I have declared my pregnancy in writing, can I revoke my declaration of pregnancy even if I am still pregnant?

Yes, you may. The choice is entirely yours. If you revoke your declaration of pregnancy, the lower dose limit for the embryo/fetus no longer applies.

17. What if I work under contract at a licensed facility?

The regulations state that you should formally declare your pregnancy to the facility in writing. The facility has the responsibility to limit the dose to the embryo/fetus.

18. Where can I get additional information?

The references to this Appendix contain helpful information, especially Reference 3, NRC's Regulatory Guide 8.29, "Instruction Concerning Risks from Occupational Radiation Exposure," for general information on radiation risks. This document is available at www.nrc.gov. For information on legal aspects, see Reference 7, "The Rock and the Hard Place: Employer Liability to Fertile or Pregnant Employees and Their Unborn Children—What Can the Employer Do?" which is an article in the journal Radiation Protection Management. You may contact your facility IRRP, RSO or Certified Radiation Expert at the contact numbers that are posted in the restricted areas in the facility. You may also telephone the Ohio Department of Health at 614-644-2727.

Dosimetry References

1. National Council on Radiation Protection and Measurements, Limitation of Exposure to Ionizing Radiation, NCRP Report No. 116, Bethesda, MD, 1993.
2. International Commission on Radiological Protection, 1990 Recommendations of the International Commission on Radiological Protection, ICRP Publication 60, Ann. ICRP 21: No. 1-3, Pergamon Press, Oxford, UK, 1991.
3. USNRC, "Instruction Concerning Risks from Occupational Radiation Exposure," Regulatory Guide 8.29, Revision 1, February 1996.11 (Electronically available at www.nrc.gov/NRC/RG/index.html)
4. Committee on the Biological Effects of Ionizing Radiations, National Research Council, Health Effects of Exposure to Low Levels of Ionizing Radiation (BEIR V), National Academy Press, Washington, DC, 1990.
5. United Nations Scientific Committee on the Effects of Atomic Radiation, Sources and Effects of Ionizing Radiation, United Nations, New York, 1993.
6. R. Doll and R. Wakeford, "Risk of Childhood Cancer from Fetal Irradiation", The British Journal of Radiology, 70, 130-139, 1997.
7. David Wiedis, Donald E. Jose, and Timm O. Phoebe, "The Rock and the Hard Place: Employer Liability to Fertile or Pregnant Employees and Their Unborn Children—What Can the Employer Do?" Radiation Protection Management, 11, 41-49, January/February 1994.
8. National Council on Radiation Protection and Measurements, Considerations Regarding the Unintended Radiation Exposure of the Embryo, Fetus, or Nursing Child, NCRP Commentary No. 9, Bethesda, MD, 1994.
9. National Council on Radiation Protection and Measurements, Risk Estimates for Radiation Protection, NCRP Report No. 115, Bethesda, MD, 1993.

DECLARATION OF PREGNANCY

In accordance with the Ohio Department of Health rule 3701:1-38-12, I am declaring that I am pregnant. I believe I became pregnant in _____ (only the month and year need be provided).

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 5 millisievert (500 mrem) (unless that dose has already been exceeded between the time of conception and submitting this letter). I also understand that meeting the lower dose limit may require a change in job or job responsibilities during my pregnancy. I understand that if my monthly fetal monitor reading is 0.5 millisievert (500 mream), my job or job responsibilities may not change at all.

I have had an opportunity to read "Questions and Answers Concerning Prenatal Exposure" and have my questions answered. I understand that I will be issued a fetal monitor that is to be worn at my waist underneath any lead garment and that the monitor must be exchanged or read in a timely manner on a monthly basis.

_____ Printed Name

_____ Signature

_____ Date of Submission

CBarker
Reviewed 08/2025

Fetal Dose Monitoring Worksheet/Report

This form will be used to track the fetal dose of declared pregnant workers. Estimated doses will be used to determine fetal dose for the period from inception to declaration, based on review of dosimetry records. Maintain this form on file after monitoring is complete.

<i>Monitoring Period</i>	<i>Fetal Dose Monitor Reading</i>	<i>Estimated Dose? (Y/N)</i>	<i>Reviewed by:</i>
<i>TOTAL FETAL DOSE:</i>			

QUALITY ASSURANCE

In accordance with the Ohio Administrative Code Chapter 3701:1-66-04(B) (3) the following procedures are to be implemented in the event that individual/individuals are occupationally over-exposed to radiation:

1. Chris Barker, Program Director of the Radiologic Technology Program at Rio Grande should be contacted by immediately based on the quickest accessibility. Individuals may contact the program director by phone at (740) 245-7319 or e-mail at cbarker@rio.edu. Individuals may also contact the program director in person.
2. Rio Grande will contact the individual in writing including the participant's name, participant number, and dose information. The report will also include the statement: "This report is furnished to you under the provisions of rule 3701: 1-38-10 of the Ohio Administrative Code. You should preserve this report for further reference.
3. An investigation will be conducted by Rio Grande and/or an outside agency to determine the nature and amount of the occupational radiation overexposure. The individual will be removed from all occupational radiation exposure until the investigation is completed and corrective action is taken. Corrective actions will be taken to eliminate the risk of future overexposures.

Magnetic Resonance (MRI) Safety Measures

The program has established safety measures and a screening process for students having potential access to the magnetic resonance environment. This assures that students are appropriately screened for magnetic wave or radiofrequency hazards. The following will be completed initially upon acceptance during orientation/RAD 10101 prior to students beginning clinical rotations and any MRI modality observation:

- Faculty will provide lecture on MRI safety.
- Student must complete post quiz and earn 100% before they are allowed to attend or begin clinicals. Multiple attempts are permitted.
- Completion of the MRI safety screening form. The screening form will be reviewed by program faculty. If the screening form reveals a potential contraindication, the screening form will be reviewed by the lead MR technologist at the clinical affiliate. Rescreening will then occur at the clinical setting by the lead MR technologist. The screening form(s) will be kept in the student's file.
- Sign acknowledgement form upon completion of orientation and screening.

Additionally, any student status changes will require rescreening of the student to assure the student's health and safety. Students are required for making any status changes known to the program faculty and clinical staff including the lead MRI technologist. Declared pregnant students will not be permitted within the MR scanner room during actual scanning.

Magnetic Resonance (MR) Screening Form for Student & Modality Observers

This form is to be completed prior to the first clinical rotation and again before an MR modality observation, and annually thereafter. Any student status changes will require rescreening of the student to assure the student's health and safety. Students are required for making any status changes known to the program faculty and clinical staff including the lead MRI technologist.

Before entering the MR environment or MR system room, you must remove all metallic objects including hearing aids, dentures, partial plates, eyeglasses, hair pins, bobby pins, barrettes, hair clips, magnetic eyelashes, jewelry, body piercing jewelry, magnetic nail polish, keys, beeper, cell phone, watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clipper, tools, fitness tracker, biomonitor, clothing with metal fasteners, & clothing with metallic threads.

Please indicate if you have any of the following:

Comments

Yes/No Aneurysm clip(s)	_____
Yes/No Cardiac pacemaker	_____
Yes/No Implanted cardioverter defibrillator (ICD)	_____
Yes/No Heart valve prosthesis	_____
Yes/No Metal sliver in the eye	_____
Yes/No Eye or ear surgery	_____
Yes/No Cochlear, otologic, or other ear implant	_____
Yes/No Eyelid spring or wire	_____
Yes/No Electronic implant or device	_____
Yes/No Magnetically-activated implant or device	_____
Yes/No Neurostimulation system	_____
Yes/No Spinal cord stimulator	_____
Yes/No Internal electrodes or wires	_____
Yes/No Bone growth/bone fusion stimulator	_____
Yes/No Insulin or other infusion pump	_____
Yes/No Implanted drug infusion device	_____
Yes/No Implanted devices of any kind	_____
Yes/No Any type of prosthesis (eye, penile, etc.)	_____
Yes/No Artificial or prosthetic limb (metal rods)	_____
Yes/No Joint replacement (hip, knee, etc.)	_____
Yes/No Bone/joint pin, screw, nail, wire, plate, etc.	_____

Yes/No	Metallic stent, filter, or coil	_____
Yes/No	Shunt (spinal or intraventricular)	_____
Yes/No	Vascular access port and/or catheter	_____
Yes/No	Radiation seeds or implants	_____
Yes/No	Swan-Ganz or thermodilution catheter	_____
Yes/No	Medication patch (Nicotine, Nitroglycerine)	_____
Yes/No	Any metallic fragment or foreign body (shrapnel)	_____
Yes/No	Any injury by metallic fragment or foreign body	_____
Yes/No	Wire mesh implant	_____
Yes/No	Tissue expander (e.g., breast)	_____
Yes/No	IUD, diaphragm, or pessary	_____
Yes/No	Tattoo or permanent makeup	_____
Yes/No	Body piercing jewelry	_____
Yes/No	Hearing aid	_____
Yes/No	Dentures or partial plates	_____
Yes/No	Brain surgery	_____
Yes/No	Heart surgery	_____
Yes/No	Surgical staples, clips, or metallic sutures	_____
Yes/No	Any surgery in the past 6 weeks	_____
Yes/No	Any chance of pregnancy	_____
Yes/No	Have you had a previous MRI?	_____
Yes/No	Are you here for an MRI examination?	_____

Please consult the MRI Technologist or Radiologist if you have any question or concern BEFORE you enter the MR system room.

I attest that the above information is correct to the best of my knowledge. I read and understand the contents of this form and had the opportunity to ask questions regarding the information on this form.

Signature of MRI Technologist : _____ Date ____/____/____

Signature of Student/observer: _____ Date ____/____/____

Program director: _____ Date ____/____/____

CBarker
Reviewed 08/2025

University of Rio Grande/Rio Grande Community College

MRI Orientation Completion

I, _____,
(Printed Name of Student)

have completed the MRI orientation as outlined in the Radiologic Technology Program Student Handbook, understand the safety screening protocol, MRI zones, and have completed the screening form and reviewed it with program faculty and clinical affiliates.

Student Signature _____

Date _____

ACADEMIC POLICIES, ADVISING, & CURRICULUM

Program Requirements

Students selected for the Radiologic Technology program must, prior to the beginning of classes:

1. Observe in an imaging department for at least four (4) contact hours. Documentation and submission of the approved Observation Validation form is required. This requirement may be waived at the program director's discretion.
2. Submit a completed Radiography Physical Examination & Medical History form.
3. Submit complete childhood immunization and booster records.
4. Submit proof of varicella zoster live-virus vaccine or reliable history of varicella (chicken pox) or serologic evidence of immunity.
5. Submit proof of receiving Hepatitis B vaccine series.
6. Submit proof of flu shot vaccine and COVID vaccine or declination form.
7. Submit BCI & FBI background checks and drug/alcohol tests with clear results.
8. Submit a copy of current CPR certification before beginning clinicals.
9. Maintain a 2.0 cumulative GPA.

Advising

Each student that has been accepted to Rio Grande will be assigned an academic advisor and success coach. The program director and/or the clinical coordinator will be the academic advisor/s to the students accepted into the program. The students will receive guidance in academic, behavioral, and clinical areas.

Each semester, the program director will update each student's Radiologic Technology Advising form to audit curriculum progression, GPAs, and clinical rotations of each student. The program director and/or clinical coordinator will use the advising form and/or the student's transcript for advising. In addition, the clinical coordinator will review clinical evaluations with each student.

Students are required to request a degree audit from the Office of the Registrar at the beginning of summer semester to ensure that they are aware of the classes that they need to complete for graduation. The student is ultimately responsible for ensuring that he or she is completing all program and graduation requirements.

Change of Major

Any student wishing to change his/her major must complete a Change of Major Form and submit it to the Office of Records. For additional advising information, please see Rio Grande's Course Catalog.

**UNIVERSITY OF RIO GRANDE/RIO GRANDE COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY ADVISING FORM**

Student _____ ID# _____

RADIOLOGIC TECHNOLOGY COURSES

COURSE TITLE	GRADE
RAD 10101 INTRODUCTION TO RADIOLOGIC SCIENCES	
RAD 10202 RADIATION PHYSICS	
RAD 11104 RAD POSITIONING & IMAGING PROCEDURES I	
RAD 11401 INTRO TO CLINICAL EDUCATION	
RAD 11203 RAD POSITIONING & IMAGING PROCEDURES II	
RAD 11302 IMAGING & PROCESSING I	
RAD 11502 CLINICAL EDUCATION I	
RAD 21204 CLINICAL EDUCATION II	
RAD 21103 RAD POSITIONING & IMAGING PROCEDURES III	
RAD 21302 RADIOBIOLOGY & RADIATION PROTECTION	
RAD 21402 IMAGING & PROCESSING II	
RAD 21503 CLINICAL EDUCATION III	
RAD 21701 RADIOLOGIC PATHOLOGY	
RAD 11601 COMPUTED TOMOGRAPHY	
RAD 21804 RADIOGRAPHIC SEMINAR	
RAD 21903 CLINICAL EDUCATION IV	
RAD 28801-04 RAD SELECTED TOPICS	

GENERAL ELECTIVES

AHC 13303 MEDICAL TERMINOLOGY I	
AHC 10202 STANDARDS for PATIENT CARE	
AHC 10401 SECTIONAL ANATOMY	
BIO 10104 PRINCIPLES OF HUMAN ANATOMY & PHYSIOLOGY I	
BIO 10204 PRINCIPLES OF HUMAN ANATOMY & PHYSIOLOGY II	
COM 11103 FUNDAMENTALS of SPEECH	
ENG 11103 COMPOSITION I	
LA 10001 GATEWAY to SUCCESS	
MTH 21404 INTRODUCTION TO PROBABILITY & STATISTICS	
AHC 21403 ETHICS FOR THE ALLIED HEALTH PROFESSIONAL	

SEMESTER	CUM GPA
FALL	
SPRING	
SUMMER	
FALL	
SPRING	

CLINICAL SITES

SEMESTER	CLINICAL SITE ROTATION
FALL	
SPRING	
SUMMER	
FALL	
SPRING	

PROGRAM START/END DATES

ENTRANCE DATE 08/ /	GRADUATUATION DATE 05/ /
---------------------	--------------------------

CONTACT INFORMATION

ADDRESS _____

PHONE NUMBER _____

DOB _____

SSN# _____

Ohio Society of Radiologic Technologists (OSRT) Student Membership

Students may be required to join the Ohio Society of Radiologic Technologists. The student membership cost is \$30.00, typically paid by the program. The OSRT provides students with resources including lectures, quiz bowl, practice exams, student newsletter, job bank, and annual meeting.

Standard Curriculum

A standard curriculum helps to promote consistency in a radiography education. The RAD program follows the most recent (2022) American Society of Radiologic Technology (ASRT) standard radiography curriculum. This curriculum is approved by the JRCERT.

University of Rio Grande/Rio Grande Community College Radiologic Technology Curriculum

First Fall

AHC 10202 Standards for Patient Care
AHC 13303 Medical Terminology I
BIO 10104 Principles of Human Anatomy & Physiology I
LA 10001 Gateway to Success
RAD 10101 Introduction to Radiologic Sciences
RAD 10202 Radiation Physics
RAD 11104 Radiographic Positioning & Imaging Procedures I
RAD 11401 Clinical Education

First Spring

BIO 10204 Principles of Human Anatomy & Physiology II
MTH 21404 Introduction to Probability & Statistics*
RAD 11203 Radiographic Positioning & Imaging Procedures II
RAD 11302 Imaging & Processing I
RAD 11502 Clinical Education I

First Summer

RAD 21204 Clinical Education II
ENG 11103 Composition I*

Second Fall

COM 11103 Fundamentals of Speech
RAD 21103 Radiographic Positioning & Imaging Procedures III
RAD 21302 Radiobiology & Radiation Protection
RAD 21402 Imaging & Processing II
RAD 21503 Clinical Education III

Second Spring

AHC 10401 Sectional Anatomy
AHC 21403 Ethics for the Allied Health Professional
RAD 21701 Radiologic Pathology
RAD 11601 Computed Tomography
RAD 21804 Radiographic Seminar
RAD 21903 Clinical Education IV

Program Total: 66 credit hours

Grading Scale

A = 93-100 B = 85-92 C = 75-84 F = $\leq$ 74%

Radiographic Academic Progression Requirements

- All RAD courses must be taken in sequential order.
- The student must earn a minimum of a “C” or better in all degree curriculum specific courses.
- A minimum cumulative GPA of 2.0 must be maintained throughout the program.
- The student must successfully complete all 66 credit hours in order to graduate.
- All ARRT competencies must be completed.
- All radiation monitors must be returned or a Declaration of Damaged or Lost Personnel Monitoring Device form must be submitted.
- The student must receive background checks, BCI and FBI, with clear results and pass random drug/alcohol tests. Students are responsible for all testing, background checks, and certification fees.

Failure to meet any of the above Radiographic Academic Requirements will result in the student’s dismissal from the program. Students will meet with an academic advisor to develop a plan of study.

Incomplete Policy

A student requesting an incomplete for a course must follow Rio Grande’s Incomplete Grade Request Policy. For more information, refer to Rio Grande’s Catalog or contact the Registrar’s Office.

University Withdrawal Policy

To withdraw from Rio Grande the student must obtain a withdrawal form from the Records Office and complete the withdrawal process. The withdrawal process must be completed by every student wishing to terminate his/her total class schedule. Withdrawals may not be accomplished by proxy or telephone. The withdrawal policy is the sole responsibility of the student. For complete university withdrawal guidelines please see the course catalog.

In addition, a student withdrawing must meet with the program director to discuss the withdrawal, receive advisement, and fill out the Radiologic Technology Student Request for Voluntary Termination form. If applicable, it will also be the student’s responsibility to inform the Clinical Coordinator of his/her withdrawal in order to be removed from clinical rotations.

Voluntary Program Withdraw Policy

A student who voluntarily withdraws from the Radiologic Technology Program may apply for readmission for the next academic school year as a new applicant. The student will be required to retake all RAD courses to ensure current knowledge, understanding, and competency of practices and theories in the field. Re-applying does not guarantee readmittance into the program. Readmission is a privilege, not a guarantee.

In addition, a student withdrawing from the program must meet with the program director to discuss the withdrawal, receive advisement, and fill out the Radiologic Technology Student Request for Voluntary Withdrawal form. If applicable, it will also be the student's responsibility to inform the Clinical Coordinator of his/her withdrawal in order to be removed from clinical rotations.

**University of Rio Grande/Rio Grande Community College
Radiologic Technology**

Student Request for Voluntary Withdraw Form

I, _____,
(print name) request that my enrollment in the Radiologic Technology Program be terminated
effective immediately due to _____.

I am voluntarily withdrawing from the RAD program and understand that I may reapply for
readmission for the next immediate academic school year as a new applicant. I further understand that
I will be required to retake all RAD courses to ensure current knowledge, understanding, and
competency of practices and theories in the field. Re-applying does not guarantee readmittance into
the program.

Radiologic Technology Student's Signature

Date

Radiologic Technology Program Director's Signature

Date

Academic Probation and Suspension

The policies for academic probation and suspension may be found in the Rio Grande's catalog. A student may be suspended from the program for any violation of the Radiologic Technology program's policies or Rio Grande's policies.

Tutoring Lab and Writing Assistance

The Jenkins Center offers free tutoring in many subjects as well as writing assistance to all Rio students. Services are offered in both virtual/online and face to face format. To schedule a tutoring appointment or to learn more about tutoring services contact jenkinscenter@rio.edu.

Distance Education Policy

The Radiologic Technology program (RAD) offers one (RAD) course online, RAD 10101 Introduction to Radiologic Technology. Students must have access to reliable high-speed internet or must schedule time to use the internet while on campus outside of regular classroom/lab hours. Canvas, a course management system that is password protected, will be used to ensure the identity and privacy of students. Online courses are subject to an Internet/hybrid fee. Tuition and Fees can be found at <https://www.rio.edu/affordability-aid/tuition-fees>

Faculty identify enrolled students through the course registrations and through course rosters. Per course rosters are uploaded directly from student information system daily using a secured File Transfer Protocol. Each student is provided a unique username, using numbers not names, and unique password. Students are instructed to change passwords whenever necessary. Rio Grande uses Microsoft Active Directory and LDAP for user authentication. For additional information regarding Practices for Verification of Student Identity, please contact Campus Computing & Networking.

Graduation Requirements

To earn an Associate of Applied Science in Radiologic Technology, the student must:

- Meet all Rio Grande graduation requirements.
- Earn a minimum cumulative GPA of 2.0.
- Earn a minimum of a "C" in each RAD course.
- Complete all General Education courses.
- Complete all ARRT competencies.
- Return all personnel radiation monitors or submit a Badge Replacement Form. A halt will be placed on the student's account until personnel radiation monitors or Badge Replacement form is submitted.

A student will be ineligible to graduate from the Radiologic Technology program and ineligible to take the National Certification Examination in Radiology through the American Registry of Radiologic Technology until all course requirements have been satisfied.

Dismissal Policy

Rio Grande's Student Handbook outlines the reasons for dismissal from the University. These reasons also apply to the Radiologic Technology Program. After a careful review with any or all of the following: program director, clinical coordinator, and/or the imaging director, and/or clinical preceptor, a radiologic student may be suspended and/or dismissed for any violation including but not limited to the following policies while on campus or at a clinical site.

- A. Failing to adhere to policies stated in the Radiologic Technology Student Handbook or notified revisions.
- B. Engaging in academic dishonesty or attendance fraud.
- C. Performing unsatisfactorily or demonstrating behavior that is disruptive or detrimental.
- D. Posing a threat to the welfare of any patient, employee, or other person.
- E. Demonstrating any willful act or conduct detrimental to patient care, safety of a patient, or hospital operations.
- F. Possessing or using unauthorized hospital records or copying or falsifying hospital records.
- G. Failing to adhere to Patient/ Healthcare Center Information Confidentiality Policy.
- H. Attempting theft or theft.
- I. Violations of Substance Abuse Policy and or Tobacco Use Policy.
- J. Refusing to follow the instructions of personnel.
- K. Demonstrating unprofessional conduct.
- L. Failing to maintain clinical proficiency.
- M. Providing or injecting medicine or contrast media without direct supervision.
- N. Deceptively exposing personnel monitoring devices.

Automatic Program Dismissal

Upon successful completion of a semester, a student who fails to enroll in the next sequential semester will be automatically dismissed from the program. The student may apply for readmission for the next academic school year as a new applicant. If readmitted, student will reenter into the first fall semester curriculum. Re-applying does not guarantee readmittance into the program.

Students dismissed from a clinical affiliate or disciplined by a clinical affiliate will be subject to immediate program dismissal. A student dismissed for disciplinary reasons is ineligible for future readmittance.

Reapplication Policies

A Radiologic Technology student who is academically dismissed and was not dismissed for disciplinary circumstances may reapply as a new applicant. Reapplying does not guarantee readmittance into the program.

Students must complete the following courses and earn a minimum of a “C” in each course before reapplying.

AHC	10202	Standards for Patient Care
AHC	13303	Medical Terminology I
BIO	10104	Principles of Human Anatomy & Physiology I
BIO	10204	Principles of Human Anatomy & Physiology II
ENG	11103	Composition I
MTH	21404	Introduction to Probability & Statistics
AHC	21403	Ethics for the Allied Health Professional

If re-admitted:

1. A student must retake all RAD courses to ensure current knowledge, understanding, and competency of practices and theories in the field.
2. A student must complete all clinical competencies again to ensure current knowledge, understanding, and competency of practices and theories in the field.
3. A student may only repeat the course/s one time to earn a passing score of “C”. Failure of a course/s a second time results in a student becoming ineligible for future readmittance.
4. A student will be required to attend class and clinicals.
5. A student must complete and submit the Radiologic Technology Second Attempt Policy form.

A Radiologic Technology program graduate who failed the ARRT certification exam three times or the three-year exam period window closed may reapply as a new applicant. All RAD courses must be completed including fulfilling all clinical experiences and structured education. Reapplying does not guarantee readmittance into the program.

**University of Rio Grande/Rio Grande Community College
Radiologic Technology Program**

Reapplication Policy

I, _____,
(print name) acknowledge, understand, and agree to the following policies as part of my readmittance to the program.

If readmitted:

1. A student must retake all RAD courses to ensure current knowledge, understanding, and competency of practices and theories in the field.

Initials _____

2. A student must complete all clinical competencies again to ensure current knowledge, understanding, and competency of practices and theories in the field.

Initials _____

3. A student may only repeat the course/s one time to earn a passing score of "C". Failure of a course/s a second time results in a student becoming ineligible for future readmittance. Initials

4. A student will be required to attend class.

Initials _____

5. A student must complete and sign the Radiologic Technology Second Attempt Policy form.

Initials _____

Student Signature

Date

Radiologic Technology Program Director

Date

CBarker
Revised 08/2025

Special Circumstances Request Policy

A student may request special circumstances including but not limited to illness, injury, or pregnancy. The student must fill out the Special Circumstances Request application and submit it to the program director at the time of the special circumstances. In the case of special circumstances is granted, a student will receive an incomplete for the semester with the understanding that all classwork and missed clinical time must be made up by the student before he or she may graduate. The student must follow Rio Grande's Incomplete Grade Request Policy. For more information, refer to Rio Grande's course catalog or contact the Registrar. The program director and clinical coordinator will work with the student to schedule makeup hours in a beneficial manner. The Radiologic Technology program director and/or clinical coordinator reserve the right to accept or deny any request for special circumstances.

**University of Rio Grande/Rio Grande Community College
Radiologic Technology**

Special Circumstances Request Application

I, _____ (print name), request that special circumstances for missed clinical time be considered. Identification/Explanation of Special Circumstances:

I understand that I must sign and submit this application to the Radiologic Technology program director or clinical coordinator at the time of special circumstances for consideration of missed classwork and clinical time to be given. I understand that the form must be signed by the physician whose care that I am currently under for treatment.

If approved, I understand that I will receive an Incomplete for the semester and that I must make-up all missed clinical time before I can graduate and successfully submit and fulfill Rio Grande's Incomplete Grade Policy submission form. In addition, I understand that the clinical coordinator will work with me to schedule makeup hours in a beneficial manner and it is the discretion of the Radiologic Technology program director and/or clinical coordinator to accept or deny the request. Submission of the application does not guarantee that consideration for special circumstances will be granted.

Radiologic Technology Student's Signature

Date

Physician's Signature

Date

Radiologic Technology Program Director's Signature

Date

Radiologic Technology Clinical Coordinator's Signature

Date

CBarker
Reviewed 08/2025

GRIEVANCE AND APPEAL PROCEDURES POLICY

First Level

Appeal policies for **clinical site** include:

1. The suspended or expelled student may not contact the clinical affiliates. All communication must be through the program officials.
2. The clinical affiliate will inform Rio Grande when a student is not performing satisfactorily or is demonstrating behavior that is disruptive or detrimental at the clinical site. The clinical affiliate has the sole discretion to determine whether the continued presence of any student poses a threat to the welfare of any patient, employee, or other person at the clinical site, or is disruptive to the performance of the clinical affiliate's activities, or if such privileges are no longer in the best interest of the clinical affiliate. Student privileges at the clinical affiliate will be immediately suspended and the student will be immediately removed from the clinical affiliate.
3. Students are not entitled to any due process rights prior to the suspension or expulsion decision as agreed upon through the Affiliation Agreement between Rio Grande and the clinical affiliate.
4. The student will be required to change majors as he/she cannot complete the clinical portion of the program.
5. The student may appeal this decision in which case, the appeal policies for the program should be followed.

Appeal policies for the **program** include:

1. Within five regular academic calendar days of the receipt of the suspension or expulsion letter, the student must submit a written request asking for a meeting with the program director for re-admission consideration. The program director will schedule a meeting within 15 regular academic calendar days of receiving the written request. The student may not attempt to meet with the program director or clinical coordinator before the scheduled meeting or outside of the designated meeting location. The student must also include in his/her written request the reason/s for the suspension or expulsion, any supportive evidence, and reason/s why re-admittance should be considered.
2. The student may not involve the clinical site or employees in a non-clinical issue.
3. After meeting with the student and reviewing the evidence, the program director will make a decision to accept or reject the request. A written decision will be provided to the student within 10 regular academic calendar days from the conclusion of the meeting.
4. If the student's request for re-admission is denied, the student may appeal to the second level of the University's Academic Grievance policy within five regular academic calendar days after receipt of the program director's written decision. All further appeals will then follow the University's Academic Grievance policy.
5. If the student's request is accepted, the student will resume the program at the next convening scheduled class. The student will be required to makeup all missed class work. The manner in which the makeup material will be assigned is at the discretion of the preceptor but in a way to be beneficial to integrating the student back into the classroom. In addition, the student is

required to makeup all missed clinical time in accordance with Clinical Make-up Time policies as written in the Radiologic Technology student handbook.

6. A student who has been expelled from the program may not re-apply for admission into the program for a period of five years.

Student Grievance Policy

The program will abide by the Student Grievance Policy as set forth in the Rio Grande Student Handbook.

Non-Academic Grievance Policy

For any grievance that that is not covered under the Rio Grande Academic Grievance or Non-Academic Grievance policy as set forth in the Rio Grande student handbook which may negatively affect the quality of the program (e.g. cleanliness of the room), the following procedure is to be followed:

1. The student is to verbally inform the program director of his or her concern.
2. If a student perceives that his or her concern has not been resolved, the student is required to submit his or her concern in writing to the program director within five regular academic calendar days after verbally informing the program director of his or her initial concern. The program director will have 15 regular academic calendar days to reply.
3. If the student is not satisfied with the program director's decision, the student may appeal in writing within 5 regular academic calendar days to the chair, School of Health & Behavioral Sciences. The chair will have 15 regular academic calendar days to reply.
4. If the student is not satisfied with the chair's decision, the student may appeal the decision in writing to the dean, School of Allied Health & Exercise Studies. The dean will have 15 regular academic calendar days to reply with a final decision.

PROGRAM ADMISSION POLICIES & ARRT ELIGIBILITY

Drug and Alcohol Screening

RAD students are subject to random drug and alcohol testing. Students are responsible for testing fee. Students must pass random/drug alcohol test. Drug and alcohol testing can only be completed at a Holzer Health System location

BCI and FBI Background Checks

RAD students are subject to BCI and FBI background checks. Students are responsible for background check fees. Students must submit a BCI & FBI background checks with clear results. Background checks are performed only at the university bookstore.

ARRT Ethics Review Pre-Application

A RAD student's eligibility for certification application is the student's sole responsibility not Rio Grande's. Completion of the Radiologic Technology program at Rio Grande alone does not guarantee a student's eligibility for certification if a student has been involved in a criminal proceeding or has been charged with or convicted of a crime.

Any student who has been involved in a criminal proceeding, or has been charged with or convicted of a crime, or does not receive a clear BCI or FBI background check with clear results, is required to submit a pre-application to the American Registry of Radiologic Technologists (ARRT) for an ethics review. Students are responsible for pre-application fees.

If the ARRT determines that a student is ineligible to take the ARRT exam as determined by the ethics review, the student is required to withdraw from the RAD program immediately. The student is not eligible for re-admission or may not re-apply until such time the ARRT determines a student has eligibility.

ARRT Candidacy for Certification

Certification is the one-time process of initially recognizing individuals who have satisfied certain standards within a profession. A person is certified by ARRT after completing educational preparation standards, complying with the ethical and character standards, and passing a certification exam.

Upon completion of all required courses and graduation from the Rio Grande Radiologic Technology Associate Degree Program, the student is eligible to take the American Registry of Radiologic Technology Board of Registry exam. Once the exam has been passed, the student may use the initials R.T.(R)(ARRT) after his/her name.

ARRT Annual Registration

Registration is the annual procedure required to maintain registration of the certification. ARRT registrants are those who, having already fulfilled the requirements for initial certification, continue to meet the requirements for annual registration. The ARRT annually registers the certificates of individuals who meet the following three criteria: agreeing to comply with the ARRT Rules and Regulations, continuing to comply with the ARRT Standards of Ethics and meeting the Continuing Education Requirements. Only radiographers who are currently registered and have renewed within the past year may designate themselves as ARRT Registered Technologists and use the initials R.T.(R)(ARRT) after their names



STUDENT: If you choose to complete your drug screen at a Holzer Outpatient location, please take this page with you to the lab when you go. You must pay \$45 at the time of the screen, unless an agreement is in place with your school that it can be charged to the school account.

LABORATORY PERSONNEL:

This individual is a student who will be completing a practicum/internship with Holzer. The student needs to complete a ~~10-panel~~ **urine drug screen to meet the requirements for students engaged in a practicum/internship at Holzer.

Please forward results to the Human Resources Department.

CPT Code	Description of Service
----------	------------------------

80100CP	Drug Screen (eScreen 10150-291 PA89)
99000	Specimen Collection

Results will be reported to Human Resources

If student is needing results sent to the school, they must sign a release of records providing the information needed to send them there — include a copy of this with the MRO copy of the COC that is sent to Occ Med

** 10-panel screen to include:

Amphetamine	Oxycodone	Ethanol
Cannabinoid	PCP	Suboxone
Cocaine	Barbiturate	
Opiate	Benzodiazepine	

Radiologic Technology

Webcheck # _____

Log# _____

Request for a Background Check via Electronic Fingerprinting

☐ BCI

☐ FBI

☒ BCI and FBI

Personal Information (please print)

Type of Photo ID and ID# _____

Name _____

State/Province _____

Date of Birth _____

SSN _____

Zip/Postal Code _____

Address _____

Phone # _____

City _____

Email Address _____

Complete this portion only if an FBI background check is needed:

Sex

Race

Height

Weight

Hair

Eyes

Reason for background check: (BE SPECIFIC)

BCI: Nurses 4723.09 _____

FBI: Nurses 4723.09 _____

Address for results to be mailed to:

Chris Barker _____

Davis Career Center _____

218 North College Avenue _____

Rio Grande, OH 45674 _____

Direct Copy Options (Select only one)

Ohio Dept of Education

Ohio Dept of Public Safety

BMV Dealer Licensing

Ohio State Racing Commission

State Vision Professionals Board

Social Worker Board

Child Care Center - Type A - ODJFS

Ohio Construction Board

Ohio Board of Nursing

Ohio Department of Liquor Control

BMV Deputy Registrar

Ohio Department of Insurance

OPOTA

State Speech and Hearing Professionals Board

Lottery Commission

Ohio Board of Pharmacy

Ohio Medical Board

Ohio Veterinary Medical Licensing Board

Occupational Therapy, Physical Therapy
and Athletic Trainers Board

NONE

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize the Ohio Bureau of Criminal Identification & Investigation to conduct a criminal records check for the information relating to me. I also voluntarily and knowingly authorize BCI&I to disseminate criminal arrest, conviction and juvenile delinquency adjudication records to _____. I voluntarily and knowingly release and discharge the Ohio Attorney General's Office, BCI&I and their employees from all claims and liability related to this authorized criminal record review and dissemination.

Applicant's Name (please print) _____

Witness Name (please print) _____

Applicant's Signature _____

(date) _____

Witness Signature _____

Parent/Guardian Name _____

Parent/Guardian Signature (Minor Applicants only) _____

By signing this form the applicant acknowledges that all information on this form is accurate. Any mistakes or errors on this form are the responsibility of the applicant.



Student ID: _____

Enrolled In: (please circle)

DMS

Nursing

Respiratory

Rad Tech

STUDENT CONFIDENTIAL MEDICAL HISTORY FORM

Today's Date _____

Social Security Number _____

Date of Birth _____

Last Name (please print) _____

First _____

Middle _____

Home: () _____

Cell: () _____

Telephone _____

Street Address _____

City _____

State _____

Zip Code _____

Physician's Name _____

Address _____

Telephone _____

EMERGENCY CONTACT: _____

Name of Person to be Notified _____

Relationship to You _____

Street Address _____

City _____

State _____

Zip _____

Home: () _____

Cell: () _____

Telephone _____

Family Medical History: Give Age and Health Condition of the Following (excellent, good, fair, poor)

Father _____

Mother _____

Sister(s), Brother(s) _____

Spouse _____

Children _____

Personal Medical History: Please check YES or NO. If YES, please explain further in the space provided.

CONDITION:	YES	NO	CONDITION:	YES	NO
Allergies: Medicinal			Hearing Defect		
Seasonal			Heart Disease		
Mental Health			High Blood Pressure		
Allergic Reaction			Kidney Disease		
Back Problems			Lift at least 25 lbs		
Bleeding Tendency			Nervous Condition		
Cancer			Recurrent Headaches		
Chronic Back Pain			Rheumatic Fever		
Chronic Lung Disease			Serious Illness		
Diabetes/Type 1 - 2			Serious Injury		
Epilepsy			Surgical Operation		
Eye Defect			Thyroid Disorder		

Insurance Information: Do you have insurance? YES ____ NO ____ If yes, please ATTACH the following information:

1. Name and Address of Insurance Company
2. Policy Certificate Number
3. Group Number
4. Insured Person's Name and Relationship
5. Name and Address of his/her employer

I certify that the above medical information is true to the best of my knowledge and I give consent for the administration of medicines and treatment procedures as recommended by the medial personnel of the University of Rio Grande. Consent is also granted to a licensed physician, surgeon, or dentist for necessary treatment.

Signature of Student _____

Signature of Guardian (under 18) _____

Date _____

Date _____

STUDENT CONFIDENTIAL MEDICAL HISTORY FORM *continued*

HEALTH EVALUATION: *(To be completed by a physician)* All Items Must Be Complete Before Returning Form

					Home: ()		Cell: ()	
Last Name (please print)		First	Middle			Telephone		
Gender	/	Blood Pressure (sitting)	Age	Height	Weight	20/	20/	
						Corrected Vision: Right	Left	Hearing: /15 /15
						Color Blind yes/no		

REQUIRED: A TUBERCULIN SKIN TEST (TB, PPD, TST)

Date Test Read:_____ Negative _____ Positive_____

Chest X-Ray Date: (If test is positive) _____

BCG Immunization: Yes_____ No_____ Date_____

IMMUNIZATION / DISEASE RECORDS: ATTACH A COPY OF IMMUNIZATION RECORDS AS PROOF

Diphtheria-Tetanus (Tetanus Booster, Tdap) **Most recent must be within the last ten (10) years:** _____

*Mumps, Measles, Rubella (German), Rubeola (Red), MMR: #1 _____ #2 _____

Hepatitis B Vaccine (*Does not apply to international students*): #1 _____ #2 _____ #3 _____

Polio Series: Salk_____ Oral _____ Date_____

Have you had chickenpox? Yes_____ No_____

**If you are unable to provide proof of immunization, a titer MUST be done for Rubella, Rubeola, and Mumps.*

<i>IRREGULARITIES:</i>	<i>YES</i>	<i>NO</i>	<i>IRREGULARITIES:</i>	<i>YES</i>	<i>NO</i>
Able to Lift 25 lbs			Metabolic/Endocrine		
Cardiovascular			Musculoskeletal		
Eyes (excluding acuity)			Neuro Psychiatric		
Gastrointestinal			Respiratory		
Genitourinary			Skin		
Head, Ears, Nose, Throat			Taking Meds (Rx or nonRx)		
Hernia			Teeth		
Menstrual			Walking distances		

Do you have any special instruction(s) for the University of Rio Grande/Rio Grande Community College Health Services Office regarding the above student? Is the student free and clear of medical restrictions?

Physician's Name: (Type, Print, or Stamp)

Office Address: _____

Office Telephone: _____

Physician's Signature: _____ Date of Examination: _____

PLEASE RETURN FORM AND ATTACHMENTS TO:

Your Clinical Coordinator listed below

Nursing: Jamie Myers clinicalcoordinator@rio.edu Fax: 740-245-7177

Rad Tech: Rachel Payne rpayne@rio.edu Fax: 740-245-7440

DMS: Laura Rupe lrupes@rio.edu Fax:740-245-7440

Respiratory: Christina Miller cmiller@rio.edu Fax: 740-245-9465

CLINICAL EDUCATION POLICIES

Dayshift 8:00 am-4:30pm

Clinical Affiliates

Adena

272 Hospital Road
Chillicothe, OH 45601
Phone # (740) 779-7500

Nicole Hutton, Clinical Preceptor

Holzer Clinic – Athens

2131 East State Street
Athens, OH 45701
Phone # (740) 589-3100

Brooke Keener, Clinical preceptor

Holzer Clinic – Gallipolis

90 Jackson Pike
Gallipolis, OH 45631
Phone # (740) 446-5289

Erica Jividen, Clinical preceptor

Holzer Medical Center – Gallipolis

100 Jackson Pike
Gallipolis, OH 45631
Phone # (740) 446-5000

Jared Bartley, Clinical preceptor

Holzer Clinic – Jackson

280 Pattonville Road
Jackson, OH 45640
Phone # (740) 395-8801

Tierany Tobert, Clinical preceptor

Holzer Medical Center - Jackson

500 Burlington Road
Jackson, OH 45640
Phone # (740) 288-4625

Jeff Alley, Clinical preceptor

Holzer Clinic-Liberty Circle

96 TWP Rd 369
Proctorville, OH 45669
Phone # (740) 886-9370

Kim Chapman, Clinical preceptor

Holzer Clinic – Meigs

88 East Memorial Drive

Pomeroy, OH 45769

Phone # (740) 446-5163

Cyndi Williams, Clinical preceptor

Holzer Clinic- Sycamore

4th Avenue & Sycamore Street

Gallipolis OH, 45631

Phone # (740) 446-5244 Ext. 5955

Cortney Beaver, Clinical preceptor

OhioHealth O’Bleness Hospital

55 Hospital Drive

Athens, OH 45701

Phone# (740) 593-5551

Elizabeth Jones, Clinical preceptor

Pleasant Valley Hospital

2520 Valley Drive

Point Pleasant, WV 25550

Phone # (304) 675-4340

Ryan Roush, Clinical preceptor

Patient /Healthcare Center Information Confidentiality Policy

Students must maintain patient confidentiality in a professional manner. Students must not divulge confidential patient information to anyone. Unauthorized possession, use, copying, or falsification of confidential patient information is prohibited. Students must also keep information about healthcare centers and healthcare professionals confidential. Breach of patient/healthcare center information confidentiality may result in dismissal from the program. Before students are permitted into the clinical sites, each student must sign and submit the Patient/Healthcare Center Information Confidentiality Agreement. The form must be submitted to the program director.

University of Rio Grande/Rio Grande Community College
Radiologic Technology
Patient/Healthcare Center Information Confidentiality Agreement

The undersigned hereby acknowledges and agrees that, in accordance with University policy and applicable law, s/he must (a) act professionally and maintain the privacy, confidentiality, and integrity of patient information which comes into his or her possession or to which he or she has access and (b) not improperly use patient information or disclose patient information to anyone who does not have a legal right to access that information. Unauthorized possession, use, disclosure, copying, or modification of patient information is prohibited. Also, the undersigned hereby acknowledges and agrees that s/he must maintain the privacy, confidentiality, and integrity of information about healthcare centers and healthcare professionals. The undersigned understands that s/he will be held responsible for his or her actions that may result in any breach of privacy, confidentiality, or integrity of the information described herein. In the event that the undersigned has any question as to the proper use or disclosure of information regarding a patient, the healthcare center or a healthcare professional, s/he will immediately and prior to any use or disclosure of such information contact the privacy officer listed below and abide by that officer's direction regarding the proper use or disclosure of the information.

I, _____ (printed name), acknowledge and agree to the requirements set forth above.

Student's signature

Date

Witness' signature

Date

Witness' print name

Date

Privacy Officer:

Name: Chris Barker MS, R.T.(R)(ARRT)
Address: P.O. Box 500
Rio Grande, OH 45674
Phone: 740.245.7319
Email: cbarker@rio.edu

CBarker
Reviewed 08/2025

Student Placement in Clinical Rotations Policy

The clinical education courses will be conducted at a variety of hospitals, clinics, and diagnostic imaging centers within a 60-mile radius of the University. Students are responsible for their own transportation to and from the various clinical education sites, as well as any associated costs. Students are also responsible for fees associated with cost of computer-based clinical record keeping. Students may be rotated through up to four different clinical sites to ensure that the students are exposed to a variety of exams and sufficient volume of exams including mobile, surgical, and trauma examinations to achieve the clinical competencies as required by the ARRT and to ensure equitable learning opportunities for all students.

Clinical placement is non-discriminatory in nature. The clinical coordinator will determine clinical rotations based on commuting distance, needed competencies, and clinical objectives. The number of students assigned to the clinical education setting must not exceed the number of clinical staff assigned to the radiography department. Likewise, the student to radiography clinical staff ratio must be 1:1. The students will also not be used as replacements for employees.

To ensure timely, appropriate, and educationally valid clinical experiences to all students admitted to the program, clinical education courses will be scheduled for dayshift from 8:00-4:30 p.m. on the following days:

First Year:

Fall: Friday

Spring: Monday, Wednesday

Summer: Monday, Tuesday, Thursday, Friday

Second Year:

Fall: Tuesday, Thursday, Friday

Spring: Tuesday, Thursday, Friday

Students will not be scheduled for more than 40 hours per week which includes classes and clinical education rotations. In addition, for the safety of students and patients, not more than ten clinical hours shall be scheduled in any one day. Hours exceeding these limitations must be voluntary on the student's part.

Students will be rotated through three different clinical affiliates during the entirety of clinical education (Intro, I, II, III, and IV). This will ensure fair and equitable clinical opportunities for all students.

Student Professional Liability Insurance

The University of Rio Grande/Rio Grande Community College provides student professional liability insurance for the Radiologic Technology Students while at the clinical sites only participating in curriculum activities including holidays and between semesters. The insurance does not cover students in transit to or from the clinical sites.

The clinical affiliate will provide students with access to first aid, emergency care, and medical assessment for illness, accidents, or incidents that occur at the clinical site and that require immediate attention. Students will be responsible for the cost of any such care.

Clinical Setting Orientation

Students are required to attend clinical orientations at their assigned clinical sites to ensure that students are oriented to the clinical setting policies and procedures in regard to their health and safety. Orientation includes, but is not limited to, fire, electrical, and chemical hazards, emergency preparedness, medical emergencies, HIPAA, Standard Precautions, Radiation Safety, and MRI Safety. The clinical coordinator will inform students of dates and time of orientations. Failure to attend orientation will result in the inability to attend clinical rotations.

In accordance with the Holzer Health Systems Affiliation Agreements with Rio Grande, the students who are assigned to a Holzer Health System clinical site are also required to meet Holzer Health Systems requirements, to complete training, student acknowledgements, and the student application packet prior to starting their clinical experiences. All students will be scheduled for this training during the fall semester.

In accordance with the Ohio Health O'Bleness Affiliation Agreement with Rio Grande, the students who are assigned to O'Bleness clinical site are also required to meet Ohio Health O'Bleness requirements and to complete the New Student Onboarding Process training prior to starting their clinical experiences. All students will be scheduled for this training during the fall semester and as may arise which will be conducted on-line by O'Bleness.

In accordance with the Adena Health System Affiliation Agreements with Rio Grande, the students who are assigned to Adena clinical site are also required to meet Adena Health System requirements and to complete the New Student Onboarding Process training prior to starting clinical experiences. All students will be scheduled for this training during fall semester.

Estimated Clinical Education Expenses

The following is a list of approximate fees that are the responsibility of the student.

- BCI and FBI background checks completed at university bookstore \$50
- 18 Panel Drug/Alcohol Screening Urinalysis completed at a Holzer Health System location \$45
- Trajecsys Online Clinical Tracking System \$150
- Basic Solid Color Scrub Uniforms (red, black) \$22 per pair and athletic shoes \$35.00
- Anatomical lead marker \$22
- Transportation to/from clinicals

Special Imaging Modalities Clinical Rotations Policy

As an option during the clinical rotations of the program, students shall have equal opportunity to rotate through each special imaging modality which includes: angiography, mammography, CT, MRI, diagnostic medical sonography, nuclear medicine, and radiation therapy. The objective of each rotation is to expose a student to work responsibilities which are typical in the specialized areas. This will allow a student to explore possible areas of future interest so that he/she can gather information to help guide him/her in the correct direction of a career path.

Each student will have an Observation form for each special imaging modality. This form will be filled out by a Registered Radiographer in the specialized area indicating student observation. MRI observations require students to complete the MRI Screening Policy before being permitted to participate in an MRI observation and before beginning the first clinical rotation.

Clinical Education Modality Sites

Adena

272 Hospital Road
Chillicothe, OH 45601

- Computed Tomography
- Sonography
- Mammography
- Magnetic Resonance Imaging
- Nuclear Medicine
- Interventional Radiography

Holzer Clinic- Athens

2131 East State Street
Athens, OH 45701

- Computed Tomography
- Sonography
- Mammography
- Magnetic Resonance Imaging
- Nuclear Medicine
- Bone Densitometry

Holzer Medical Center- Gallipolis

100 Jackson Pike
Gallipolis, OH 45631

- Computed Tomography
- Sonography
- Mammography
- Magnetic Resonance Imaging
- Nuclear Medicine
- Bone Densitometry
- Angiography

Holzer Medical Center for Cancer Care-Gallipolis

170 Jackson Pike
Gallipolis, OH 45631

- Radiation Therapy

Holzer Clinic- Jackson

280 Pattons ville Road
Jackson, OH 45640

- Magnetic Resonance Imaging
- Mammography

Holzer Medical Center– Jackson

500 Burlington Road

Jackson, OH 45640

- Computed Tomography
- Sonography
- Nuclear Medicine

Holzer Clinic-Meigs

88 East Memorial Drive

Pomeroy, OH 45769

- Mammography
- Bone Densitometry

Holzer Clinic- Emergency Department-Meigs

41861 Pomery Pike

Pomeroy, OH 45769

- Computed Tomography

Ohio Health O’Bleness Hospital

55 Hospital Drive

Athens, OH 45701

- Computed Tomography
- Sonography
- Magnetic Resonance Imaging
- Nuclear Medicine
- Bone Densitometry

Pleasant Valley Hospital

2520 Valley Drive

Point Pleasant, WV 25550

- Computed Tomography
- Sonography
- Mammography
- Magnetic Resonance Imaging
- Nuclear Medicine
- Bone Densitometry



Note: JRCERT requires that an observation site is used only for student observation of the operation of equipment and/or procedures. Competencies may not be performed during observational assignments, nor may students participate in patient care. MRI observation requires a separate screening protocol and forms to be completed before proceeding with MR observation.

Modality _____ Clinical Affiliate _____

Modality observation is to provide a brief overview of the various imaging modalities and patient treatments. Upon completion, the student is able to:

- *◆ Recognize and compare basic equipment used in various imaging modalities and radiation therapy.
 - *◆ Define basic terms related to dose differences.
 - *◆ Compare and contrast different types of radiation.
 - *◆ Explain basic terms related to patient preparations.
 - *◆ Define basic terms related to indications and contraindications.
 - *◆ Identify educational and certification requirements.
 - *◆ Discuss the image appearance and basic principles of operation for equipment used in various imaging modalities and radiation therapy.
- *©Copyright 2017 American Society of Radiologic Technologists. All rights reserved.

After observation, the student should be able to answer the following questions:

1. Describe the characteristics of the imaging equipment. How does it compare to general radiography equipment?
2. Describe how patient preparations are different compared to general radiography.
3. Describe how patient positioning differs when compared to general radiography.
4. List some patient contraindications for procedures performed in this modality.

5. What radiation protection principles were practiced during the procedures?
6. Describe the basic principles of operating the control console and work station.
7. Describe the typical duties of the technologist during the shift you observed.
8. List the scans and/or procedures observed.
9. What did you enjoy the most about this modality? The least?
10. What are the certification requirements for this modality?

Additional comments:

Student's signature _____ Date _____

Technologist's signature _____ Date _____

CBarker
Reviewed 08/2025

CLINICAL SITE POLICIES

Clinical Site General Rules

Students are assigned to the clinical sites for an educational experience. Students must adhere to the following rules:

- A. Students are to park in assigned employee parking lots.
- B. Students are allowed one thirty-minute lunch break. Omission of any of the lunch break cannot be used to shorten the clinical day.
- C. Interruption of the clinical education experience by personal visits is not permitted. Person(s) visiting a student during clinical hours is only permitted during lunch break.
- D. Students are not permitted to use cell phones during clinical work hours. Cell phones may interfere with some patient monitoring equipment. Cell phones are only permitted for use during the lunch break in appropriately designated areas.
- E. Students should avoid discussion of any negative experiences encountered in the clinical setting or academic setting on any social networking or blog. Students are bound by federal regulations regarding the discussion of patient, hospital, and hospital personnel communications (HIPPA).

Infection Control Practices

Students must adhere to the following infection control practices to limit the spread of infectious microorganisms at the clinical site:

- A. Students will wash hands that are visibly soiled with soap and water before and after performing radiographic examinations.
- B. Alcohol based hand sanitizer may be used when hands are not visibly soiled and when soap and water are not immediately available.
- C. Radiographic equipment (i.e. table, wall receptor) is to be cleaned after contact with each patient.
- D. Linens (pillowcases, etc) are to be changed after contact with each patient.

Dress Code

Students are to maintain a professional appearance at clinical sites. Students must adhere to the following clinical dress code:

Students must wear the appropriate scrub uniform.

First-year Students

- Adena, Holzer, & PVH: red scrubs
- O'Bleness: gray scrub tops and red scrub pants

Second-year Students:

- Adena, Holzer, & PHV: red and black scrubs
- O'Bleness: gray scrub tops and red/black pants

A. Students must wear the appropriate scrub uniform. A solid white lab coat is optional. Hoodies are not to be worn. Long or short sleeved solid white or black shirts may be worn under the scrub top. Uniforms will be approved by the clinical coordinator.

B. Students must wear predominately white leather athletic shoes.

C. Students must wear the Rio Grande's identification name tag.

D. Students must wear their radiation monitoring device.

E. Students are permitted to wear jewelry as long as it is in good taste and does not interfere with clinical performance and safety. Students are not permitted to wear tongue rings, nose rings, or any other visible jewelry that is applied through body piercing, with the exception of earrings. Earrings are limited to two per ear.

F. Tattoos cannot be visible.

Hygiene Guidelines

Students are to maintain a professional appearance at clinical sites. Students are expected to adhere to the following hygiene and grooming guidelines:

A. Hair must be clean and neat. Long hair must be tied back. Facial hair must be kept clean and trimmed. Unnaturally colored is prohibited.

B. Dental hygiene must be practiced and halitosis should be prevented.

C. Hickies should not be visible. If they are not covered, the student will be sent home.

D. It is recommended that fingernails be kept clean and short. Longer fingernails increase the risk of tearing protective gloves, scratching or gouging patients during positioning. Nail polish may be worn if it is well manicured. Artificial fingernails (tips, acrylics, etc) are not permitted in the clinical sites. Artificial fingernails increase the risk of transmission of pathogens to patients. Artificial fingernails must be removed to adhere to infection control practices of clinical sites.

E. Students are not to wear perfume or cologne due to patient reactions or allergies.

Personal Relationships Policy

The Radiologic Technology program seeks to avoid favoritism or conflicts of interest among students. Therefore, a student who is a relative or who is involved in a personal relationship with a clinical site employee will not rotate through or work directly for the clinical site employee with whom he or she is related or involved. Students must adhere to the following personal relationships policy:

- A. This policy defines a relative as a spouse, parent, child, sibling, sibling-in-law, parent-in-law, aunt/uncle, niece/nephew, or grandparent.
- B. A personal relationship is defined as a relationship between individuals who currently have a relationship of a romantic nature.
- C. Students are required to disclose such relationships. In addition, if a personal relationship develops between a student and clinical site employee, the student is required to bring it to the attention of the clinical coordinator and/or program director. Upon learning of such a relationship, an attempt will be made to immediately transfer the student to a comparable clinical site. No student may be placed at a clinical affiliate who is at maximum student capacity in accordance with the JRCERT policies. If a clinical site is not available due to required staff to student ratios as required by the JRCERT, the student will be removed from the clinical site until clinical site availability occurs. All missed clinical time must be made-up in accordance with the Clinical Make-up Time policy.

Minimum Performance Standards

Students must meet minimum performance standards to satisfactorily progress through the clinical education courses. Generally, these performance standards include, but are not limited to:

- A. Students must earn a “C” or better in all clinical education courses. This calculation includes graded evaluations from the clinical preceptor and clinical coordinator.
- B. Successful completion of the required number of radiographic mandatory and elective competency evaluations per semester.
- C. All clinical time must be completed unless a student has requested special circumstances.
- D. All clinical forms must be received and/or electronically submitted to the clinical coordinator at the designated times throughout each semester.
- E. Students must return their radiation dosimeter at the appropriate times.
- F. Students must adhere to all clinical policies in this handbook.

Cloud-based Record Keeping

To improve efficiency of clinical grading and record keeping, a computer-based system will be utilized using trajecsyst.com.

- A. Students are responsible for a one-time fee of \$150 for this computer-based service. This fee will need to be paid before the start of clinical rotations or the student will not be permitted to attend clinicals.
- B. Students' clinical time, location, patient activity, competencies, and evaluations will all be electronically monitored and can be done so in real-time.
- C. The clinical coordinator, clinical site supervisors, and students will all log in and complete the students' clinical records. Trajecsyst is a password protected site to verify student identity and protect privacy of students.
- D. An in-depth tutorial of this service will be given during the students' clinical orientation.
- E. Students will clock in and out on Trajecsyst using an available computer in the clinical site imaging department. Cell phone clock in and clock out are not permitted.
- F. Students are responsible for keeping accurate clinical records on Trajecsyst including daily log sheets of examinations.
- G. Trajecsyst is checked daily by program faculty. Students failing to log procedures routinely into Trajecsyst will be subject to a lowering of the clinical grade.

Clinical Marker Replacement

Students will be responsible for the ordering and the cost of clinical markers. Cost is approximately \$22.00 plus tax and shipping and handling.

All orders are to be placed within 1 week of losing clinical markers. Failure to order markers will result in the student being removed from the clinical site until such time he or she receives his or her markers. All missed clinical time must be made up according to the Clinical Makeup Time Policy.

Students will be provided R & L temporary markers without initials. If a student loses the temporary markers, he or she will be charged the cost of \$12.30 to his or her Rio student account to replace the temporary markers.

Clinical Attendance

Number of Excused Absences

Each student is allowed a total of five (5) days of excused absences for the entirety of clinical education (Intro, I, II, III, and IV). The student will be advised if the allowed 5 clinical absences are exceeded. The following applies if the student exceeds the allotted 5 clinical absences:

- 6th absence the final clinical grade will be lowered one letter grade.
- 7th absence the final clinical grade will be lowered by one whole letter grade.
- 8th absence will result in clinical dismissal.

Tardiness

Late arrivals to clinical will not be tolerated. If a student is going to be late, the student must notify both the clinical coordinator and clinical preceptor. One minute pass the starting time will be considered tardy. All late arrival times must be made up by the student. A student, who is a minimum of 15 minutes late, must make up 1 hour of clinical time.

The following applies if the student exceeds three (3) tardies:

- 4th tardy the final clinical grade will be lowered one letter grade.
- 5th tardy the final clinical grade will be lowered by one letter grade.
- 6th tardy will result in a failing grade.

Additional Attendance Guidelines

Students must adhere to the following:

- A. Clinical days are to be completed during assigned hours according to the Rio Grande's academic semester calendar (i.e start/end dates). There will be no clinicals including make-up days on Rio Grande's observed holidays. Program faculty will not be physically present during make-up days scheduled during Rio Grande's scheduled breaks; however, students will still be able to contact them during the makeup assignment. Students are covered by Rio Grande's liability during holidays/breaks.
- B. Clinical sites will follow Rio Grande's Main Campus closings and/or delays for inclement weather only.
- C. Students must report to the clinical site and clock in on Trajecsyst by 8:00 a.m. using a clinical site computer.
- D. Students will be scheduled for 8.5 hours per clinical shift, which includes one half hour lunch break per shift.
- E. Students wishing to eat breakfast at their clinical site may do so before the scheduled start time of 8:00 a.m.
- F. Students will report to the clinical preceptor at their time of arrival to obtain their room assignments and duties for the day.
- G. Students will clock out at 4:30 p.m. on the Trajecsyst website using a clinical site computer.
- H. Clinical preceptors electronically verify and approve student time records. Any clinical time not verified and approved will be recorded as an absence.
- I. If a student requests to leave early, the request must be approved by both the clinical coordinator and the clinical preceptor.
- J. Students must notify by phone call to both the clinical coordinator and clinical preceptor of any absence prior to 8:00 a.m. Email notifications are not permitted.
- K. Excused absences are given for official Rio Grande sponsored activities such as field trips, conference attendance, athletic, and academic competitions. An absence accompanied with a physician note is excused. Vacations, job or school interviews are to be scheduled outside of clinical and class hours and are not considered excused absences. Any and all missed clinical time and coursework must be made up.

- L. Student athletes must provide a game schedule to both the clinical coordinator and clinical preceptor at the start of each semester and clinical rotation.
- M. Student athletes are required to make-up all missed clinical time.
- N. Students are expected to participate in RAD faculty arranged field trips. If a student is unable to participate, he or she may be required to submit an assignment such as a research paper related to the field-trip topic. If the field trip falls on a clinical day, a student who fails to attend the field trip must report to clinicals as scheduled or the day will be counted as an unexcused absence.
- O. Students may be asked to provide documentation/written excuse for an absence to both the clinical coordinator and clinical preceptor.

Clinical Make-up Time

All required clinical days will need to be completed each semester. Any absences will need to made-up according to the following clinical make-up time policy:

- A. Make-up time will be attempted M-F with normal dayshift hours (8:00 a.m. – 4:30 p.m.) first as the student to staff ratio permits. Make-up time cannot be performed before 8:00 a.m. B. M-F evening hours may be used up to and no later than 8:00 p.m.
- C. In addition, for the safety of students and patients, not more than ten clinical hours shall be scheduled in any one day. Hours exceeding this limitation must be voluntary on the student's part.
- D. Make-up time cannot be scheduled in a manner that would require more than 40 hours per week unless the scheduling is voluntary on the student's part.
- E. Students and student athletes will seek approval of make-up time with both the clinical coordinator and clinical preceptor to avoid scheduling conflicts with other students.
- F. Make-up time is not permitted on university holidays or breaks.

Clinical make-up time can be completed as follows:

1st years Fall

Fridays - may elect to stay over in half-hour increments up to 8:00 P.M. (no later, and cannot go in earlier than 8:00 A.M.)

Tuesdays and Thursdays - can go in at 1:00 P.M. and stay up to 8:00 P.M. (no later, no earlier due to RAD classes) in a minimum of 4 hour blocks.

Mondays and Wednesdays - 8:00 A.M. to 8:00 P.M. (days depend on student class schedule) in a minimum of 4 hour blocks.

Final exam week - Monday through Friday 8:00 A.M. to 8:00 P.M. (days depend on final exam schedule) in a minimum of 4 hour blocks.

1st years Spring

Mondays and Wednesdays - may elect to stay over in half-hour increments up to 8:00 P.M. (no later, and cannot go in earlier than 8:00 A.M.)

Tuesdays, Thursdays - can go in after RAD classes and stay up to 8:00 P.M. in a minimum of 4 hour blocks. Fridays - 8:00 A.M. to 8:00 P.M. (days depend on student class schedule) in a minimum of 4 hour blocks.

Final exam week - Monday through Friday 8:00 A.M. to 8:00 P.M. (days depend on final exam schedule) in a minimum of 4 hour blocks.

1st years Summer

Mondays, Tuesdays, Thursdays, Fridays - may elect to stay over in half-hour increments up to 8:00 P.M. (no later, and cannot go in earlier than 8:00 A.M.)

Wednesdays - 8:00 A.M. to 8:00 P.M. (days depend on student class schedule) in a minimum of 4 hour blocks.

Final exam week - 8:00 A.M. to 8:00 P.M. (days depend on final exam schedule) in a minimum of 4 hour blocks.

2nd years Fall & Spring

Tuesdays, Thursday, and Fridays - may elect to stay over in half-hour increments up to 8:00 P.M. (no later, and cannot go in earlier than 8:00 A.M.)

Mondays and Wednesdays - can go in at 1:00 P.M. and stay up to 8:00 P.M. (no later, no earlier due to RAD classes) in a minimum of 4 hour blocks.

Final exam week - Monday through Friday 8:00 A.M. to 8:00 P.M. (days depend on final exam schedule) in a minimum of 4 hour blocks.

So basically, non-clinical days are in a minimum of 4 hour block increments (preferably starting at 8 A.M. or 12:30 P.M.). Odd start times of 9 A.M. etc are to be avoided. On regular clinical days, you may stay over (since you've already been there for a minimum of 4 hours).

Athletes are required to provide a printed schedule to CC and the CP.

Also, make-up time needs to be scheduled and approved by the CP and CC. We have to consider student/staff ratios and keep in mind that there are other students from other schools such as SSU. So, sometimes students are denied certain days/times because of this (they may not get to pick and choose make-up times). As you can see, clinical attendance is of extreme importance. Students are allotted 5 clinical absences for the entire program without penalty. If absences beyond that are not accompanied by a physician excuse, coach, etc. the student's grade is lowered one letter for each absence beyond the 5th absence. Students can be dismissed due to poor attendance. There are no exceptions to this policy such as summer vacations (students cannot make up a week of clinicals in the summer especially sharing sites with other schools.) Students cannot start/end a semester early/late (follows published academic calendar).

Other Applicable Clinical Policies

- A. Students must use anatomical lead markers on all radiographic examinations performed.
- B. It is ultimately the students' responsibility to initiate the competency process and record pertinent clinical records. Clinical preceptors supervise your work and records submitted.
- C. In the event that a student is not able to make up his/her missed clinical time due to an extended illness, hospitalization, etc., he/she will need to submit a Special Circumstances Request application found in this handbook.

Clinical Competency Based Evaluation Policy

Students are required to successfully complete the required number of radiographic A.R.R.T. Mandatory and Elective competency evaluations. The number and type of competencies required each semester are determined as the students progress through the positioning and procedure courses. The competency evaluations determine whether a student is competent in performing examinations under indirect supervision (**except for fluoroscopy, mobile, and surgical examinations which will still require direct supervision**). Students must perform competencies under the direct observation of a registered radiographer, preferably by the Clinical Preceptor. The student will log the examination as a competency in Trajecsyst. The radiographer will then complete the competency on the Trajecsyst website and it will be recorded in the student skill summary when competency has been achieved. The Clinical Coordinator will then verify the competency and record the competency in the students' clinical record.

Students not attaining the required number of competency evaluations per semester may be considered not progressing sufficiently through the program and must meet with the Clinical Preceptor and Clinical Coordinator. If it is considered that a student had ample opportunities to achieve the required number of competencies and did not, the student's clinical grade will be lowered accordingly. This can be objectively determined because the number and types of radiographic examinations are tracked at our clinical sites and through Trajecsyst. If it is reasoned that there were circumstances beyond a student's control trying to attain the required competencies in a semester, for example a particular examination not being ordered by a physician or an examination never seen by the student, a student will not receive a failing clinical grade. Students are rotated equally among the clinical sites to ensure that competency requirements are fulfilled. All required A.R.R.T. competencies must be completed by the final clinical day of the program.

Clinical Competency Retraction Policy

After the Clinical Preceptor and/or registered radiographer complete mandatory and elective competency evaluations of a student, the student should be able to demonstrate the competencies thereafter. In clinical situations where a student repeatedly makes errors on radiographic examinations that they have achieved competency on, both the Clinical Coordinator and Clinical Preceptor reserve the right to retract those competencies and have the student attempt them again in the presence of the Clinical Preceptor and/or Clinical Coordinator.

Clinical Education Direct Supervision Policy

All medical imaging procedures must be performed under the **direct supervision** of a qualified radiographer until a radiography student achieves competency. Competency is achieved when the student has successfully passed and completed the competency for a specific examination. **Students must always be directly supervised during all surgical and all mobile (including fluoroscopy) procedures, regardless of the level of competency.**

Explanation: The JRCERT defines **direct supervision** as student supervision by a qualified radiographer who:

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

All repeat images must be completed under **direct supervision**, regardless of the level of competency. If a repeat image is necessary, the qualified radiographer will check the position and technique before the exposure is made. This will assure patient radiation safety and proper education practices.

Clinical Education Indirect Supervision Policy

All medical imaging procedures performed under the indirect supervision of a qualified radiographer after a radiography student achieves competency.

Explanation: For radiography, the JRCERT (2020) defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement, reviews and approves the procedure, and/or image before the patient is dismissed (JRCERT, 2020).

The Radiologic Technology program will survey students at the end of each semester to monitor if the direct and indirect supervision policies are being employed at each clinical site.

Clinical preceptors at each clinical site will be required to sign the Direct/ Indirect & Unsatisfactory Radiograph Policy form to verify that they have been informed of the policies implementation.

Students will be surveyed at the end of each semester to monitor if the policies are being followed at each clinical site.

University of Rio Grande/Rio Grande Community College

**Direct & Indirect Supervision,
&
Repeat Radiographs Policies**

I, _____,

(Printed Name of Student)

have received the JRCERT Direct and Indirect Supervision and Repeat Radiographs Policy as stated in the Radiologic Technology Program Handbook. I understand and will abide by the appropriate supervision of a qualified radiographer during medical imaging procedures. This information is distributed each semester prior to the start of clinicals and a survey is completed tracking the implementation of stated policies.

Student Signature _____

Date _____

Direct/Indirect & Repeat Radiographs Supervision Policy

Student Survey (completed each semester)

1. I am directly supervised by qualified technologists at the clinical site until I have achieved competency.

Yes No N/A

2. I have discussed the lack of direct supervision with my Clinical Preceptor.

Yes No N/A

3. Corrective action was taken.

Yes No N/A

4. I am indirectly supervised by qualified technologists at the clinic site after I have achieved competency.

Yes No

5. I have discussed the lack of indirect supervision with my Clinical Preceptor.

Yes No N/A

6. Corrective action was taken.

Yes No N/A

7. I am directly supervised by a qualified technologist at the clinical site during repeat radiographs.

Yes No

8. I have discussed the lack of direct supervision on repeats with my Clinical Preceptor.

Yes No N/A

9. Corrective action was taken.

Yes No N/A

Comments:

Quality Radiographs Policy

Students are to make every effort to produce high quality radiographs. This includes, but is not limited to, accurate radiographic positioning, selection of technical factors, and applying radiation protection measures. Students will be taught to use anatomical lead markers, apply gonadal shielding when appropriate, select optimal technical factors, and collimate the x-ray beam. This will take patience and practice on the students' part, and it is understood that mistakes will be made. However, periodically, the clinical coordinator will review radiographs that the students have performed to evaluate these aspects to determine whether the student is progressing in these areas.

Clinical Policy Violations

Students will be required to meet with the clinical coordinator and sign the *Student Acknowledgement of Violation of Program/Clinical Policies form* anytime that they violate handbook or clinical site policies. The form will then be signed by the program director and the completed form will be placed in the clinical coordinator's student's file. Any violation or repeated violations may subject students to dismissal from the program. These violations include, but are not limited to:

- A. Using clinical time inappropriately. This includes, but is not limited to: not being in assigned areas, not using time constructively, and not volunteering assistance.
- B. Failing to make-up absences.
- C. Having poor clinical attendance.
- D. Being tardy.
- E. Failing to adhere to policies stated in the Radiologic Technology student handbook or notified revisions.
- F. Engaging in academic dishonesty, cheating, forgery, record falsification, or attendance fraud.
- G. Performing unsatisfactorily or demonstrating behavior that is disruptive or detrimental at a clinical site.
- H. Posing a threat to the welfare of any patient, employee, or other person at a clinical site or is detrimental or disruptive to the performance of a clinical affiliates activities.
- I. Demonstrating any willful act or conduct detrimental to patient care, safety of a patient, or hospital operations.
- J. Possessing or using unauthorized hospital records or copying or falsifying hospital records.
- K. Failing to adhere to Patient/ Healthcare Center Information Confidentiality policy.
- L. Attempting theft or theft.
- M. Being under the influence of drugs or alcohol during clinical rotations.
- N. Refusing to follow the instructions of personnel at the clinical sites.
- O. Demonstrating unprofessional conduct.
- P. Failing to maintain clinical proficiency.
- Q. Providing or injecting medicine or contrast media without direct supervision.
- R. Deceptively exposing personnel monitoring devices.

**University of Rio Grande/Rio Grande Community College
Radiologic Technology
Student Acknowledgement of Violation of Program/Clinical Policies**

The Radiologic Technology Student Handbook outlines the policies and procedures students are required to abide by in order to successfully proceed throughout the program. In the event that a policy is violated, this acknowledgement serves as the notification and the student is required to sign this form to become aware of the violation/s and will be placed on clinical probation or dismissed from the program. The final clinical grade will be lowered by one letter grade as a result for each violation. If this results in a failing grade, the student will be academically dismissed from the program. If a student is placed on probation, subsequent violations will subject students to dismissal from the program.

Infraction/s:

I, _____ (print name), have read and understand the violation/s of the policy and/or procedure I committed as stated in the Radiologic Technology Student Handbook and I am aware that I have been placed on clinical probation and the final clinical grade will be lowered by one letter grade as a result for each violation. If this results in a failing grade, I understand that I will be academically dismissed from the program. Subsequent violations of this policy and/or procedure will be subjecting me to dismissal from the program.

Student signature

Date

Clinical Coordinator Signature

Date

Program Director Signature

Date

CBarker
Revised 08/2025

**University of Rio Grande/Rio Grande Community College
Radiologic Technology**

Radiologic Technology Student Handbook Receipt

I, _____, (print name)

acknowledge that I have read and understood the contents of Rio Grande's Radiologic Technology Student Handbook. I also acknowledge that I agree to abide by the policies and procedures contained therein.

If any of the policies or procedures contained in Rio Grande's Radiologic Technology Student Handbook conflict with any of the policies or procedures contained in Rio Grande's Student Handbook, then I understand that the policies and procedures in Rio Grande's Student Handbook will supersede and take precedence over any conflicting policies and procedures.

I also acknowledge that Rio Grande reserves the right to change any of the policies or procedures contained in Rio Grande's Radiologic Technology Student Handbook with or without notice. However, Rio Grande will make every effort to keep students informed and aware of any changes that may occur.

I understand that this is not a contract or agreement with any legally binding effect, and in signing this I am simply acknowledging that I have received Rio Grande's Radiologic Technology Student Handbook, read its contents, and understood its contents.

Student's Signature

Date

References

Joint Review Committee on Education in Radiologic Technology. (2021). *Standards for an accredited educational program in radiography*. Retrieved from <https://www.jrcert.org/wpcontent/uploads/Documents/Resources/Standards-PDFs/2021-Radiography-Standards.pdf>

U.S. Bureau of Labor Statistics, Office of Occupational Employment Statistics, (2020). Radiologic and MRI Technologist. Retrieved from <https://www.bls.gov/ooh/healthcare/radiologic-technologists.htm>