

RAD 332 – RADIOGRAPHY CLINIC 2

COURSE INSTRUCTOR:

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Hours: By appointment only, due to
RAD 112L Lab duties and
RAD 332 Clinic Visit schedule.

COURSE DESCRIPTION:

The student returns to a clinical education center for the entire semester. The student radiographer will continue to practice and perfect the advanced professional skills developed in the previous semester, on campus. The student will participate in specific experiences and film critique assignments designed to meet the objectives for the semester, including advanced modalities.

Each student is required to wear a personal radiation exposure monitoring badge (film badge; dosimeter) during each clinical day. This dosimeter will be supplied by the University. If the student's dosimeter is lost, stolen or damaged, the student is charged \$10.00 to replace it.

Each student is required to wear appropriate RADS Program clinical attire.

Each student is expected to have an updated immunization record, including current TB, Varicella and Influenza immunity on file at the SIUC Student Health Center **and** on file with the Radiography Clinical Coordinator.

This is a nine credit hour course that meets for the full fall semester.

PREREQUISITES: “C” or better in RAD 212, RAD 232, and RAD 232L.

TEXTBOOKS: (These textbooks are the same books that the student used in RAD 122, RAD 222, RAD 212, and RAD 232 in the previous 4 semesters).

Required:

Ehrlich, R.A. and Coakes, D.M. (2012). Patient care in radiography with an introduction to medical imaging, 8th edition. Publisher: St. Louis, MO: Elsevier Science/Mosby, Inc. ISBN-13: 978-0-323-08065-1

Frank, E.D., Long, B.W. & Smith, B.J. (Ed.). (2012). Merrill’s Atlas of Radiographic Positions and Radiologic Procedures, 12th edition. 3 Volume Set. St. Louis, MO: Elsevier Science/Mosby, Inc.

Frank, E.D., Long, B.W. & Smith, B.J. (Ed.). (2012). Merrill’s Pocket Guide to Radiography, 12th edition. Publisher: St. Louis, MO: Elsevier Science/Mosby, Inc.

Bushong, S. C. (2013). Radiologic Science for Technologists: Physics, Biology and Protection, 10th edition. Publisher: St. Louis, MO: Elsevier Science/Mosby, Inc.

Tortorici, M. R. & Apfel, P.J. (1995). Advanced radiographic and angiographic procedures: With an introduction to specialized imaging. Philadelphia, PA: F. A. Davis Company.

Recommended: (choose only one of the following medical dictionaries from the medical reference shelf in the local bookstores. If you already have a medical dictionary, then purchasing one of these dictionaries is optional).

Dorland (2012). Dorland's Illustrated Medical Dictionary, 32nd edition. Publisher: Elsevier Science/W.B. Saunders. ISBN-13: 978-1-416-06257-8

Mosby (2012). Mosby's Dictionary of Medicine, Nursing & Health Professions, 9th edition. Publisher: Elsevier Science/Mosby, Inc. ISBN-13: 978-0-323-07403-2

Stedman (2012). Stedman's Medical Dictionary for the Health Professions and Nursing, 7th edition. Publisher: Wolters Kluwer/Lippincott Williams & Wilkins. ISBN-13: 978-1-608-31692-2

Callaway, W.J. (2012). Mosby's Comprehensive Review of Radiography: The Complete Study Guide And Career Planner, 6th edition. Publisher: St. Louis, MO: Elsevier Science/Mosby. ISBN-13: 978-0-323-08078-1

GENERAL COURSE OBJECTIVES:

Upon completion of this course, and with 100% accuracy, the student shall be able to:

1. Complete the Mandatory competency exams within Category 1 through 7.
2. Observe and assist with exams during Advanced Modality rotations (Category 8).
3. Maintain a clinical record notebook on a daily basis.
4. Observe the radiologist interpreting radiographs.
5. Maintain a clinical positioning journal for the examinations in the required categories.
6. Identify any contrast material utilized for the appropriate examination.
7. Identify patient preparation required for appropriate exam.
8. Satisfactorily complete the orientation objectives in the following areas:
(Please refer to these sections, under the guidelines for RAD 332, for the specific objectives.)
 - a. Radiographic Room
 - b. Radiology Department
 - c. Hospital

ACADEMIC HONESTY:

All students will to adhere to a strict code of academic honesty. Academic honesty is addressed according to the "Policies and Procedures Applicable to Academic Dishonesty" as stated in the "2014-2015 Guide to Important Information for Students, Faculty and Staff" pdf.

ACTS OF ACADEMIC DISHONESTY, from the "SIUC Student Conduct Code", section II Violations, article A

(www.policies.siuc.edu/documents/StudentConductCodeFINALMAY32012.pdf):

- A. Plagiarism, representing the work of another as one's own work;
- B. Preparing work for another that is to be used as that person's own work;

- C. Cheating by any method or means;
- D. Knowingly furnishing false information to a University official relative to academic matters;
- E. Soliciting, aiding, abetting, concealing, or attempting conduct in violation of this code.

Penalties will be imposed for violations of this policy in accordance with the SIUC Student Conduct Code. These penalties may include one or more of the following disciplinary measures

for a case of academic dishonesty:

- A grade of zero (0) for the assignment, lab, quiz or test.
- An “F” for the entire course.
- Recommendation of dismissal from the Program.

DRESS CODE:

Clothing is a form of non-verbal communication that reflects confidence in ability and judgment, personal behavior and sense of professional image. Our patients' perceptions of competence and professionalism of the radiographer are often based on first impressions. These impressions are then processed into stereotypical responses to the image the radiographer presents. Thus, **the first impression of the radiographer in uniform is the strongest statement of professionalism.**

It is essential as radiography faculty and students that we present ourselves as professionals. We must look and act in a manner that conveys authority and integrity. It is important to the overall impression of our Program that we maintain a high standard of professionalism. Therefore, a strict dress code policy has been developed. This policy will be enforced uniformly and final authority for interpretation lies with the Program Director.

See pages 22-24 in the student’s Diagnostic Radiography Clinical Handbook for a complete discussion of the RAD 332 Clinical Dress Code.

METHODOLOGY:

The final clinical grade in RAD 332 will be determined as follows:

Competency Performance	50%	(based upon completion of a minimum of 21 exams, including Program Required Advanced Modality rotations)
Attitudinal Performance	50%	(based upon recommended 5th, 10th, and 15th week Personal/ Professional Growth Evaluations)
Attendance/Tardiness/Initiative Adjustment	Added to the total weighted score.	
Average grade on self-made Radiography Registry Study Guide	20%	Added to the total weighted score.

See pages 44-45 in the student's Diagnostic Radiography Clinical Handbook for a discussion of the Clinical Competency Performance and the Behavior Evaluation (Personal/Professional Growth Evaluations).

STUDENT EVALUATION & GRADING:

The final clinical grade for RAD 332 is calculated as the sum of:

- the weighted Competency average (Mandatory, Elective & Prog. Req. Adv. Mod.)
- the weighted Performance Evaluation average,
- the weighted Average grade on Radiography Study Guide, and,
- the Attendance/Initiative adjustment.

ADVANCED MODALITY ROTATIONS (CATEGORY 8):

During a four week special assignment period, the student will observe and assist in the following Advanced Modalities:

1. Ultrasound (Medical Sonography)
2. C.T. Scanning (Computerized Tomography)
3. Radiation Therapy (Radiation Oncology)
4. MRI (Magnetic Resonance Imaging)

Optional advanced modality rotations are Angiographic/Interventional procedures, Bone Densitometry, and Nuclear Medicine.

In order to get proper Category 8 credit (that is, in order to 'comp out' in Category 8 advanced modalities) for each advanced modality rotation, the student must:

- Write out the answers to the Objectives for the desired modality by the end of the week's rotation;
- Ask the modality Clinical Supervisor/Clinical Instructor to complete the modality "Student Evaluation;" and,
- Hand in the completed modality Objectives and modality "Student Evaluation" to his/her University Clinical Coordinator, at the designated due date.

There is a Clinical Instructor for each of the advanced modalities who is responsible for insuring that students complete these objectives.

Each student is expected to spend 37 hours (5 7.5-hour days), each, in these Advanced Modalities. Failure to complete the require hours in an Advanced Modality will have a negative effect on the student's clinical grade for the semester.

Chronic absenteeism from any Advanced Modality Rotation may result in the student being terminated from the Program.

The advanced modality objectives are located in **APPENDIX E** (starting on page 70 in the student's Diagnostic Radiography Clinical Handbook).

The RAD 332 clinical grade is reflected in the following grading scale.

93 -100 = A - Exceptionally high achievement and superior initiative.

85 - 92 = B - High achievement and above average initiative.

75- 84 = C - Satisfactory achievement and average initiative.

Below 75 = F - Unsatisfactory achievement and unacceptable initiative.

Student does not progress to the next semester in the Program.

Any competency category, not having the minimal number of completed competencies will result in a semester grade of incomplete (**INC**). This incomplete **must** be completed by the start of the next academic semester. Failure to complete an incomplete within the prescribed time may jeopardize a student's progress within the Program.

All Radiography students must pass each of their Radiologic Sciences prefix courses (RAD) with a grade of “C” or better in order to satisfy Program requirements, to graduate, and to pass the National Board Exam in Radiography. This grade of “C” or better is based upon the Radiologic Sciences grading scale.

Any Radiography student that fails a Radiologic Sciences course will not continue in our Program. When course failure occurs, the student will meet with the appropriate faculty member and Academic Advisor to discuss the student's future educational plans/goals. This discussion will include referring the student to the University Career Services office (www.careerservices.siu.edu; Ph: 618-453-1036) for testing via the “Strong Interest Inventory” and the “Meyer-Briggs Personality Inventory” to identify the academic majors that best fit the student’s personality, values, interests, and skills.

ADA Accommodations:

If you think you have a learning disability or know you have a disability but have not been tested, then please contact SIUC Disability Support Services at 453-5738 for an appointment for the evaluation of your learning disability.

If you do not notify us (prior to the end of the first week of the semester) that you have a disability, and you do not request accommodation during this course, then you accept full responsibility for your own success or failure in this course. Ultimately, YOU are responsible for your own success or failure and the resulting consequences.

CLINICAL PAPERWORK DEADLINES:

In order to properly record and grade the Mandatory and Elective Comps for each student, the following schedule is established.

- a. On or before the first Friday in September (Sept. 4, 2015), these items are due:
 - RAD 332 Appendix A Understanding of Clinical Responsibilities
 - RAD 332 Appendix A Student-Hospital Employment Agreement (send it in, even though you’re not employed by your clinical site).
 - RAD 332 Appendix C-1 Hospital Policy Manual and Department Orientation Form
 - RAD 332 Appendix C-2 Receipt of Clinical Syllabus, Handbook & Understanding Of Clinical Policies.
 - RAD 332 MRI Safety Screening Protocol

- b. On or before the last Friday in September (Sept. 25, 2015), these items are due:
 - The 1st Behavior Evaluation, reviewed, discussed and signed by student and Clinical Supervisor;
 - 3-6+ Mandatory Comps;
 - 3-4+ Elective Comps;
 - Self-made Study Guide on Patient Care and Education; and,
 - Self-made Study Guide on Radiation Protection.

- c. On or before the last Friday in October (Oct. 30, 2015), these items are due:
 - ✚ The 2nd Behavior Evaluation, reviewed, discussed and signed by student and Clinical Supervisor;
 - ✚ 3-6+ Mandatory Comps;
 - ✚ 3-4+ Elective Comps;
 - ✚ Self-made Study Guide on Equipment Operation and Quality Control; and,
 - ✚ Self-made Study Guide on Image Acquisition and Evaluation.

- d. By 12noon on Tuesday of Final Exam week (December 15, 2015), these items are due:
 - ❖ All remaining Mandatory Comps;
 - ❖ All remaining Elective Comps;
 - ❖ Self-made Study Guide on Imaging Procedures;
 - ❖ Any remaining Behavior Evaluations, reviewed, discussed and signed by student and Clinical Supervisor; and,
 - ❖ Other items will be due at the end of the semester and will be discussed under separate cover.

Please note: the Mandatory and Elective Comps can be from exams in Categories 1-7, on your RAD 222A/332A Competency Checklist.

- RAD 222A is Radiography Clinic 1—Spring 2015 semester;
- RAD 332 Radiography Clinic 2—Fall 2015 semester.

CONSEQUENCE OF MISSING A DEADLINE:

- The consequence of missing one of the known Fall 2015 deadlines is that the student's RAD 332 clinical grade is decreased by 1 letter grade.
- Miss 2 deadlines and the student's RAD 332 clinical grade drops 2 letter grades.
- If a student ignores all the deadlines, and then hands in all of his/her clinical paperwork at the end of the semester (12noon on Dec. 15, 2015), then that student will get an "F" in RAD 332.

I know this set of consequences sounds harsh. But you are adults, and you are expected to take responsibility for your own actions. (Forgetting and/or ignoring a known deadline **IS** an action. Actions have consequences).

A few of you may be asking yourself, "...why have these deadlines in the first place...?" That's easy to answer. When I receive your clinical paperwork in small batches throughout the semester, it's easier to grade and helps me keep track of your completed exams.

ATTENDANCE:

During the clinical semesters, each student is required to attend to his/her clinical internship site Monday through Friday during assigned clinical hours, for thirty-seven hours (37) per week, for the entire semester. Lunch time is excluded in the calculation of clinical hours. Assigned clinical hours may be dayshift (E.g. M-F, 8am-3:30 pm) or evening shift (E.g. M-F, 3pm-10:30pm).

During each clinical semester, there are scheduled clinical days. **All absences must be made up.** A make-up schedule will be determined by the Clinical Instructor in conference with the appropriate RADS faculty member. The only exceptions to this will be made at the Clinical Instructor's discretion. **No competency testing may be performed on make-up days!**

Even though the student makes up all absences, chronic absenteeism is not acceptable and it will have a negative impact on the student's clinical grade. Therefore, any Radiography student who demonstrates chronic absenteeism will incur the following penalty.

- Any student missing three to four days = final clinical grade is decreased by 10 points.
- Any student missing five to seven days = final clinical grade is decreased by 20 points.
- Any student with more than seven absences may be dismissed from the Program.

Pages 45-48 in the student's Diagnostic Radiography Clinical Handbook describe the RADS 332 Attendance Policy in greater detail.

During the semester, if a student chooses to drop out of the Radiologic Sciences Program, or this course, that student must meet with the course instructor to discuss the student's reasons for leaving the course.

Keep in mind that dropping below "full-time" status will jeopardize the student's bank loans, financial aid, scholarships, Veterans benefits, housing, academic standing, time to degree, athletic status and/or international student visa. Since thoughts and feelings often influence a student's behavior and academic performance, any student having doubts or second thoughts about continuing in this Program should talk to any of the Radiologic Sciences faculty.

School Calendar

All students will follow the SIUC school calendar for the start/end of the semester, Thanksgiving break, and other University recognized holidays.

Fall semester begins August 24, 2015 and extends through December 11, 2015.

Labor Day Holiday: September 7, 2015

Fall Break: October 10-13, 2015; Return to Clinic on October 14, 2015

Veterans Day: November 11, 2015; Return to Clinic on November 12, 2015

Thanksgiving Break: November 25-29, 2015 (Wednesday-Sunday)

Final Exam Week: December 14-18, 2015

Winter Graduation: December 19, 2015, SIUC Arena

Spring 2016 semester begins January 19, 2016 and extends through May 8, 2016.

Martin Luther King, Jr. Birthday: January 18, 2016

Spring Break: March 12-20, 2016

Spring Final Exam Week: May 9-13, 2016

Spring Graduation: May 14, 2015, SIUC Arena

Earliest date to sit for ARRT Radiography Board Exam: May 16, 2016.

You MUST take and pass the ARRT Radiography Board Exam by July 1, 2016.

Your Advanced Modality classes and labs begin August 22, 2016.

Inclement Weather Policy

Due to the recent increase in snow falling in the southern Illinois region, the following guidelines are proposed to assist you in determining student attendance procedures.

If bad weather (snow, ice, flooding, tornado, earthquake, etc.) occurs on a clinical day, the student is responsible for finding out if the local university in the clinical site area is closed.

This reference site must be coordinated with your Clinical Instructor the first week of clinical. If that local university is closed due to hazardous road conditions, then the student is excused from going to clinical even though SIUC may be open. The student must write "Snow Day" on this/her Time Sheet, and this absence will be verified by the Clinical Supervisor.

The student is expected to call in, to the Clinical Instructor or his/her designee, within 30 minutes of the student's regular starting time, to explain the absence.

If the local university is open, but the student cannot get to his/her clinical site, then he/she must make up the day.

Please note: All unexcused "snow days" must be made-up. If the public elementary schools are closed due to temperature extremes (frigid cold, oppressive heat, etc.), then the student is still expected to go to clinical as originally scheduled.

**APPENDIX A
RAD 332
UNDERSTANDING OF CLINICAL RESPONSIBILITIES**

I, _____ hereby acknowledge that I have read and understand the contents of this student handbook and agree to abide by these policies as stated or be subject to University recourse.

1. List the departmental or hospital intercom/phone code for:

a. A patient experiencing cardiac or respiratory arrest.

b. Assistance with a violent patient, family member or visitor.

c. A fire noticed within the department or hospital.

d. A weather emergency or natural disaster (tornado, earthquake, mine explosion, massive auto accident, bomb explosion).

2. List the name(s) of your Clinical Instructor(s).

Student Signature

Date

Supervising Clinical Instructor

Date

*To be kept in the student's file at the program office.

**APPENDIX A
RAD 332**

STUDENT-HOSPITAL EMPLOYMENT AGREEMENT

We, the undersigned, agree to employ _____
only during hours **not** scheduled for clinical education. If the above-named student shows
evidence of working for employment during assigned clinic hours or forging time, he/she will
be expelled from that affiliate as a clinic assignment. This ultimately results in expulsion
from the program.

Student	Date
Clinical Instructor	Date
Chief/Administrative Technologist	Date
SIUC Faculty	Date

(Review in future for potential omission February 2015)

APPENDIX C-1 – RAD 332 – Radiography Clinic 2

**HOSPITAL POLICY MANUAL
and
DEPARTMENT ORIENTATION FORM**

I, _____ have read and understand the Hospital Policy Manual at _____. I agree to acknowledge and abide by the policies in the manual of _____ Hospital/Clinic. If I do not abide by the policies as stated, I understand that I will be subject to expulsion from the clinical site.

I also have been given a hospital orientation as well as a Radiology Department orientation. The purpose of these orientations is to familiarize myself with the following:

- hazards (fire, electrical, chemical);
- emergency preparedness;
- medical emergencies within the Imaging department;
- HIPAA;
- Standard Precautions;
- professional clinical attire (dress code);
- locations of various departments throughout the hospital;
- the hierarchy of the Radiology/Imaging Department;
- personal cell phone use in the Radiology/Imaging Department;
- personal use of the computer in Radiology/Imaging Department;
- image processing;
- the patient flow procedure from the beginning paperwork through image filing system and;
- the routine protocols and procedures of this Imaging department.

Finally, I have successfully completed the hospital orientation objectives and the radiology department objectives as these pertain to my assigned clinical site. These objectives are stated in Chapter 3 of the Diagnostic Radiography Clinical Evaluation Manual.

Student Signature

Date

Supervising Clinical Instructor

Date

APPENDIX C-2 – RAD 332 – Radiography Clinic 2

**RECEIPT OF CLINICAL SYLLABUS AND CLINICAL HANDBOOK
and
UNDERSTANDING OF CLINICAL POLICIES**

I have received a copy of the syllabus for the course RAD 332 Radiography Clinic 2.

The instructor has explained the contents and I have an understanding of the policies contained in the syllabus and in the Radiography Clinical Handbook, including but not limited to:

- Attendance;
- Tardiness;
- Daily clinical hours;
- Clinical absences;
- Clinical make-up days;
- Cell phone use;
- Hospital computer use;
- Radiography Program dress code;
- Competency examinations;
- Advanced modality rotations; and,
- Clinical grading policy

I understand the Program faculty, University administration, and/or Radiography Advisory Committee members may review written assignments and/or clinical competency exams submitted by me.

Student Signature

Date

Print Student Name

MAGNETIC RESONANCE (MR) SAFETY SCREENING PROTOCOL

Magnetic resonance imaging, or MRI, is a way of obtaining very detailed images of organs and tissues throughout the body without the need for x-rays or "ionizing" radiation. Instead, MRI uses a powerful magnetic field, radio waves, rapidly changing magnetic fields, and a computer to create images that show whether or not there is an injury, disease process, or abnormal condition present. For the MRI procedure, the patient is placed inside the MR scanner—typically a large, tunnel or doughnut-shaped device that is open at both ends. The powerful magnetic field aligns protons that are present in most of the body's tissues. The applied radio waves then cause these protons to produce signals that are picked up by a radio frequency receiver (RF receiver) within the MR scanner. The signals are characterized using the rapidly changing magnetic field, and, with the help of computer processing, very clear images of tissues are created as "slices" that can be viewed in any orientation.

The powerful magnetic field of the MR system will attract iron-containing (also known as ferromagnetic) objects and may cause them to move suddenly and with great force. This poses a possible risk to the patient or anyone in an object's "flight path." Great care is taken to be certain that objects such as ferromagnetic screwdrivers and oxygen tanks are not brought into the MR system area.

In a similar manner, smaller iron-containing objects such as certain medication pumps, medication patches, or aneurysm clips may move suddenly and with great force, when in the presence of powerful magnetic fields of an active MRI scanner. Such forceful motion may damage the device, cause the device to malfunction or cause personal injury.

Every MRI facility has a comprehensive patient screening procedure and protocol that, when carefully followed, ensures that the MRI technologist and radiologist knows about the presence of metallic implants and materials so that special patient imaging precautions can be taken. For example:

- Due to the presence of an unacceptable implant or device, the exam may be canceled.
- The MRI exam will not be performed if a ferromagnetic aneurysm clip is present because there is a risk of the clip moving or being dislodged.
- Certain medical implants can heat substantially during the MRI examination as a result of the radiofrequency energy that is used for the procedure.

Before an MRI exam the patient is asked to fill out a screening form asking about anything that might create a health risk or interfere with imaging. Items that may create a health hazard or other problem during an MRI exam include:

- Cardiac pacemaker or implantable defibrillator;

- Catheter that has metal components that may pose a risk of a burn injury;
- A ferromagnetic metal vascular clip placed to prevent bleeding from an intracranial Aneurysm;
- An implanted or external medication pump (such as that used to deliver insulin or a pain-relieving drug);
- A cochlear (inner ear) implant;
- A neurostimulation system;
- A catheter that has metallic components that may pose a risk of a burn injury.

Objects that may interfere with image quality if close to the area being scanned include:

- Metallic spinal rod
- Metallic microfibers (threads) imbedded in the fabric of athletic clothing
- Plates, pins, screws, or metal mesh used to repair a bone or joint
- Joint replacement or prosthesis
- Metallic jewelry including those used for body piercing
- Some tattoos or tattooed eyeliner (these alter MR images, and there is a chance of skin irritation or swelling; black and blue pigments are the most troublesome)
- Makeup, nail polish or other cosmetic that contains metal
- Bullet, shrapnel, or other type of metal fragment
- Metallic foreign body within or near the eye (such an object generally can be seen on an x-ray; metal workers are most likely to have this problem)
- a bullet or other metallic fragment in your body (e.g., any metallic foreign body) there is a potential risk that it could change position, possibly causing personal injury.
- Dental fillings (while usually unaffected by the magnetic field, they may distort images of the facial area or brain; the same is true for orthodontic braces and retainers)

As an SIUC Radiologic Sciences student, you may have an occasion to assist with moving a patient into or out of the MRI scanner, it is vital that you remove all metallic objects in advance of entering the MRI scanning room, including watches, jewelry, and items of clothing that have metallic threads or fasteners. Items that need to be removed

by SIUC Radiologic students before entering the MR system room include, and are not limited to:

- Purse, wallet, money clip, credit cards, cards with magnetic strips;
- Electronic devices such as beepers or cell phones;
- Hearing aids; dosimeter (film badge) holder;
- Metal jewelry, watches , safety pins;

- Pens, metal spiral notebook, paper clips, keys, coins; and,
- Hair barrettes, hairpins, Program name pin.
- Metallic microfibers (threads) imbedded in the fabric of a T-shirt.

Removal of these items is for the safety of yourself, the patient, and the Imaging personnel around you.

Additionally, if an SIUC Radiologic Sciences student has on, or within his/her body, any of the previously listed hazardous or interfering devices, then the Radiologic Sciences faculty have developed an MRI Safety Screening Protocol form, located on page 86. This form and the content of the previous pages is to provide appropriate safety information pertaining to magnetic fields and radiofrequency hazards.

While assisting in the MR environment, should an SIUC Radiologic Sciences student feel any intolerable pulling, unnatural heat or burning sensation within himself/herself then the student must leave the MR environment as quickly as possible, to prevent personal injury.

During each clinical orientation, the radiologic student will need to fill out the MRI Safety Screening Form and sign the form BEFORE attending the respective clinical semester.

MAGNETIC RESONANCE (MR) SAFETY SCREENING PROTOCOL

For the RAD 332 Student

WARNING:

An MR room has a very strong magnetic field that may be hazardous to individuals entering the MR environment if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. Therefore, all students are required to fill out this form before going to their clinical internship. Be advised, the MR system magnet is ALWAYS on.

While assisting in the MR environment, should an SIUC Radiologic Sciences student feel any intolerable pulling, unnatural heat or burning sensation within himself/herself then the student must leave the MR environment as quickly as possible, to prevent personal injury.

Do not enter the MR environment or MR system room if you have any question or concern regarding an implant, device, or object.

Please indicate if you have any of the following known MR hazardous devices:

- Aneurysm clip(s)
- Cardiac pacemaker
- Implanted cardioverter defibrillator (ICD)
- Electronic implant or device
- Magnetically-activated implant or device
- Neurostimulation system
- Spinal cord stimulator
- Cochlear implant or implanted hearing aid
- Insulin or infusion pump
- Implanted drug infusion device
- Any type of prosthesis, implant or tattoo
- Artificial or prosthetic limb
- Any metallic fragment, foreign body, or piercing
- Any external or internal metallic object
- Hearing aid
- Implanted spine straightening rods
- Other implant _____
- Other device _____

Please indicate below if you have not specified any of the above:

- I have not received any implants, devices, or objects to the best of my knowledge

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

Student Signature

Date

IMPORTANT DATES *

Semester Class Begins	08/24/2015
Last day to add a class (without instructor permission):.....	08/30/2015
Last day to withdraw completely and receive a 100% refund:	09/06/2015
Last day to drop a course using SalukiNet:.....	11/01/2015
Last day to file diploma application (for name to appear in Commencement program):	09/18/2015
Final examinations:.....	12/14–12/18/2015

Note: For outreach, internet, and short course drop/add dates, visit Registrar's Academic webpage <http://registrar.siu.edu/>

SPRING SEMESTER HOLIDAYS

Labor Day Holiday 09/07/2015
 Fall Break 10/10—10/13/2015
 Veterans Day Holiday 11/11/2015
 Thanksgiving Vacation 11/25—11/29/2015

WITHDRAWAL POLICY ~ Undergraduate only

Students who officially register for a session may not withdraw merely by the stop-ping of attendance. An official withdrawal form needs to be initiated by the student and processed by the University. For the proper procedures to follow when dropping courses and when withdrawing from the University, please visit <http://registrar.siu.edu/pdf/ugradcatalog1314.pdf>

INCOMPLETE POLICY~ Undergraduate only

An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within one semester following the term in which the course was taken, or *graduation*, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no later than the end of the se-semester following the term in which the course was taken, or graduation, whichever occurs first, the incomplete will be converted to a grade of *F* and the grade will be computed in the student's grade point average. *For more information please visit:* <http://registrar.siu.edu/grades/incomplete.html>

REPEAT POLICY

An undergraduate student may, for the purpose of raising a grade, enroll in a course for credit no more than two times (two total enrollments) unless otherwise noted in the course description. For students receiving a letter grade of A,B,C,D, or F, the course repetition must occur at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned. *See full policy at* <http://registrar.siu.edu/pdf/ugradcatalog1314.pdf>

GRADUATE POLICIES

Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please visit <http://gradschool.siu.edu/about-us/grad-catalog/index.html>

DISABILITY POLICY

Disability Support Services provides the required academic and programmatic sup-port services to students with permanent and temporary disabilities. DSS provides centralized coordination

and referral services. To utilize DSS services, students must come to the DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements.

<http://disabilityservices.siu.edu/>

PLAGIARISM CODE

http://pvcaa.siu.edu/_common/documents/Plagiarism/Guide%20to%20Preventing%20Plagiarism.pdf

MORRIS LIBRARY HOURS <http://www.lib.siu.edu/about>

SAFETY AWARENESS FACTS AND EDUCATION

Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here:

<http://safe.siu.edu>

SALUKI CARES

The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares: (618) 453-5714, or siucares@siu.edu,

<http://salukicare.siu.edu/index.html>

EMERGENCY PROCEDURES

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. We ask that you become familiar with the **SIU Emergency Response Plan** and **Build-ing Emergency Response Team (BERT)** programs. Please reference the **Building Emergency Response Protocols for Syllabus** attachments on the following pages. *It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.*

INCLUSIVE EXCELLENCE

SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ is an important part of education as well an essential preparation for any career. *For more information please visit:*

<http://www.inclusiveexcellence.siu.edu/>

LEARNING AND SUPPORT SERVICES

Help is within reach. Learning support services offers free tutoring on campus and math labs. To find more information please visit the Center for Learning and Support Services website:

Tutoring : <http://tutoring.siu.edu/>

Math Labs http://tutoring.siu.edu/math_tutoring/index.html

WRITING CENTER

The Writing Center offers free tutoring services to all SIU students and faculty. To find a Center or Schedule an appointment please visit <http://write.siu.edu/>

AFFIRMATIVE ACTION & EQUAL OPPORTUNITY

Our office's main focus is to ensure that the university complies with federal and state equity policies and handles reporting and investigating of discrimination cases. *For more information visit:*

<http://diversity.siu.edu/#>

Additional Resources Available:

SALUKINET: <https://salukinet.siu.edu/cp/home/displaylogin>

ADVISEMENT: <http://advisement.siu.edu/>

SIU ONLINE: <http://online.siu.edu/>

<http://pvcaa.siu.edu/>

Building Emergency Response Protocols for On-Campus students or students taking an evening class, on Campus:

University's Emergency Procedure Clause:

Southern Illinois University Carbondale is committed to providing a safe and health environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) Program. Emergency response information is available on posters in buildings on Campus, available on the BERT website, www.bert.siu.edu, the Department of Public Safety's website, www.dps.siu.edu (disaster drop down) and in the Emergency Response Guidelines pamphlet, "Know how to respond to each type of emergency".

Instructors will provide guidance and direction to students in the classroom and X-ray labs in the event of an emergency affecting your location. ***It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.*** The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

Disabled Students:

Instructors and students in the class will work together as a team to assist disabled students out of the building safely. Disabled students will stay with the instructor and communicate with the instructor what is the safest way to assist them.

Earthquake:

In the event of an earthquake you are advised to take cover quickly under heavy furniture or near an interior wall, a corner, to avoid falling debris. Outside the building are trees and power lines and debris from the building itself that you will need to stay away from. In the building, large open areas like auditoriums are the most dangerous. Do not try to escape on a stairway or elevator. Do not hide under a stairway. We do not recommend that you stand in a doorway because the door could shut from the vibrations and crush your fingers trapping you there.

Fire:

During the fall semester we have a Fire Drill. Pick up your belongings and your instructor will lead you to either the North or South parking lot depending on what part of the building your

class is in. You must stay with your instructor so he/she can take roll calls. As soon as the building is all clear, you will be allowed to return to class.

These drills are to train instructors and the Building Emergency Response Team to get everyone to a safe place during an emergency.

Tornado:

During the spring semester we have a Storm Drill. Pick up your belongings and your instructor will lead you to a safe area of the basement. No one will be allowed to stay upstairs. Stay away from windows. The drill should not last more than 10 minutes. You must stay with your instructor so he/she can take roll calls. **Students need to be quiet in the basement** as the BERT members are listening to emergency instructions on handheld radios and cannot hear well in the basement.

Bomb Threat:

If someone calls in a bomb threat, class is suspended and students will be asked to pick up their belongings, evacuate the building and leave the premises. Do not leave anything that is yours behind. We will not allow anyone back into the building until the police and bomb squad give us an all clear. **DO NOT USE YOUR CELL PHONES.** Some bombs are triggered by a cell phone signal.

Shooter in the Building:

When it is safe to leave, move to a safe area far from the building where the shooter is located. If you have any information about the shooter, please contact the police after you return home. If you cannot leave, go into a room, lock the door, turn out the lights, and if possible, cover the glass on the door. Silence all cell phones after one person in the room you are in calls the police and informs them of your location and how many are in the room. Be quiet and wait for the police to arrive. The police are looking for one or more shooters, and they have no way of knowing if the shooter is in the room with you. For that reason, when the police enter the room, no one should have anything in his/her hands and each person **MUST** raise his/her hands above his/her head.

Women's Self-Defense Class:

For interested female students and female faculty and staff, the SIU Public Safety Department sets up free self-defense classes. The SIU Public Safety Department will be teaching this class. They teach a free class in the fall and spring at the Rec Center. In the fall you would register at the Rec Center for the Women's Self-Defense Class or RAD (Rape Aggression Defense) as it is sometimes called. If you have questions about registering for the class, you can send an email to lavong@siu.edu. LaVon is the contact in the Dean's Office in the Communications building that will assist you to try to find the class you need.