

**SOUTHERN ILLINOIS UNIVERSITY
CARBONDALE**

RADIOLOGIC SCIENCES PROGRAM

STUDENT HANDBOOK

OF

GENERAL CLINICAL POLICIES

FOR

RADIOGRAPHY

Revised November 2015

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This clinical handbook consists of two separate sections: general policies common to all modalities in the Radiologic Sciences Program in the front; and, the specific clinical education policies for a specific modality in the back.

CHAPTER 1--INTRODUCTION AND PROGRAM GOALS

WELCOME

Welcome to the Radiography component (aka Radiography Program) within the Radiologic Sciences Program (RADS). As a student enrolled in the Bachelor of Sciences (B.S.) degree Radiologic Sciences Program, you are entering a paramedical career program that is interesting, diversified, and demanding. The Radiologic Sciences Program is designed to allow the student to build upon their Radiography education/training experience and enter into one of the advanced specialty areas (e.g., Magnetic Resonance Imaging and Computed Tomography (MRI/CT), Medical Sonography, or Radiation Therapy) see Figure 1. The concept within this RADS Program is to provide a professional career ladder for a student that includes Radiography and an advanced specialty area while completing a B.S. degree.

The Radiography component is designed to help you develop the knowledge and skills required to perform in medical radiography as a radiographer. Many subtle qualities besides knowledge and skills are required to complete this component successfully.

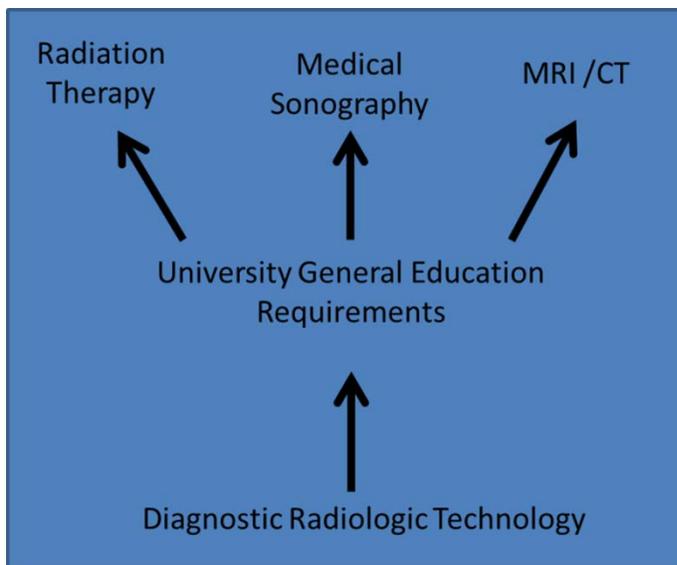


Figure 1

An important personal quality that is closely evaluated throughout your training is your ability to relate to the patient and to provide both physical and emotional support to the patient. Another quality or trait is your ability to work as part of a team and interact successfully with department and hospital personnel. The Radiologic Sciences faculty wish you success in the Radiography component. We are here to assist you in pursuing your newly chosen profession.

PURPOSE OF HANDBOOK

This handbook is designed to serve as an informational guide to assist in the orientation of students new to the Radiologic Sciences Program. It serves to clarify policies and procedures governing your actions and practices as a student in the clinic setting of the Radiography component. Radiologic Sciences students are expected to be familiar with the following information.

SOUTHERN ILLINOIS UNIVERSITY FOCUS STATEMENT

Southern Illinois University Carbondale offers a full range of baccalaureate programs, is committed to graduate education through the doctoral degree, and gives high priority to research. It receives substantial federal support for research and development and annually awards a significant number of doctoral degrees balanced among selected liberal arts and sciences disciplines and professional programs. In addition to pursuing statewide goals and priorities, Southern Illinois University Carbondale:

- strives to develop the professional, social, and leadership skills expected of college students and to improve student retention and achievement;
- supports the economic, social, and cultural development of southern Illinois through appropriate undergraduate, graduate, and professional education and research;
- develops partnerships with communities, businesses, and other colleges and universities, and develops utilization of telecommunication technologies;
- cultivates and sustains a commitment in research and instruction to problems and policy issues related to the region and the state's natural resources and environment;
- strives to meet the health care needs of central and southern Illinois through appropriate health-related programs, services, and public health policy; and,
- cultivates and sustains diversity through a commitment to multiculturalism, including international programming.

MISSION STATEMENT OF THE COLLEGE OF APPLIED SCIENCES AND ARTS

The College of Applied Sciences and Arts seeks to inspire and cultivate vision through personal involvement of students with faculty toward achieving technical expertise for success in a diverse and changing society.

RADIOLOGIC SCIENCES PROGRAM OBJECTIVES

To meet this mission, the objectives of the overall Radiologic Sciences Program are:

1. To insure that all applicants have an equal opportunity to be accepted into the program.
2. To insure that all students have an equal opportunity to succeed when enrolled in the program.
3. To continually evaluate and modify curriculum requirements to comply with the *Standards* as defined by accrediting agencies specifically responsible for the Radiologic Sciences program and Southern Illinois University at Carbondale in general. (E.g., Joint Review Committee on Education in Radiologic Technology)
4. To provide the students with a course of study which will enable them to qualify to take the American Registry Examination in Radiography, and the advanced modalities.
5. To provide the student with accurate information concerning employment opportunities.
6. To provide the southern Illinois area health care facilities with a continual source of qualified radiographers and advanced modality practitioners.

RADIOGRAPHY PROGRAM MISSION STATEMENT:

The mission of the Radiography Program at Southern Illinois University Carbondale is to provide a quality program integrating education, research and service in order to meet the needs of the profession and improve health care of the people and communities we serve.

To meet this mission, the goals of the Radiography Program are to:

Goal 1: Prepare the student to practice as a competent entry-level professional Radiographer by offering a balanced curriculum and quality didactic and clinical instruction.

- Students will be clinically competent upon graduation.
- Graduates will pass ARRT Radiography certification exam on first attempt.
- Graduates indicate overall satisfaction with education from the program.
- Clinical Supervisors indicate graduate demonstrates essential skills and knowledge necessary to work effectively with other health care practitioners.

Goal 2: Provide didactic and clinical experiences that lead to research in educational, professional, or health care issues relating to radiography.

- Students demonstrate essential skills to plan and execute research on various topics.

Goal 3: Provide avenues to students for professional development and growth within the profession.

- Graduates will become members of professional organizations.
- Graduates will maintain their CE activities to grow with the profession.
- Graduates will choose an Advanced Modality to further their professional career.

Goal 4: Provide avenues for students to develop and apply skills in effective communication necessary for successful radiography practice.

- Students demonstrate effective verbal communication skills.
- Students demonstrate effective written communication skills.

Goal 5: Provide avenues for students to develop and apply skills in critical thinking and in problem solving necessary for successful radiography practice.

- Students demonstrate effective problem solving and critical thinking skills.
- Graduates demonstrate effective problem solving and critical thinking skills.

Goal 6: Provide a clinical and didactic environment that leads to the development of clinical skills and competence appropriate to an entry-level radiographer.

- Students will demonstrate simulation laboratory competence.
- Students will be clinically competent upon graduation.
- Students demonstrate continual improvement of skills as they progress through the program.
- Students demonstrate professional development and growth as a result of didactic and clinical experiences.

PROFESSIONAL OPPORTUNITIES

Professional Organizations

In order to keep abreast with new developments and maintain a high degree of professionalism, the student radiographer is strongly urged to become active in his/her professional societies and organizations.

American Registry of Radiologic Technologists (ARRT)
Technologists
1225 Northland Drive
St. Paul, MN 55120-1155
Ph: (651) 687-0048
URL: www.arrt.org

Illinois State Society of Radiologic
(ISSRT)
310 W. Lake Street, Suite 111
Elmhurst, IL 60126
URL: www.issrt.org

American Society of Radiologic Technologists (ASRT)
1500 Central Avenue SE
Albuquerque, NM 87123-3917
Ph: (800) 444-2778 or (505) 298-4500
Fax: (505) 298-5063
URL: www.asrt.org

Section for Magnetic Resonance Technologists (SMRT)
2118 Milvia Street, Suite 201
Berkeley, CA 94704
Ph: (510) 841-1899
Fax: (510) 841-2340
Email: smrt@ismrm.org

American Registry of Diagnostic Medical Sonographers (ARDMS)
51 Monroe Street, Plaza East One
Rockville, MD 20850-2400
Ph: (800) 541-9754
URL: www.ardms.org

Society of Diagnostic Medical Sonographers (SDMS)
27545 Dallas Parkway, Suite 350
Plano, TX 75093-8730
Ph: (214) 473-8057 (800) 229-9506

Chicago Area Radiation Therapists (CART)
URL: www.chicagotherapists.com

American Society of Therapeutic Radiology and Oncology (ASTRO)
1891 Preston White Drive
Reston, VA 20191
Ph: (800) 962-7876, (703) 298-6760, or
(703) 648-8900
Fax: (703) 264-2443
URL: www.astro.org

Student membership in the professional organizations is offered at affordable rates. Applications for the professional organizations are available from the Program Director or the appropriate modality director.

Career Mobility

Radiologic Science graduates are prepared for employment in hospitals, medical centers, industry, physician's offices, and public health. Graduates may also be qualified for administration of x-ray departments or to assist in medical research.

Program graduates are not guaranteed job placement, but reasonable effort is made to assist them in finding a position. Medical imaging and therapeutic technologists are in great demand in other areas of the United States.

Many avenues for advancement within the field are available, depending on personal interests and ability. Additional education may be necessary.

These are as follows:

	Hospital- Based Certificate	Associate Degree	Baccalaureate Degree	Masters Degree	Doctorate Degree
Staff Technologist	X	X	X		
Advanced Modality Technologist	X	X	X		
Clinical Instructor	*	X	X		
PACS Manager	*	*	X		
Chief Technologist or Supervisor	X	X	X	X (preferred)	
Clinical Coordinator	*	*	X	X (preferred)	
Program Director	*	*	X	X	X (preferred)
Imaging/Therapy Administrator	*	*	*	X	X (preferred)

* This is dependent upon years of experience.

PROFESSIONAL ETHICS

American Registry of Radiologic Technologists

The mission of the American Registry of Radiologic Technologists (ARRT) is to promote high standards of patient care by recognizing qualified individuals in diagnostic imaging, interventional procedures and therapeutic treatment. The modalities of interest include, but are not necessarily limited to:

radiography	quality management
nuclear medicine	cardiovascular-interventional technology
radiation therapy	cardiac-interventional technology
computed tomography	vascular-interventional technology
magnetic resonance imaging	sonography, all body areas
bone densitometry	vascular sonography

In support of this mission, the ARRT:

- adopts and upholds standards for educational preparations for entry into the profession;
- adopts and upholds standards of professional behavior consistent with the level of responsibility required by professional practice;
- develops and administers examinations that assess the knowledge and skills underlying the intelligent performance of the tasks typically required by professional practice in the modality.

Eligibility for certification in ARRT primary disciplines and advanced modalities include requirements in three important areas: ethics, education and examination.

Graduates of accredited programs are eligible for registration by examination sponsored by the American Registry of Radiologic Technologists upon completion of the didactic and clinical requirements of the program. The successful passing of the ARRT examination allows the graduate to place the initials RT(R)(ARRT) after his/her name.

"Candidates must be of good moral character. Generally, the conviction of either (1) a felony, or (2) any offense, misdemeanor or felony involving moral turpitude, indicates a lack of good moral character for Registry purposes. Those who have been convicted of a crime may be eligible for registration if they have served their entire sentence, including probation and parole, and have had their civil rights restored," (ARRT Examinee Certification Handbook).

ARRT Standards of Ethics

The *Standards of Ethics* of the ARRT apply solely to persons applying for examination and certification by ARRT (Candidates) and to persons holding current registrations by ARRT or formerly held registrations by ARRT (Registered Technologists). The *Standards of Ethics* are

intended to be consistent with the mission statement of the ARRT, and to promote the goals it sets forth.

Applicants for registration by the American Registry of Radiologic Technologists (ARRT) must at the time of application and on subsequent occasions when the registration is renewed, agree to abide by the ARRT Code of Ethics. The Code of Ethics (ARRT Examinee Certification Handbook) is listed in APPENDIX A, General Policies Section.

Rules of Ethics

The Rules of Ethics form the second part of the *Standards of Ethics*. They are mandatory and directive-specific standards for minimally acceptable professional conduct for all present Registered Technologists and Candidates. Certification is a method of assuring the medical community and the public that an individual is qualified to practice within the profession. These Rules of Ethics are intended to promote the protection, safety and comfort of patients. **These Rules of Ethics are enforced by the ARRT!**

Registered Technologists and Candidates engaging in any of the conduct or activities noted in the Rules of Ethics, or who permit the occurrence of such conduct or activities, have violated the Rules of Ethics and are subject to sanctions. The twenty-one (21) Rules of Ethics and their subsections are listed at www.arrt.org/ethics.

One issue addressed by the Rules of Ethics is conviction of a crime—which includes felony, gross misdemeanor or misdemeanor, with the sole exceptions of speeding and parking violations. ***All alcohol and/or drug related violations must be reported when applying for certification by the ARRT.*** The ARRT defines conviction to include a criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere.

The American Society of Radiologic Technologists (ASRT) Radiographer Scope of Practice

The scope of practice of the medical imaging and radiation therapy professional includes:

- Receiving, relaying and documenting verbal, written and electronic orders in the patient's medical record.
- Corroborating patient's clinical history with procedure, ensuring information is documented and available for use by a licensed independent practitioner (e.g. a licensed doctor of medicine, osteopathy, dentistry, podiatry, or chiropractic).
- Verifying informed consent.
- Assuming responsibility for patient needs during procedures.

- Preparing patients for procedures.
- Applying principles of ALARA to minimize exposure to patient, self and others.
- Performing venipuncture as prescribed by a licensed independent practitioner.
- Starting and maintaining intravenous (IV) access as prescribed by a licensed independent practitioner.
- Identifying, preparing and/or administering medications as prescribed by a licensed independent practitioner.
- Evaluating images for technical quality, ensuring proper identification is recorded.
- Identifying and managing emergency situations.
- Providing education.
- Educating and monitoring students and other health care providers.
- Performing ongoing quality assurance activities.

The scope of practice of the radiographer also includes:

1. Performing diagnostic radiographic and non-interpretive fluoroscopic procedures as prescribed by a licensed independent practitioner.
2. Determining technical exposure factors.
3. Assisting licensed independent practitioner with fluoroscopic and specialized radiologic procedures.
4. Applying the principles of patient safety during all aspects of radiographic procedures, including assisting and transporting patients.
5. Archiving data as appropriate and documenting patient radiation exposure(s).

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UNIVERSITY STUDENT CONDUCT CODE

(<http://srr.siu.edu>)

Southern Illinois University Carbondale (SIUC) is dedicated not only to learning, research, and the advancement of knowledge, but also to the development of ethical and responsible persons. The University seeks to achieve these goals through sound educational programs and policies governing conduct that encourages independence and maturity. By accepting membership in this University, an individual joins a community characterized by free expression, free inquiry, honesty, respect for others, and participation in constructive change. All rights and responsibilities exercised within this academic environment shall be compatible with these principles.

Students shall be free to examine all questions of interest to them and to express opinions. They shall be guaranteed all constitutional rights including free inquiry, expression, assembly, and disciplinary due process. All regulations shall seek the best possible reconciliation of the principles of maximum academic freedom and necessary order. Any behavior, which has been influenced by a student's use of drugs or alcohol, will not limit the student's responsibility for that behavior. ***(In other words, the student is responsible for his/her behavior regardless of drug and/or alcohol use).***

It is each student's responsibility to know and comply with the SIUC Student Conduct Code and any policies referenced therein. In addition to the Student Conduct Code, students are also subject to other policies and procedures, including but not limited to, Student Behavior: Policy and Procedures for Administrative Review, Residence Halls Guidebook, departmental policies.

These regulations shall be known as the Student Conduct Code for SIUC. The regulations contained herein are established under the authority granted by law to the Board of Trustees to establish rules and regulations for SIU and pursuant to *3.C Policies* of the Board of Trustees authorizing the Chancellor to develop regulations dealing with student rights and conduct. All students of the campus community have the responsibility to comply with these regulations. The responsibility for enforcement of the code rests with the Chancellor of SIUC.

CHAPTER 2--STUDENT INFORMATION

SCHOOL CALENDAR

With the exception of the final summer clinical rotation (for the Advanced Modalities), holidays and vacations are scheduled to follow the University academic calendar.

(www.registrar.siuc.edu/calendars/academic.html).

All SIUC Radiologic Sciences students are expected to attend to their clinical internship sites for the full semester. Any deviation from the full semester must be approved by the Program Director or the appropriate modality Clinical Coordinator, and the Clinical Supervisor at the internship site.

CLINICAL SITE ASSIGNMENTS

Throughout the length of the Radiologic Sciences Program (RADS), there are four clinical rotations: two clinic rotations in the diagnostic radiography portion of the Program; and, two clinic rotations required for each advanced modality (MRI/CT, Sonography and Radiation Therapy). Each clinical rotation lasts an entire University semester and is based upon the student's clinical education requirements.

In order to provide the student with a satisfactory clinical experience, the Radiologic Sciences Program strongly discourages placing a student at a clinical site where a member of the student's immediate family is employed in the Radiology Department. The Program defines "immediate family" as spouse, children, sibling(s), parent(s), in-law(s), grandparent(s), step-child(ren), step-parent(s), step-sibling(s), and former spouse.

Hospital Orientation

All hospitals and clinical sites affiliated with the SIUC Radiologic Sciences Program have the ethical and professional responsibility to their employees, patients and the community to provide an environment that maintains the highest standards for safety, health and productivity.

To introduce the RADS student to the clinical setting and its standards, all our affiliated clinical facilities require each clinical internship student to participate in **a hospital orientation, completed at least two weeks prior to the first day of the clinical semester**. Each student must bring to this hospital orientation a copy of his/her individual immunization record including the result of his/her:

- most recent TB skin test;
- proof of Hepatitis B immunity;
- proof of recent Influenza immunity; and,

- proof of Varicella (Chicken Pox) immunity.

The student's immunization record enables the hospital to document the student's health status prior to direct patient contact.

To ensure a greater focus on safe practices, for the protection of hospital patients, employees, visitors and the community-at-large, all our clinical sites are subjecting any clinical internship student (regardless of the medical field) to the same hospital orientation procedures that new employees attend. As such, they require each clinical internship student to undergo a clinical drug screening and a criminal background check as a component of his/her hospital orientation, **and** as a condition of his/her attendance at the clinical site.

Any RADS student refusing to participate in this drug screening and background check will automatically be hindered from completing the Program!

Any conviction is reviewed on a case-by-case basis. Under no circumstances is a RADS student be allowed to participate in a clinical internship if he/she has a misdemeanor and/or felony conviction in the following areas:

- Abuse
- Neglect
- Exploitation of an adult or a child
- Identification as an excluded provider by the Office of Inspector General (OIG; www.oig.hhs.gov).

When the RADS clinical internship student has a criminal conviction deemed unacceptable to the hospital, the student will not be permitted to attend that clinical site for his/her RADS internship. This may also result in the student not being allowed to continue in the Program. Thus, the student would be removed from the RADS Program.

If the criminal background check shows no criminal convictions or a conviction that is deemed inconsequential to the removal of that student from the internship site, then the background check is filed, and the student will be permitted to attend the clinical site for his/her internship semester.

STUDENT EXPENSES

Books: Book costs vary each semester depending on the modality. Most of the textbooks purchased for the Fall semester (sophomore year) will be used during the clinical semesters, summer and spring semesters.

Criminal Background Check: Is performed to determine whether the student has history of past criminal convictions, arrests, or other criminal activity. The criminal background check examines the student's:

- Residence History;
- County-Criminal History;
- Nationwide-Sexual Offender Index; and
- Nationwide-Healthcare Fraud and Abuse Scan

A few of the RADS clinically affiliated hospitals perform their own background check on student interns, at the hospital's expense. While most of the RADS clinically affiliated hospitals require the student interns to acquire and pay for their own background check.

The criminal background check is performed by Certified Background.com (www.certifiedbackground.com). The background check has an approximate 'life span' of 12 months.

Drug Screen: (Urine Drug Screen): All RADS clinically affiliated hospitals have a 'zero tolerance policy' for controlled substance use by employees and student interns. The urine drug screen examines the student's urine for evidence of controlled substances and their metabolites. The drugs/controlled substances (a.k.a. Ten Panel Drug Abuse Screen) identified include:

Amphetamines	Methadone
Barbiturates	Methaqualone
Benzodiazepines	Opiates
Cocaine metabolites	Phencyclidine
Marijuana metabolites	Propoxyphene

The urine drug screen is performed by Certified Background.com (www.certifiedbackground.com) or by the SIUC Student Health Center. The urine drug screen has an approximate 'life-span' of 30 days.

Housing: Students are responsible for securing their own housing when assigned to clinical sites. The Radiologic Sciences Program faculty provides limited housing information for student convenience and assistance, but does not accept responsibility for the nature, condition, or location of the housing facilities. None of the facilities have been examined nor approved by Program/University personnel. Neither Southern Illinois University Carbondale, nor any of its faculty, agents, or employees assume responsibility for any lease or rental agreements and cannot be held liable for nonpayment or damage.

Influenza (Flu) Shot: This immunization is acquired at the SIUC Student Health Center, from the student's personal healthcare provider or at any local pharmacy. The flu shot has an approximate 'life span' of 12 months. Therefore, the student should get the flu shot 1-2 months prior to attending his/her clinical semester. If the student is participating in a Fall clinical semester, then the student should get the flu shot in late September/early October, or as soon as it becomes available.

Liability Insurance: For the duration of time that he/she is in the clinical setting of our Program, each student has liability insurance coverage through the Southern Illinois University self-insurance Program. This insurance policy is in the amount of \$3,000,000 for each student. It applies to all University students assigned to serve internships with external facilities when the students are not paid by the facility **and** the student earns academic credit upon completion of the internship assignment. Such insurance coverage is not available to any student actually employed (paid) by the external facility or in situations in which no academic credit is available to the student upon completion. (Certificate of Insurance is in APPENDIX J, General Policies Section).

Transportation: Students are responsible for their own transportation to and from Campus and the clinical facilities. Students may park only in designated areas, both at the University and clinical sites.

Tuition: All Radiologic Sciences students are eligible to apply for any available financial aid. The College of Applied Sciences and Arts has a Scholarship Fund for qualified students. The University has incorporated a time-based payment plan at www.registrar.siu.edu/tuitionandfees/

Uniforms: Students purchase their own uniforms according to the prescribed dress code of the Radiologic Sciences Program or the assigned clinical facility.

RADIOLOGIC SCIENCES 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, which are processed into stereotypic 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.

Certain basic standards are to be observed by all Radiologic Sciences students. Among these are:

1. All clothing and jewelry must be consistent with professional/business dress standards applicable to the work responsibilities involved, and must be appropriate for reasonably anticipated public contact. Specifically,
 - a. All outer garments are to be clean, pressed, properly sized and in good repair.
 - (1) Scrub clothes are to be worn only when and where authorized.
 - (a) In an operating room environment, including angiography.
 - (b) When a student's uniform has been soiled by patient body fluids.
 - (2) The waistband of the dress pants/slacks must be at the level of the student's natural waistline. A coordinating belt must be worn when the dress pants/slacks have belt loops.
 - (3) All shirt-tails are to be tucked into the dress pants/slacks.
 - (4) A knee-length white lab coat is part of the RADS student uniform and is to be clean, pressed, properly sized and in good repair.
 - b. Clothing, including attached buttons/pins, will not include visible statements advertising commercial products or expressing controversial/divisive viewpoints.
 - c. Upper arms, legs, abdomen, chest and back must be covered at all times.
 - d. No head apparel is to be worn indoors unless specifically prescribed/authorized as part of a uniform.
 - e. Shoes should be plain, laced, or with a strap, with leather uppers and synthetic soles. Heels must have a broad base to give stability when walking or lifting. Shoes are to be kept clean and polished. Clogs, slides, and sandals are prohibited.
 - f. Sweatshirts, sweatpants, shorts, jumpsuits (unless part of an authorized uniform), and T-shirts or tank tops as outer garments are prohibited.
 - g. For personal safety and infection control:
 - (1) Earrings should be limited to small button posts or studs; preferably one earring per ear, no more than 2 earrings per ear;

- (2) Wedding rings and rings without stones may be worn, preferably one ring per hand;
 - (3) No dangling bracelets; and,
 - (4) Wrist watches should fit comfortably and be of modest size.
- h. Appropriate undergarments are to be worn at all times.
2. No body piercings of the face, nose, mouth and/or lips are to be worn indoors unless specifically prescribed/authorized as part of a uniform.
 3. All tattoos and body art must be kept covered at all times.
 4. All students must wear the name badge provided by the University during each clinical day. For facilities that supply the student with a separate badge, the identification badge must be worn so that the picture, name and department are easily visible at all times.
 5. Hair, including beards and mustaches, is to be clean, neatly groomed, and kept in such a way as not to interfere with student duties or safety. Hair that is longer than the collar on males, or longer than the shoulder on females, is to be pulled back and fastened to prevent contamination and to decrease the spread of microorganisms such as pseudomonas and staphylococcus.
 6. Make up, perfume and cologne are to be lightly applied.
 7. Fingernails are to be clean, trimmed, and extend no further than 1/4" beyond fingertips. Clear or conservative light colored nail polish may be worn. Artificial and/or acrylic fingernails are prohibited in the clinical environment.
 8. Personal hygiene practices are to be sufficient to ensure cleanliness and the absence of noticeable body odor and the absence of noticeable breath/mouth odor.

Clinical Attire for all SIUC Radiologic Sciences students:

RADS Program specific polo shirts in black, gray, navy or maroon

Dress pants/slacks (black, dark gray, navy or khaki) with matching belt

For example: Docker style or Lee Casual style

Clean dark dress shoes or clean white athletic shoes, (walking or nursing shoes)

For example: Nurse Mates, Reebok, New Balance, Cherokee

Long white lab coat (mid-thigh or knee length)

Neutral hose or socks coordinated to dress pants/slacks

White or neutral undergarments (complete)

No long sleeves protruding from beneath the sleeves of the RADS Program specific polo shirts

No leggings, carpenter pants, cargo pants, capri pants or stirrup pants

No low-riding or hip hugging type pants

No pantlegs stuffed into socks

No sandals, clogs or Croc™ type footwear

Failure to comply with the dress code will result in dismissal from clinic for the day as an unexcused absence.

STUDENT RECORDS

Files are maintained on the program's enrolled students. Those concerning grades, University admission forms, etc., are maintained in the Student Services building and are available to the student based on University policy. The College of Applied Sciences and Arts maintains limited files regarding the student's progress upon admission into the School of Allied Health. The availability of these files is dependent upon secretarial staff to retrieve such files. Access to these records is limited to the office where the records are held and may not be removed for any reason.

STUDENT HEALTH PROGRAM

Provided the Student Health Fee is paid by the student each semester, all facilities and privileges of the campus program are available to the Radiologic Sciences students.

(www.bot.siu.edu/leg/appendix_a.html). Should the student elect not to pay the fee, **he/she is responsible for providing proof of personal health/medical insurance, by a recognized insurance company, prior to attendance of each clinical rotation**, to the SIUC Radiologic Sciences faculty.

RADS Health Record

The Radiologic Sciences Advisory Committee has developed a professional observation form and a personal health record form.

Prior to starting the first clinical semester, each student must provide proof of good physical health and current immunizations. All Radiologic Sciences student will be in close contact with people who may have communicable diseases. This places the student at risk of contracting these diseases, especially if lacking recent immunizations.

The National Immunity Program (NIP) of the Centers for Disease Control and Prevention (CDC) lists the following vaccines as needed by all adults working in health care related professions.

- Hepatitis B vaccine
- Influenza vaccine
- Measles-Mumps-Rubella (MMR) vaccine

- Tetanus-Diphtheria vaccine
- Tuberculosis (TB)
- Varicella (Chicken pox) vaccine

Additionally, the CDC and the National Meningitis Association (NMA; www.nmaus.org) recommend that college students living in dormitories get the meningitis vaccine (for meningococcal meningitis).

These vaccines are listed as either “required” or “strongly recommended” on the Radiologic Sciences Health Record form. More information on these vaccines are found on the Vaccine-Preventable Adult Diseases website (www.cdc.gov/vaccines/vpd-vac/adult-vpd.htm) and the 2014 Recommended Immunizations for Adults by Age at (<http://www.cdc.gov/vaccines/schedules/downloads/adult/adult-schedule-easy-read.pdf>).

Professional Observation

Prior to admittance into the Radiologic Sciences Program, and to help prospective students more fully comprehend the role of the radiologic technologist, each student is required to spend time observing the duties of an ARRT registered radiologic technologist in a hospital or clinical setting.

Both of these forms are kept in the student's active clinical file and will only be released upon written permission from the student.

Clinical records are kept in the respective Clinical Coordinator's office and are also available for perusal only upon request by the student in cooperation with the appropriate Clinical Coordinator.

Privacy of all individuals' files is guaranteed according to the Federal Privacy Act.

GRADING SYSTEM

Each syllabus, distributed to the student at the onset of the semester, specifies criteria by which the grade for the course will be determined. University policy is used regarding the point system equivalency per grade; however, the scale for grade assignment is not standardized throughout the University and will be outlined by each instructor.

Clinical grades are derived by using a Clinical Semester Grade Sheet for the respective clinical semester. The intent of this evaluation tool is to objectively calculate a clinical grade by utilizing a system that correlates weighted values to those factors that are important in assisting the students to become competent, responsible Radiographers, Sonographers, Radiation Therapists, MRI technologists, and CT technologists.

Students who fail one or more of the Radiologic Sciences courses do not continue to the next sequence of the program. It may not be possible for the student to re-enter the program in the future. If circumstances permit, the student's records are reviewed and he/she may be readmitted the following year pending University faculty decision, and as space is available.

LIBRARY PRIVILEGES (<http://lib.siu.edu/>)

Morris Library is located in the center of campus and is open to all registered students. It provides over one and a half million volumes, fifteen thousand current periodicals, and over one and a half million microforms. Additional reserve references, documents, phonograph records and art prints are present.

REGISTRY EXAM

Students must have completed and passed all required courses in the diagnostic radiography curriculum of the Radiologic Sciences program sequence to qualify for the American Registry of Radiologic Technologists Exam. The advanced modality exams in Computed Tomography, Magnetic Resonance Imaging, Radiation Therapy, or Diagnostic Medical Sonography are taken at least twelve (12) months after the student has passed the Registry Exam in Diagnostic Radiography. Continuance in an advanced modality is contingent upon evidence of passing the American Registry of Radiologic Technologists Exam.

CLINICAL ATTENDANCE POLICY

During the clinical semester, each student is required to attend his/her clinical internship site Monday through Friday, for thirty-seven hours per week, for the entire semester. Lunchtime is excluded in the calculation of clinical hours.

Assigned clinical hours may be dayshift (E.g., four 7.5 hour days and one 7 hour day), or at the clinical instructor's discretion the student may have a clinical schedule of three 10-hour days and one 7 hour day (E.g. Monday thru Thursday; or Tuesday thru Friday). Clinical hours on evening shift may not exceed 37 hours/week, nor exceed 25% of the student's total clinical hours for that semester.

During this semester, there are scheduled clinical days. **All absences must be made up.** A make-up schedule will be determined by the Clinical Supervisor/Clinical Instructor in conference with the appropriate University staff. The only exceptions to this will be made at the Clinical Supervisor's discretion. **No competency exam 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.

- 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.

When a student misses clinical days and does not call-in nor make any effort to prepare a clinical day make-up schedule with his/her Clinical Instructor, then an appropriate grade penalty will be applied to the student's final clinical grade for the semester.

If a student is absent for three or more consecutive days due to illness/injury, it is required that he/she obtain a statement from his/her personal physician attesting to the student's illness or injury, and his/her fitness to return to classes and clinical patient contact.

If extenuating circumstances are involved, requiring the student take an indefinite leave of absence, a committee comprised of clinical and SIUC faculty will review the situation and make appropriate recommendations for continuance in the Program.

The student is expected to report to the clinical facility at the designated time. Tardiness is not responsible, professional behavior.

Habitual/chronic tardiness will not be tolerated, and the student will have his/her final clinical grade reduced by two letter grades. Likewise, students are not authorized to leave their clinic site early without permission.

Inclement Weather Policy

Should unsafe weather conditions occur, the student must use discretion in traveling to the clinical site. If staying off the road is the best decision, the student must contact the Clinical Instructor and the Radiography Clinical Coordinator within the first 30 minutes of his/her clinical day to explain his/her absence.

The student shall work with his/her Clinical Supervisor/Clinical Instructor to arrange a suitable schedule to make-up the clinical time.

Early Dismissal Guidelines

In the event of afternoon weather and/or road conditions becoming unsafe, the Clinical Instructor may use his/her discretion concerning early dismissal of students for that day. A suggested guide for early dismissal due to unsafe weather and/or road conditions could be the:

1. Cancellation of local high school sports and extracurricular activities for that evening.
2. Cancellation of evening classes at the local university, community college and

educational extensions centers.

3. Cancellation of all evening community and/or religious activities.

Students dismissed early due unsafe weather and/or unsafe road conditions are not required to make up the clinical time.

Request for Time-Off

Students requesting time off for personal reasons must present this request to the Clinical Supervisor/Clinical Instructor **at least two weeks in advance**.

If granted, students must arrange and schedule "make-up" time with the Clinical Supervisor/Clinical Instructor prior to the leave.

All jury duty time must be made up. All time off taken to meet training requirements for any military service (Reserves, ROTC, etc.) must be made up.

Attendance will be required for special field trips, observations or seminars. Any hours of absence will be treated as course hours missed.

Students are advised to schedule medical, dental and other appointments outside of class and/or clinic hours to avoid penalty.

Students with children are advised to have contingency arrangements made for child-care in case of illness or other unforeseen circumstance.

Bereavement Leave

When a member of a student's immediate family dies, the student is permitted 2 days off for bereavement leave. These 2 days are not made up. If more than 2 days are needed, then the student must make up those additional days. On the student's Time Sheet, these days are marked with "BL".

To document family relationship, the student must submit a copy of the obituary from the local newspaper, or a bulletin/flyer from the church, temple, mosque, or funeral home. The Program defines "immediate family" as spouse, children, sibling(s), parent(s), in-law(s), grandparent(s), step-child(ren), step-parent(s), step-sibling(s), and former spouse.

Financial Aid Day

When students are participating in their clinical internship semester, it is expected that they are at their assigned hospital Monday through Friday for 7.5 hours/day for four days and 7 hours for one day, 37 hours/week. As such, they don't have an opportunity to come to Campus to correct financial aid problems, without missing a day of clinical. If needed, these students may have one-half day off for correcting financial aid problems.¹ This day must be scheduled with

both the Clinical Supervisor/Clinical Instructor and the appropriate person or persons at the University Financial Aid Office.

Clinical internship students that are attending their hospital for three 10-hour days and one 7-hour day are expected to use their “day off” for correcting financial aid problems.

UNIVERSITY HOLIDAYS

All students will follow the holiday schedule for Southern Illinois University at Carbondale (www.registrar/siuc.edu/calendars/ click on the appropriate academic year).

Clinical Instructors may use their discretion on hospital holidays that are not observed by SIUC. Hospital holidays not observed by SIUC may be used as make-up days. Otherwise, these hospital holidays are not made up.

¹ If needed, students assigned to facilities more than 55 miles from Carbondale, Illinois, may have one day off for correcting financial aid problems.

Students who are participating in a 4 10-hour day clinical schedule are expected to take care of financial aid problems on their ‘day off’.

COMMUNICABLE and INFECTIOUS DISEASE POLICY

If a student, through patient contact, contracts a communicable disease, such as:

measles	herpes	hepatitis B
mumps	tuberculosis (TB)	AIDS-Related Complex (ARC)
chicken pox	mononucleosismeningitis	
rubella	HIV/AIDS	C. Diff

It is the **student's responsibility** to inform the Clinical Supervisor and the Radiography Clinical Coordinator of such disease and treatment. In the event of such disease contraction, Radiography faculty will attempt to counsel the student concerning career options and future plans.

Current Program policy and University policy toward infectious (communicable) disease will be followed. These policies are described in **APPENDIX F**, General Policies Section.

INSURANCE, ACCIDENTS AND INCIDENTS

Medical Insurance

Each student is required to have medical coverage through a private insurance company, or through the University Health Service Program. All injuries sustained by students at the clinical site or on campus must be reported to the Radiography Clinical Coordinator. **Failure to report accidents and complete the required paperwork within 10 days from the time of injury may result in a rejection of the claim by the student's insurance company or the University Health Service.**

Students may go to their personal physician **or** be treated in the Hospital Emergency Room (ER) if medical attention is needed. Treatment of students in the ER is **not** free regardless of whether or not hospital personnel suggest they go there.

Incidents and Accidents

Following every accident or incident involving injury or possible injury, the student is expected to notify his/her Clinical Supervisor immediately. Upon notification, the Clinical Supervisor is to arrange to have the student evaluated by a physician in the Emergency Room or in the Employee Health Clinic. A Radiology department or hospital incident report should be completed as soon as possible. The University Injury/Injury/Hazard Report is found in **APPENDIX G** in the General Policies Manual, and may be completed, as well.

The following table summarizes the responsibilities of the student, Clinical Supervisor and University faculty as they relate to student incidents and accidents at a clinical site.

PARTICIPANT**ACTION—RESPONSIBILITY**

Student	
	<p>1. Incident without injury:</p> <ul style="list-style-type: none">a. Notifies Clinical Supervisor/Instructor as to what happened.b. Completes and signs the following documents within 24-48 hours of the incident/accident.<ul style="list-style-type: none">(1) Radiology Department Incident Report or Unusual Occurrence Report.(2) University Injury/Incident/Hazard Report. (APPENDIX G)c. Both forms are sent to the designated University RADS faculty member and placed in the student's active clinical file.d. Makes up all missed clinical time resulting from this incident.
	<p>2. Incident of unknowing exposure to a patient with active TB, Meningitis, Hepatitis B and/or HIV.</p> <ul style="list-style-type: none">a. As soon as student is notified of the patient's positive disease status, the student must complete and sign the following documents within 24-48 hours of the notice.<ul style="list-style-type: none">(1) Radiology Department Incident Report or Unusual Occurrence Report.(2) University Injury/Incident/Hazard Report. (APPENDIX G)b. Both forms are sent to the designated University RADS faculty member and placed in the student's active clinical file.c. Student participates in all follow-up treatment along with all involved hospital personnel (i.e. TB skin test, blood sample drawn for Hepatitis titer and/or HIV testing, etc.).d. If the student is billed for the follow-up treatment, since s/he is not an employee of the clinical facility, then the student should follow items 3e, 3g, 3h & 3i listed below.
	<p>3. Incident with injury (including accidental needle stick):</p> <ul style="list-style-type: none">a. Notifies Clinical Supervisor/Instructor as to what happened.b. As needed, seeks treatment from Emergency Department (ED/ER) at clinical site, or in the Employee Health Clinic, or from personal physician, or from SIUC Student Health Center.c. Completes and signs the following documents within 24-48 hours of the incident/accident.<ul style="list-style-type: none">(1) Radiology Department Incident Report or Unusual Occurrence Report.(2) University Injury/Incident/Hazard Report. (APPENDIX G)d. Both forms are sent to the designated University RADS faculty member and placed in the student's active clinical file.e. Participates in all follow-up treatment, including Hepatitis B and HIV testing.f. If condition worsens, seeks treatment from personal physician, the Emergency Department or SIUC Student Health Center.g. Pays for, or arranges for payment, of all treatment (including initial treatment and any follow-up care) from personal physician, the Emergency Department or SIUC Student Health Center.h. Sends copy of Emergency Department itemized bill to personal insurance company and completes the appropriate accident claim forms(s) for that company, for payment or reimbursement.i. If SIUC Student Health Center is the student's only source of health insurance, then the student must:<ul style="list-style-type: none">(1) Call the Student Health Programs Medical Benefits Office at (618) 453-4413 to obtain a Claim Form, a Primary Insurance Information Form, and to notify the Medical Benefits Office that a claim is being submitted.

(Both forms are online at www.shc.siu.edu/insurance/index.html click on “Forms”, then scroll down to “**Primary Insurance Information**” and “**SIUC Extended Care Plan Claim Form**”).

(2) Complete and return both forms and the Emergency Department itemized bill to the Student Medical Insurance Office. **If these forms are not completed, the claim will be denied.**

(3) Mail or fax a copy of the student’s Emergency Department treatment record to:

Medical Records Office
SIUC Student Health Center
374 E. Grand Ave. MC 6740
Carbondale, IL 62901
Fax # for Medical Records is 618-453-4088

j. **The student’s SIUC Dawg Tag # MUST be on all paperwork sent to any office within the SIUC Student Health Center.**

k. Makes up all missed clinical time resulting from this incident.

Clinical Supervisor/Instructor

1. As needed, encourages student to receive medical treatment.
2. Signs the following document(s) within 24-48 hours of the incident/accident.
 - a. Radiology Department Incident Report or Unusual Occurrence Report.
 - b. University Injury/Incident/Hazard Report. (APPENDIX G)
3. Places original document(s) in student’s departmental file.
4. Sends a copy of the following document(s) to the designated University RADS faculty member.
 - a. Radiology Department Incident Report or Unusual Occurrence Report.
 - b. University Injury/Incident/Hazard Report. (APPENDIX G)
5. Counsels and advises student on incident/accident prevention.
6. If necessary, assigns student to noncritical area.
7. Schedules make-up time as soon as possible.
8. Keeps RADS faculty informed of student status or of potential problems.

Designated RADS Faculty

1. Reviews all records.
 - a. Places a copy of Incident Report/Unusual Occurrence Report in student’s active clinical file.
 - b. Places a copy of University Injury/Incident/Hazard Report in student’s active clinical file.
2. Advises Clinical Supervisor/Instructor.
3. When necessary, advises and counsels student.
4. Makes final decisions concerning extended/prolonged absences resulting from injury.
5. Makes final decisions concerning disciplinary actions for repeated incidents or accidents.

At time of treatment, the status of the student’s tetanus immunity will also be reviewed and updated as appropriate.

When the injury involves a percutaneous exposure to blood or other possibly infectious body fluids, and the source individual is known, and consents, a blood sample will be drawn from

that individual, and tested for hepatitis B surface antigen (HBsAg), hepatitis B surface antibody (HBsAb), Meningitis, and/or HIV

GRIEVANCE PROCEDURES

The following are the College of Applied Sciences and Arts Southern Illinois University at Carbondale

GRADES GIVEN AT THE END OF A COURSE ARE FINAL AND MAY NOT BE CHANGED BY ADDITIONAL WORK OR BY SUBMITTING ADDITIONAL MATERIALS.

EXTENUATING CIRCUMSTANCES WHICH TRANSCEND PROFESSIONAL JUDGMENT OF THE INSTRUCTOR MAY BE APPEALED THROUGH PROCEDURES ESTABLISHED BY THE INSTRUCTOR'S SCHOOL OR COLLEGE. MATTERS RELATED TO FACULTY JUDGMENT IN GRADING MAY NOT BE APPEALED.

A matter relating to academic evaluation is the responsibility of the department responsible for the program in which it occurs and the office of the dean of the College of Applied Sciences and Arts. Every effort should be made to resolve such academic evaluation problems quickly and at the program level where they occur prior to director involvement.

Grades may be appealed only on procedural grounds and not on substantive grounds. Grades may not be appealed beyond the level of the dean.

Matters pertaining to evaluation of a course in which the student is or has been registered that are not resolved between the persons directly involved will be adjudicated in the following manner:

1. A student who has reason to be aggrieved will file the complaint in writing with the department chairperson responsible for the program in which the incident occurs.
 - a. The complaint must be presented in sufficient detail that a proper response may be made
 - b. The complaint must be received by the department chairperson within 30 working days of the occurrence of the incident.
2. The department chairperson will submit a copy of the complaint to the other party named in the complaint within three working days.
3. The other party will respond in writing to the complaint to the department chairperson within 15 working days of receipt of the copy of the complaint.
4. The department chairperson will, within seven working days of receipt of the response to the complaint, transmit a written decision in the matter to both parties along with notification of appellate procedures. A copy of the response to the complaint will also be sent to the dean of the College. Failure of either party to respond through the appropriate appellate channels within 15 working days will be interpreted as acceptance of the decision and its implementation by the appropriate office.
5. Should either party be unwilling to accept the decision of the department chairperson, an appeal may be made to the dean of the College. Such appeal must be submitted in writing within 15 working days of the receipt of the decision by the department chairperson. The appeal must specify:
 - a. The original complaint;
 - b. The grounds for the appeal; and
 - c. Recommendation(s) for resolution of the complaint.

6. The appellant, after consultation with the dean of the College, will select one of the following procedures for adjudication:
 - a. **Administrative:** The dean of the College will review the matter with each of the parties involved and render a decision in writing within 30 working days of the review.
 - b. **Panel:** The dean of the College will appoint a panel consisting of three faculty members with no administrative appointment and three students to review the matter and render a decision within 30 working days of the review. Written records of the review proceedings will be placed in the student's permanent record in the College.
7. When a decision is reached by one of the above methods, the dean of the College will notify each of the parties of the decision in writing. A copy of the decision will be filed with the student's permanent record in the College. An information copy will also be sent to the dean of the Graduate School if the matter involves a graduate student. There is no appeal for grades above the level of the college dean.

Grievance Procedure Beyond Grades

A student who believes he or she has been unreasonably denied an educational benefit due to any grievance onto themselves may petition in writing as follows:

Cases involving class attendance or class examinations that are unresolved at the class instructor level may be appealed by the student by filing a petition in writing, within thirty (30) calendar days of the incident being appealed, to the chair or coordinator of the department or program in which the course is offered. In the event the case is not resolved to the student's satisfaction at the department/program level within five (5) working days after the chair's receipt of the petition, the student may petition in writing to the dean of the school or college to which that teaching department or program reports.

The student's petition to the school or college level must be filed with the dean within five (5) working days of the decision at the department level. Should the case not be resolved to the student's satisfaction at the school or college level within five (5) working days of the petition filing at that level, the student may petition the Provost. If the student is still not satisfied at that level within the five (5) working day time period, he or she may petition to the Chancellor within another five (5) working days. Decisions of the Chancellor may be appealed to the President, and to the Board of Trustees if necessary, in accordance with Bylaws of the Board of Trustees. In cases involving admissions, *the grievance process should follow the time frames described above*, with the initial petition being filed with the Director of Admissions, which is the only filing point prior to the Provost.

Only after a student has exhausted all other prospects concerning a grievance with a JRCERT accredited program, should the student involve the JRCERT directly.

If the student wishes to contact the Joint Review Committee on Education in Radiologic Technology.

JRCERT
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304
E-mail: mail@jrcert.org

UNIVERSITY POLICY CONCERNING SEXUAL HARASSMENT
Radiologic Sciences Program Policy and General Statement.

Southern Illinois University at Carbondale is committed to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Sexual harassment, like harassment based on race or religion, is a form of discrimination expressly prohibited by law. It is a violation of Title VII of the Federal 1964 Civil Rights Act and Title IX of the Educational Amendments of 1972 and a civil rights violation of the Illinois Human Rights Act 1992.

In addition to being illegal, sexual harassment runs counter to the objectives of the Radiologic Sciences Program. When people feel coerced, threatened, intimidated, or otherwise pressured by others into granting sexual favors, or are singled out for ridicule or abuse because of their gender, their academic and clinical performance is liable to suffer.

Sexual harassment affects a person's health through physical and emotional suffering, fear, stress, decreased self-worth, absenteeism, and diminished quality of work. Family and working relationships suffer as well. It destroys trust, reputation, safety, productivity, and morale. Sexual harassment is costly in terms of absenteeism, time, recruiting, rehiring, and retraining, and in terms of legally resolving a sexual harassment complaint.

Such actions violate the dignity of the individual and the integrity of the University as an institution of higher learning.

In particular, the Radiologic Sciences Program will not tolerate the sexual harassment or abuse of any of our students, whether the initiator is another student, patient, clinical site employee, or visitor. Any student violating this policy will be subject to disciplinary actions up to and including suspension from the program. (APPENDIX E, General Policies Section).

CHAPTER 3--PROFESSIONAL BEHAVIOR

GENERAL STATEMENT

The professional conduct of the ideal student technologist should be such that the patient's confidence is inspired. Only a consistent professional attitude can accomplish this. One must endeavor to treat patients with kindness and courtesy and insure preservation of the patient's privacy and safety. With respect to the latter, after the patient has been placed in an exam room the door should be kept closed and care must be exercised to keep the patient covered at all times. Always introduce yourself to the patient and any additional people in the room; wear your name tag/ID badge at all times.

STEPS IN PROFESSIONAL BEHAVIOR

1. Always knock prior to entering any room.
2. Do not congregate in areas where the patients are waiting for radiographic procedures. Patients do not understand the presence of apparently idle technologists. The patient may feel he/she is being kept waiting unnecessarily.
3. Never discuss a patient's history or information on reports with them or their relatives. Patient charts and all other patient records should be kept out of the reach of unauthorized persons including patients. If they request this information, tell them it must be given to them by their physician.
4. Do not discuss matters pertaining to work in any areas where the patient may be present.
5. No conversation should take place within a patient's hearing, which is not directly intended for their ears.
6. Drinking coffee or any other beverage is prohibited around patients; it is permitted in the lounge and in designated areas of the department.
7. Gum chewing and food consumption is prohibited in the presence of patients.
8. Treat each technologist, doctor (radiologists as well as other specialists), and other health professionals with the respect due their profession. Under no circumstances are students to address members of the medical staff as anything other than "doctor" while in clinical settings.
9. Do not become involved in arguments with any member of the professional staff regarding procedures or routines of the Department of Radiology. Any differences of opinion with any doctors or health professionals should be referred immediately to the supervising technologist.
10. When answering the phone in the clinical areas, answer in the following manner:
"Department of Radiology. Your name, May I help you?"

11. While walking in the hallways of the hospital, if you see a visitor who seems lost or wandering, stop and inquire if you may direct them.

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The first-ever federal privacy standards to protect patients’ medical records (including Radiology exam reports) and other health information provided to health plans, doctors, hospitals, and other health care providers took effect on April 14, 2003. Developed by the Department of Health and Human Services (HHS), these new standards provide patients with access to their medical records and more control over how their personal health information is used and disclosed. They represent a uniform, federal floor of privacy protections for consumers across the country.

HIPAA consists of five components, or rules.

- Standards for electronic health information transaction
- Mandate on providers and health plans, and timetable
- Privacy
- Pre-emption of State Law
- Penalties

Of these five rules, the Privacy Rule creates national standards to protect individuals’ medical records and other personal health information (PHI).

Listed below are 18 identifiers defined by HIPAA that MUST be removed from any assignments prior to submitting the assignment.

• Patient Name	• Medical record number
• Patient address	• Health Plan beneficiary number
• Date of exam except year	• Device identifiers and their serial #'s
• Telephone number	• Vehicle identifiers and their serial #'s
• FAX number	• Biometric identifiers
• Email address	• Full face photos & other images
• URL address	• IP address
• Social Security Number	• Account numbers
• License numbers	• Any other unique identifiers

All SIUC Radiologic Sciences students are required to attend the HIPAA training classes offered by their respective clinical sites.

Further information on the HIPAA Privacy Rule is on the following website of the US Department of Health and Human Services.

www.hhs.gov/ocr/hipaa, then click on “Answers to your Frequently Asked Questions”.

Additional sources of HIPAA information can be found at:

<http://legal.ucsf.edu/HIPAA.ppt> a PowerPoint slideshow created by the legal department at the University of California at San Francisco Medical Center; and,

www.hhs.gov/ocr/privacy/hipaa/understanding/training/udmn.pdf

SAFETY PRACTICES FOR PREGNANT RADIOGRAPHER STUDENTS

Embryonic and Fetal Effects²

The embryo-fetus is comprised of large numbers of rapidly dividing and radiosensitive cells. The amount and type of damage which may be induced are functions of the stage of development at which the embryo-fetus is irradiated and the absorbed dose.

Radiation received during the pre-implantation period may result in spontaneous abortion or resorption of the embryo. Radiation injury during the period of organogenesis (2 to 8 weeks) may result in developmental abnormalities. The type of abnormality will depend on the organ system under development when the radiation is delivered. Radiation to the fetus between 8 and 15 weeks after conception increases the risk of mental retardation and has more general adverse impact on intelligence and other neurological functions. The risk decreases during subsequent period of fetal growth and development and, during the third trimester, is no greater than that of adults.

Dose Limits for the Embryo-Fetus

The sensitivity of the embryo-fetus for both mental retardation and cancer should be considered in all situations involving irradiation of the embryo-fetus. Therefore, for occupational situations, NCRP Report #116 Section 10 (1993) recommends that the embryo-fetus dose should not exceed 0.5 mSv (50 mrem) in any month; not more than 5 mSv (500 mrem) during the entire gestational period. This is based on the philosophy that a monthly limit will control radiation exposure during potentially sensitive periods of gestation. The recommendation reflects:

1. the need to limit the total lifetime risk of leukemia and other cancers in individuals exposed in utero;
2. at doses below this limit, all deterministic effects including small head size and mental retardation are expected to be negligible; and,
3. the view of the embryo-fetus as an "involuntary visitor" brought into a radiation area as a result of the mother's occupational exposure, and therefore, is treated as a member of the general public.

It is important to realize that there is no such thing as a "radio-unique" effect. That is, a variety of other factors such as air pollution, food additives, tobacco, alcohol, drugs, and stress can all lead to the same effect to the embryo-fetus as radiation exposure.³

The Pregnant Student Radiographer

A pregnancy policy, for Diagnostic Radiography students enrolled in the Southern Illinois University at Carbondale, College of Applied Sciences and Arts, Radiologic Sciences program, has been developed and is in **APPENDIX I** in the Radiologic Sciences General Policies Manual, **and** in **APPENDIX B** of the Radiologic Sciences Clinical Education Manual. Students are requested to read this policy, sign and date the Policy, and return it to University faculty within the first two weeks of each clinical semester.

Students in the advanced modalities should contact their respective Program Director or respective Clinical Coordinator for the pregnancy policy in their modality.

² NCRP Report #105, Section 3.5, 1989.

APPENDIX A

ARRT STANDARDS OF ETHICS

ASRT SCOPE OF PRACTICE FOR RADIOGRAPHY

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ARRT Standards of Ethics

The *Standards of Ethics* of the ARRT apply solely to persons applying for examination and certification by ARRT (Candidates) and to persons holding current registrations by ARRT or formerly held registrations by ARRT (Registered Technologists). The *Standards of Ethics* are intended to be consistent with the mission statement of the ARRT, and to promote the goals it sets forth.

Applicants for registration by the American Registry of Radiologic Technologists (ARRT) must at the time of application and on subsequent occasions when the registration is renewed, agree to abide by the ARRT Code of Ethics. The Code of Ethics (ARRT Examinee Certification Handbook) is listed below.

"This Code of Ethics shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, colleagues, other members of the medical care team, health care consumers and employers. The Code is intended to assist Registered Technologists and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety and comfort of patients.

1. The Radiologic Technologist conducts himself/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The Radiologic Technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Radiologic Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination regardless of sex, race, creed, religion, or socioeconomic status.
4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purpose for which they have been designed, and employs procedures and techniques appropriately.
5. The Radiologic Technologist assesses situations, exercises care, discretion and judgement assumes responsibility for professional decisions, and acts in the best interest of the patient.
6. The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment management of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in limiting the radiation exposure to the patient, self and other members of the health care team.
8. The Radiologic Technologist practices ethical conduct appropriate to the profession, and protects the patient's right to quality Radiologic Sciences care.

9. The Radiologic Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Radiologic Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice. One means available to improve knowledge and skill is through professional continuing education."

The American Society of Radiologic Technologists (ASRT) Radiographer Scope of Practice

The scope of practice of the medical imaging and radiation therapy professional includes:

- Receiving, relaying and documenting verbal, written and electronic orders in the patient's medical record.
- Corroborating patient's clinical history with procedure, ensuring information is documented and available for use by a licensed independent practitioner (e.g. a licensed doctor of medicine, osteopathy, dentistry, podiatry, or chiropractic).
- Verifying informed consent.
- Assuming responsibility for patient needs during procedures.
- Preparing patients for procedures.
- Applying principles of ALARA to minimize exposure to patient, self and others.
- Performing venipuncture as prescribed by a licensed independent practitioner.
- Starting and maintaining intravenous (IV) access as prescribed by a licensed independent practitioner.
- Identifying, preparing and/or administering medications as prescribed by a licensed independent practitioner.
- Evaluating images for technical quality, ensuring proper identification is recorded.
- Identifying and managing emergency situations.
- Providing education.
- Educating and monitoring students and other health care providers.
- Performing ongoing quality assurance activities.

The scope of practice of the radiographer also includes:

1. Performing diagnostic radiographic and non-interpretive fluoroscopic procedures as prescribed by a licensed independent practitioner.
2. Determining technical exposure factors.
3. Assisting licensed independent practitioner with fluoroscopic and specialized radiologic procedures.

4. Applying the principles of patient safety during all aspects of radiographic procedures, including assisting and transporting patients.
5. Archiving data as appropriate and documenting patient radiation exposure(s).

APPENDIX B

SIUC STUDENT CONDUCT CODE

UNIVERSITY STUDENT CONDUCT CODE

Southern Illinois University Carbondale (SIUC) is dedicated not only to learning, research, and the advancement of knowledge, but also to the development of ethical and responsible persons. The University seeks to achieve these goals through sound educational programs and policies governing conduct that encourages independence and maturity. By accepting membership in this University, an individual joins a community characterized by free expression, free inquiry, honesty, respect for others, and participation in constructive change. All rights and responsibilities exercised within this academic environment shall be compatible with these principles.

Students shall be free to examine all questions of interest to them and to express opinions. They shall be guaranteed all constitutional rights including free inquiry, expression, assembly, and disciplinary due process. All regulations shall seek the best possible reconciliation of the principles of maximum academic freedom and necessary order. Any behavior, which has been influenced by a student's use of drugs or alcohol, will not limit the student's responsibility for that behavior. *(That is, the student is responsible for his/her behavior regardless of drug and/or alcohol use).*

It is each student's responsibility to know and comply with the SIUC Student Conduct Code and any policies referenced therein. In addition to the Student Conduct Code, students are also subject to other policies and procedures, including but not limited to, Student Behavior: Policy and Procedures for Administrative Review, Residence Halls Guidebook, departmental policies.

These regulations shall be known as the Student Conduct Code for SIUC. The regulations contained herein are established under the authority granted by law to the Board of Trustees to establish rules and regulations for SIU and pursuant to 3.C Policies of the Board of Trustees authorizing the Chancellor to develop regulations dealing with student rights and conduct. All students of the campus community have the responsibility to comply with these regulations. The responsibility for enforcement of the code rests with the Chancellor of SIUC.

The campus community has a responsibility to provide its members those privileges, opportunities, and protections that encourage and maintain an environment conducive to educational development. Therefore, the SIUC Student Conduct Code applies to:

1. Events and meetings sponsored by University-recognized student organizations.
2. Meetings or events when students represent the University or University-recognized organizations.

3. Off-campus housing zoned by the City of Carbondale as fraternity or sorority and displaying Greek letters or the name of the fraternal organization.
4. Practicum, internship, student field trip, student teaching, clinical settings, extension centers, residence centers, and independent study settings.
5. Other off-campus conduct that substantially interferes with the mission of the University including but not limited to, interference with the educational pursuits of its students, faculty or staff.

The University reserves the right to initiate disciplinary proceedings for violations of the Student Conduct Code where the University has jurisdiction, even when criminal charges are brought by the appropriate authority. Disciplinary actions by the University are independent of any criminal or civil proceedings.

Violations of the University Student Conduct Code are encompassed in two categories: acts of academic dishonesty and acts of social misconduct.

Acts of Academic Dishonesty

1. Knowingly furnishing false information to a University official relative to academic matters;
2. Plagiarism, representing the work of another as one's own work;
3. Preparing work for another that is to be used as that person's own work;
4. Cheating by any method or means;
5. Knowingly and willfully falsifying or manufacturing scientific or educational data,
and representing the same data to be the result of scientific or scholarly experiment or research;
6. Soliciting, aiding, abetting, concealing, or attempting acts of academic dishonesty.

Acts of Social Misconduct There are 17 "Acts of Social Misconduct" listed in the Student Conduct Code. The "Acts" of particular importance to the Radiologic Sciences Program are noted below.

1. Violence
 - a. Sexual Misconduct (includes any form of coerced or unwanted sexual activity including, but not limited to, rape or unwanted fondling or unwanted touching).
 - b. Physical abuse
 - c. Direct threat of violence and/or intimidation
 - d. Participation in any activity to disrupt any function of the University by force or violence
 - e. Violent behavior representing a danger to person(s)
2. Deception—Furnishing false information to the University with intent to deceive.

3. Threats to Safety
4. Stalking
 - a. A person commits stalking when he or she on at least 2 separate occasions, follows another person or places the person under surveillance, knowingly and without lawful justification; and
 - (1) at any time transmits a threat to that person of immediate or further bodily harm, sexual assault, confinement, or restraint; or
 - (2) places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint.
 - b. For the purpose of this section, a person “places a person under surveillance” by remaining present outside the person’s place of residence, classroom, or other building on campus.
 - c. For the purpose of this section, “follows another person” means
 - (1) to move in relative proximity to a person as that person moves from place to place, or
 - (2) to remain in relative proximity to a person who is stationary or whose movements are confined to a small area.
5. Disorderly Conduct: A person commits the offense of disorderly conduct when he/she knowingly does any act in such unreasonable manner as to alarm or disturb another and to provoke a breach of the peace.

Sanctions and Conditions

There are 10 “Sanctions and Conditions” listed in the Student Conduct Code. The “Sanctions” of particular importance to the Radiologic Sciences Program are noted here.

The following are sanctions which may be imposed for a violation of this Code. Conditions may accompany a sanction. Conditions include, but are not limited to, restitution of damages, work projects, required counseling or therapy, required academic performance, etc. A condition may include loss of certain University privileges. If a condition accompanies a sanction, the condition must be related to the violation.

1. Failure of an assignment, quiz, test, examination or paper: A failing grade (F) may be assigned for the work in connection with which the violation occurred.
2. Failure in a course: A failing grade (F) may be assigned for the course in which the violation occurred.
3. Disciplinary Suspension: Disciplinary suspension is an involuntary separation of the student from the University for a stated period of time not to exceed three (3) years and until an imposed condition is met. A notation is entered on the student’s transcript and will remain there for the duration of the suspension. When the suspension is concluded, the notation will be removed.
4. Expulsion: A permanent involuntary separation of the student from the University.

5. Additional Sanctions Associated with Suspension or Expulsion:
 - a. Students shall not be awarded degrees if, at the time of commencement, they are subject to disciplinary action or to charges under this Code that could lead to suspension or expulsion.
 - b. A student separated from the University for disciplinary reasons is subject to the normal guidelines for the refund of tuition and fees, the issuance of grades, and the imposition of financial penalties for terminating a housing contract.
 - c. If the conduct which led to disciplinary separation constitutes an ongoing threat to the safety of the University, its employees, or its students, the sanction may be accompanied by a condition which bars the disciplined student from University property.

The Vice Chancellor for Student Affairs and Enrollment Management, with the approval of the Chancellor, may establish a system of cost recovery measures to be assessed to students who are found in violation of the Student Conduct Code. The purpose of the cost recovery measures is to offset the costs specific to a sanction or a condition of a sanction. The cost recovery measures shall not be used as a sanction, in and of itself.

APPENDIX C
HOSPITAL ORIENTATION
DEPARTMENTAL ORIENTATION

Hospital / Department Orientations

All hospitals and clinical sites affiliated with the SIUC Radiologic Sciences Program have the ethical and professional responsibility to their employees, patients and the community to provide an environment which maintains the highest standards for safety, health and productivity.

To introduce the RADS student to the clinical setting and its standards, all our affiliated clinical facilities require each clinical internship student to participate in **a hospital orientation, completed at least two weeks prior to the first day of the clinical semester**. Each student must bring to this hospital orientation a copy of his/her individual immunization record including the result of his/her most recent TB skin test. The student's immunization record enables the hospital to document the student's health status prior to direct patient contact.

During July 2001, and based upon the "Quality of Health Care in America" project from the Institute of Medicine (IOM), the Joint Commission on Accreditation of Healthcare Organizations (the Joint Commission; the organization that accredits the clinical sites affiliated with the RADS Program) published and began enforcing a broad set of standards that focused on supporting medical/healthcare error reduction programs in its accredited organizations, as well as supporting new patient safety standards.

To ensure a greater focus on safe practices, for the protection of hospital patients, employees, visitors and the community-at-large, all our clinical sites are subjecting any clinical internship student (regardless of the medical field) to the same hospital orientation procedures that new employees attend. As such they require each clinical internship student to undergo a clinical drug screening and a criminal background check as a component of his/her hospital orientation, **and** as a condition of his/her attendance at the clinical site.

Any RADS student refusing to participate in this drug screening and background check will automatically be hindered from completing the Program!

Clinical Drug Screen

The use, sale, transfer or possession of controlled substances or alcohol by clinical internship students creates a potential for harm. It also questions the qualifications of the student to be a responsible caregiver. Therefore, during the hospital orientation, each RADS student will report to the hospital's Laboratory, where a urine specimen will be collected for substance abuse screening and urinalysis.

Results of the substance abuse screening will be confidentially reported to the hospital's Occupational Health Nurse or designated medical staff. The Occupational Health

Nurse/designated medical staff will notify the Clinical Liaison Coordinator or the appropriate hospital Radiology Clinical Supervisor/Instructor of the positive or negative results of the screening. Since confirmation tests are automatically performed on all positive screening results, the RADS faculty strongly recommend that each clinical student take a list of his/her prescription medications and over-the-counter medications to the hospital orientation, to assist in the explanation of any unusual results.

If the drug screen is confirmed positive, the student will not be permitted to attend the clinical site for his/her RADS internship. Students will not be permitted to begin their clinical semester until negative drug screen results have been received.

A negative drug screen produces no additional testing. However, if during the clinical semester circumstances arise, additional testing may be conducted at that time.

Criminal Background Check

The Office of Inspector General (OIG) was established in the U.S. Department of Health and Human Services to identify and eliminate fraud, waste and abuse in the Department's programs and to promote efficiency and economy in Departmental operations. The OIG carries out this mission through a nationwide program of audits, inspections, and investigations.

Additionally, the OIG has the authority to exclude from participation in Medicare, Medicaid, Tricare, the Veterans programs, and other Federal health care programs individuals and entities who have engaged in fraud or abuse, and to impose civil money penalties (CMPs) for certain misconduct related to Federal health care programs (sections 1128 and 1128A of the Social Security Act). (<http://oig.hhs.gov/faqs/exclusions-faq.asp>)

The effect of an exclusion (not being able to participate) is:

- No program payment will be made for anything that an excluded person furnishes, orders or prescribes. This payment prohibition applies to the excluded person, anyone who employs or contracts with the excluded person, any hospital or other provider where the excluded person provides services, and anyone else. This exclusion applies regardless of who submits the claims and applies to all administrative and management services furnished by the excluded person.
- No federal program payment may be made to cover the excluded person's salary, expenses or fringe benefits, regardless of whether this excluded individual is providing direct patient care.

Civil money penalties of \$10,000 for each item or service furnished by the excluded individual may be imposed by the OIG and the responsible party may have to pay three times the amount claimed for each item or service. Situations that could expose excluded persons and their employers to civil money penalties include (and are not limited to):

- Services performed by excluded nurses, technicians (radiographers, and advanced modality practitioners) or other excluded individuals who work for a hospital, nursing home, home health agency or physician practice, where such services are related to administrative duties, preparation of surgical trays or treatment plan reviews if such services are reimbursed, directly or indirectly, by a federal health care program, even if the individuals do not furnish direct care to federal program beneficiaries.
- Services performed by excluded pharmacists or other excluded individuals who input prescription information (contrast agent information) for pharmacy billing or who are involved in any way in filling prescriptions for drugs reimbursed, directly or indirectly, by a federal health care program.

These are the kinds of CMPs that can put most providers (hospitals, clinics, physician offices) out of business. (<http://oig.hhs.gov/exclusions/files/sab-05092013.pdf> accessed 11/13/2013).

If the former employer, of an SIUC Radiologic Sciences student, was convicted of Medicare fraud, Medicaid fraud and/or convicted of defrauding any other Federal health care program, then the student may also be listed in the conviction statement as well as being listed on the List of Excluded Individuals/Entities (LEIE; <http://oig.hhs.gov/exclusions/exclusions/list.asp>)

Once the specified period of exclusion ends, reinstatement of excluded entities and persons is not automatic.

For example: the previously excluded SIUC Radiologic Sciences student must apply for reinstatement and receive authorized notice from the OIG that reinstatement has been granted.

To apply for reinstatement, go to <http://oig.hhs.gov/exclusions/reinstatement.asp> for the specific details on the reinstatement procedure.

Please note: any previously excluded SIUC Radiologic Sciences student who does not apply for reinstatement may be disqualified from sitting for the ARRT Registry exam in radiography and the advanced modalities.

Students who have been criminally convicted of certain misdemeanors and/or felonies create a potential for harm. They may also be disqualified from sitting for the ARRT Registry exam in radiography and the advanced modalities.

APPENDIX D
CLINICAL GRIEVANCE PROCEDURES

APPENDIX D: CLINICAL GRIEVANCE PROCEDURES

Grievance Procedures

We realize that problems may occur during your education in our Radiologic Sciences program. We want to help you solve these problems, but can only do so if we are made aware of them.

Any problems incurred in the clinical facility should first be brought to the attention of the appropriate Clinical Instructor. The procedure for resolving a problem at a clinical facility is listed in the section "Student Grievance Appeals" (APPENDIX D, General Policies Section).

Any problems dealing with the program as a whole, whether with your classes at SIUC or problems that cannot be resolved to your satisfaction please refer to page 30 in this handbook and the "Student Academic Grievance Procedures".

UNSATISFACTORY CLINICAL PROGRESS

Clinical Probation

Determination of unsatisfactory performance in the clinical area will be based on clinical objectives, clinical observations, film critique sessions, a student's professionalism and the ability to follow college and hospital policy based on safe and competent practice.

A conference will be held for failure(s) to transfer classroom knowledge to clinical training; for failure(s) to adhere to hospital, college or program policy; or for failure(s) to follow generally accepted rules of personal cleanliness, professional ethics and conduct, academic failure, and for failure to demonstrate knowledge, skill and judgment at the expected level. The Clinical Coordinator and Clinical Supervisor will confer with the student and discuss the reasons for, and means of, correcting the cause for the conference.

A remediation plan will be drawn up for discussing/documenting the cause of the Radiologic Sciences program probation, the terms of the probation and the length of time identified for improvement and reevaluating. The student will receive the original copy and a copy will be placed in her/his personal file. The situation and remediation plan will be discussed between the Clinical Supervisor, and the student.

If a student receives an unsatisfactory clinical performance evaluation, the student may be placed on probation for the remainder of the semester. Failure to show satisfactory improvement and/or comply with remediation will result in dismissal from the Program. The final decision for student dismissal will be made by the Radiography Program Director after consultation with the appropriate RADS faculty member and Clinical Supervisor/Instructor.

Clinical Suspension

If a situation arises that requires immediate and effective discipline, where extremely serious infractions of rules have occurred, then the student will be placed on suspension from the clinical setting pending a full investigation of the situation. Examples of actions that may lead to immediate suspension and possible dismissal include (but are not limited to):

1. A student behavior that constitutes a real or potential threat to the welfare of patients assigned to his/her care, to hospital visitors, or to other students or faculty (including radiology and medical staff).
2. Illegal activities such as stealing, assault, battery, etc.
3. Professional misconduct such as falsifying records, working under the influence of alcohol or drugs, pilfering hospital property for personal use, betrayal of patient confidentiality, etc.
4. Physical abuse: striking, pinching, biting, sexual abuse, etc.
5. Verbal abuse: ridicule, threats, use of foul language, etc.
6. Neglect: failure to perform assigned care, treatments, etc.
7. Negligence: failure to perform or performing something that causes harm to the patient.

All RADS students must be aware of how their attitudes and behavior interrelate **and** apply to the ARRT Code of Ethics, the ARRT *Standards of Ethics*, and the SIUC Student Conduct Code. The rationale being that the above examples of poor/criminal behavior are direct violations of these Codes and Standards. Violations that will prevent the student from completing the RADS Program will most likely will prevent the student from completing his/her education at SIUC.

Please keep in mind that our each of our affiliate clinical sites has a signed clinical affiliation contract (Memorandum of Understanding (MOU)) with the SIUC Radiologic Sciences Program. Each signed contract is kept in the office of the Director of the School of Allied Health. Our hospitals have the responsibility to protect the health and safety of their patients, medical staff, employees and visitors. Therefore, these hospitals have the right to request the removal of any student from participation in the clinical experience at that facility when the hospital deems the student poses a danger to the health and safety of patients or staff, or such removal is in the best interest of patient care and treatment.

Any student found guilty of unsafe clinical practice will be suspended from the Radiologic Sciences Program with no opportunity for readmittance. Additional University sanctions may be applied affecting the student's University standing.

A student who believes he or she has been unreasonably denied an educational benefit due to his or her religious belief or practices may petition in writing as follows:

Cases involving class attendance or class examinations that are unresolved at the class instructor level may be appealed by the student by filing a petition in writing, within thirty (30) calendar days of the incident being appealed, to the chair or coordinator of the department or program in which the course is offered. In the event the case is not resolved to the student's satisfaction at the department/program level within five (5) working days after the chair's receipt of the petition, the student may petition in writing to the dean of the school or college to which that teaching department or program reports.

The student's petition to the school or college level must be filed with the dean within five (5) working days of the decision at the department level. Should the case not be resolved to the student's satisfaction at the school or college level within five (5) working days of the petition filing at that level, the student may petition the Provost. If the student is still not satisfied at that level within the five (5) working day time period, he or she may petition to the Chancellor within another five (5) working days. Decisions of the Chancellor may be appealed to the President, and to the Board of Trustees if necessary, in accordance with Bylaws of the Board of Trustees. In cases involving admissions, *the grievance process should follow the time frames described above*, with the initial petition being filed with the Director of Admissions, which is the only filing point prior to the Provost.

APPENDIX E

RADIOLOGIC SCIENCES PROGRAM POLICY ON SEXUAL HARASSMENT

UNIVERSITY SEXUAL HARASSMENT POLICY

APPENDIX E

Radiologic Sciences Program Policy and General Statement.

Southern Illinois University at Carbondale is committed to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Sexual harassment, like harassment on the basis of race or religion, is a form of discrimination expressly prohibited by law. It is a violation of Title VII of the Federal 1964 Civil Rights Act and Title IX of the Educational Amendments of 1972 and a civil rights violation of the Illinois Human Rights Act 1992.

In addition to being illegal, sexual harassment runs counter to the objectives of the Radiologic Sciences program. When people feel coerced, threatened, intimidated, or otherwise pressured by others into granting sexual favors, or are singled out for derision or abuse because of their gender, their academic and clinical performance is liable to suffer.

Sexual harassment affects a person's health through physical and emotional suffering, fear, stress, decreased self-worth, absenteeism, and diminished quality of work. Family and working relationships suffer as well. It destroys trust, reputation, safety, productivity, and morale. Sexual harassment is costly in terms of absenteeism, time, recruiting, rehiring, and retraining, and in terms of legally resolving a sexual harassment complaint.

Such actions violate the dignity of the individual and the integrity of the University as an institution of higher learning.

In particular, the Radiologic Sciences program will not tolerate the sexual harassment or abuse of any of our students, whether the initiator is another student, patient, clinical site employee, or visitor. Any student violating this policy will be subject to disciplinary actions up to and including suspension from the program.

Sexual harassment may involve the behavior of a person of either sex toward a person of the opposite or the same sex. Examples of behavior that would be considered sexual harassment include, but are not limited to, the following:

1. Sexual cooperation affecting the condition of future employment;
2. Sexual cooperation affecting the results of a behavior rating, clinical competency exam, and/or advanced modality rotation;
3. Repeated flirtation, advances, and propositions;
4. Inappropriate touching and/or physical assault;
5. Persistent requests to date;
6. Sexual comments;
7. Names or labels;

8. Continuing behavior after objection;
9. Sexually explicit material.

Appropriate Actions

Any student experiencing sexual harassment during a clinical internship should follow the procedure for "Student Grievance Appeal," in the Clinic Handbook, with specific attention to:

1. Know your rights;
2. Speak out, say "**NO!**" or "**STOP THAT!**"
3. State your wishes assertively, **do not apologize** for the perpetrator's offensive behavior;
4. Pay attention to cues and body language;
5. Report it immediately to the Clinical Supervisor;
6. Keep a record noting time, date, words spoken, location and circumstances, feelings/other responses, names of other people in area, etc. This record helps document repeated behavior.

If a student comes to another student, staff technologist, the Clinical Supervisor, or University faculty for help with a sexual harassment complaint, we strongly encourage following the procedures listed below.

1. Listen - do not preach or offer your own opinion.
2. Provide assurances of no retaliation; offer to reassign the person to another area during the investigation;
3. If you are the appropriate person, conduct a swift and thorough investigation;
4. If not, encourage the student to tell someone who can take action;
5. Take the appropriate action.

Any other procedures identified in the Hospital Radiology Department's policy on sexual harassment should be followed and documented.

Further information on sexual harassment is located on-line at http://policies.siu.edu/personnel_policies/chapter4/ch4-all/sexual.html .

UNIVERSITY POLICY CONCERNING SEXUAL HARASSMENT

For Faculty, Administrative/Professional Staff,
Civil Service Employees and Students
Effective August 16, 1993

General Policy Statement

Southern Illinois University Carbondale is committed to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Sexual harassment, like harassment based on race or religion, is a form of discrimination expressly prohibited by law. It is a violation of Title VII of the Federal 1964 Civil Rights Act and Title IX of the Educational Amendments of 1972 and a civil rights violation of the Illinois Human Rights Act 1992.

In addition to being illegal, sexual harassment runs counter to the objectives of the University. When people feel coerced, threatened, intimidated, or otherwise pressured by others into granting sexual favors, or are singled out for derision or abuse because of their gender, their academic and work performance is liable to suffer. Such actions violate the dignity of the individual and the integrity of the University as an institution of higher learning. Academic freedom can exist only when every person is free to pursue ideas in a non-threatening, non-coercive atmosphere of mutual respect. Sexual harassment is harmful not only to the persons involved, but also to the entire University community. (See “Sexual Harassment in Higher Education is Illegal” at

http://ode.siu.edu/posters/Required/Required_Sexual_Harassment_Posters_1.pdf)

The University will take whatever action is needed to prevent, stop, correct, or discipline behavior that violates this policy. Disciplinary action may include, but is not limited to, oral or written warnings, demotion, transfer, suspension, or dismissal for cause.

Definitions and Examples

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, verbal or other expressive behaviors, or physical conduct commonly understood to be of a sexual nature, when:

1. Submission to, or toleration of, such conduct on or off campus is made, either explicitly or implicitly, a term or condition of instruction, employment, or participation on other University activities;
2. Submission to, or rejection of, such conduct is used as a basis for employment or for academic decisions or assessments affecting the individual's status as an employee or student; and,

3. Conduct has the purpose or effect of unreasonably interfering with an individual's status as a student or employee or creates an intimidating, hostile, or offensive work or educational environment.

Sexual harassment may involve the behavior of a person of either sex toward a person of the opposite or the same sex. Examples of behavior that would be considered sexual harassment include, but are not limited to, the following:

1. physical assault;
2. direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation.
3. a pattern of conduct, annoying, humiliating in a sexual way, that includes comments of a sexual nature and/or sexually explicit statements, questions, jokes, or anecdotes;
4. a pattern of conduct that would annoy or humiliate a reasonable person. Such conduct includes, but is not limited to gestures, facial expression, speech, or physical contact understood to be sexual in nature or is repeated after the individual signifies that the conduct is perceived to be offensively sexual.

Consenting Relationships

Consenting romantic and sexual relationships between a faculty member and a student, or between a supervisor and an employee, while not expressly forbidden, are discouraged. Taking note of the respect and trust accorded a professor by a student and of the power exercised by the professor, a relationship between a faculty member and a student should be considered one of professional and client, in which sexual relationships are inappropriate. A similar relationship exists between a supervisor and an employee. The power differential inherent in such relationships compromises the subordinate's free choice. A faculty member or supervisor, who enters into a sexual relationship with a student or an employee, where a professional power differential obviously exists, must realize that if a sexual harassment charge is filed, then the burden will be on the faculty member or supervisor to prove immunity on grounds of mutual consent.

Relationships between a graduate student and an undergraduate, when the graduate student has some supervisory responsibility for the undergraduate, belong in this category. Among other relationships included are those between a student or employee and an administrator, coach, program director, counselor, or residential staff member who has supervisory responsibility for that student or employee. See the following website for further information:

http://policies.siu.edu/personnel_policies/chapter4/ch4-all/consenting_relationships.html

Protection of the Complainant and Others

No student, faculty member, or staff member may be subjected to any form of reprisal for seeking information on sexual harassment, filing a sexual harassment complaint, or serving as a witness in a proceeding involving a complaint of sexual harassment. Any retaliatory action will be a violation of this policy and will be grounds for disciplinary action. Individuals who believe they have been subjected to reprisal for their participation in a sexual harassment complaint may use the procedures of this policy to seek redress.

Protection of the Accused

Accusations of sexual harassment are damaging and can have far-reaching serious effects on the careers and lives of accused individuals. Allegations of sexual harassment must be made in good faith and not out of malice. Individuals who believe they have been falsely accused of sexual harassment may use the procedures of this policy to seek redress.

Responsibility of Supervisors

Supervisory personnel are charged with maintaining an atmosphere that discourages sexual harassment and ensuring that the University policy is enforced in their areas. Supervisors are directed to discourage all behavior that might be considered sexual harassment and to respond promptly to sexual harassment complaints. University officials who knowingly condone incidents of sexual harassment or instances of reprisal for reporting such complaints will be subject to disciplinary action.

Procedures for supervisors, faculty, etc. is found on the SIUC Office of Diversity and Equity (ODE) website.

<http://ode.siu.edu/> and <http://ode.siu.edu/forms.html> Policies and Procedures

Complaint Resolution Office

The University President has assigned responsibility for the administration of this policy to Personnel Services and Labor Relations and has named its Executive Director as the complaint resolution officer for the University. The complaint resolution officer will disseminate the policy to the University community, devise education and training programs, maintain centralized records of sexual harassment complaints, oversee grievance process, coordinate the resolution of complaints, and evaluate the effectiveness of the complaint resolution procedures and related educational programs.

For further information about the sexual harassment policy and complaint resolution procedures, you may contact one of the Sexual Harassment Information Centers.

Affirmative Action	(618) 536-6618
Counseling Center	(618) 453-5371
International Programs & Services	(618) 453-5774
Personnel Services & Labor Relations	(618) 536-3369
Women's Services	(618) 453-3655
Graduate School	(618) 453-4540

ILLINOIS HUMAN RIGHTS ACT 1992

Forbids sexual harassment in employment.

Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and any conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a requirement of employment;
2. submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual; or
3. the harassment has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile, or offensive working environment.

Employers are strictly liable for harassment committed by their agents or supervisors--with knowledge or not.

Employers are only liable for harassment by non-employees or non-supervisory employees if the employer knows or should have known of the conduct and did not take immediate and appropriate corrective action.

The Illinois Human Rights Act 1992 prohibits retaliation against an individual because of filing a charge, complaint, testifying, or assisting in an investigation.

Bidders and public contractors must have a written sexual harassment policy. For further information on the Illinois Human Rights Act 1992, contact:

Chicago Office
Illinois Department of Human Rights
100 W. Randolph Street, 10th Floor
Intake Unit
Chicago, Illinois 60601
Phone: (312) 814-6200
TTY: (866) 740-3953

Springfield Office
Illinois Department of Human Rights
222 South College, Room 101-A
Intake Unit
Springfield, IL 62704
Phone: (217) 785-5100
TTY: (866) 740-3953

Marion Office
Illinois Department of Human Rights
2309 West Main Street, Suite 112
Intake Unit
Marion, IL 62959
Phone: (618) 993-7463
TTY: (866) 740-3953

APPENDIX F

SIUC POLICY STATEMENT ON AIDS

**SCHOOL OF ALLIED HEALTH
GUIDELINES FOR DEALING WITH INFECTIOUS DISEASE
(Including AIDS & Hepatitis B)**

APPENDIX F

SIUC POLICY STATEMENT ON AIDS

GENERAL POLICY

After careful study, the University AIDS Task Force has accepted the conclusions of the American College Health Association, that:

Current knowledge...indicates that college and University students or employees with AIDS, ARC [AIDS Related Complex] or a positive HTLV-III antibody test do not pose a health risk to other students or employees in the usual academic or residential setting.

AIDS on the College Campus (1986)

The following policies are based on the current state of medical knowledge, and are subject to change as new information becomes available.

POLICY FOUNDATIONS

1. University decisions involving persons who suffer from AIDS shall be based on current and well-informed medical information.
2. Current prevailing medical authorities agree that AIDS is not communicated through casual contact but requires intimate sexual contact or an exchange of body fluids.
3. For the purpose of this policy statement, the term "AIDS" shall include AIDS, AIDS-Related Complex and a positive test for Human Immunodeficiency Virus.
4. This policy should be reviewed periodically to ensure that it reflects the most current information available from both governmental and medical authorities.

Nondiscriminating

1. The University shall not discriminate in enrollment or employment against an individual with AIDS.
2. No one shall be denied access to campus activities or facilities solely on the ground that they suffer from AIDS.

CONFIDENTIALITY

1. The University shall comply with all pertinent statutes and regulations which protect the privacy and welfare of persons in the University community who suffer from AIDS as well as the welfare of others within the University community.
2. The University will maintain procedural safeguards throughout the University with the objective of protecting the privacy of persons living with AIDS.
3. All confidential medical information about an individual will be handled in compliance with legal requirements and professional ethical standards.
4. The University will not disclose the identity of any student or employee who has AIDS, except as authorized by law or pursuant to guidelines following the general standards include in the American College Health Associations' Recommended Standards and Practices for a College Health Program, fourth edition:

In general, it is recommended that no specific or detailed information concerning complaints or diagnosis be provided to faculty, administrators, or even parents, without the expressed written consent of the patient in each case.

UNIVERSITY RESPONSIBILITIES

1. The University shall develop and maintain a comprehensive educational program about AIDS.
2. The University shall identify sources of competent and confidential testing for AIDS as well as counseling services upon request.
3. The University shall identify sources of qualified medical care and encourage those with AIDS to utilize such sources.
4. The University shall adopt and implement safety guidelines as proposed by the U.S. Public Health Service for handling and disposing of blood and other body fluids.
5. Decisions in all situations involving students or employees with health problems are to be made on a case by case basis, based on the medical facts in each case and with concern for the confidentiality and best interests of all parties involved. The President, or his designee, shall identify the person(s) to be involved in each case.

Further information on HIV/AIDS exposure and follow up procedures are found on-line.

www.cehs.siu.edu/biological/Bbp/oecp10600.htm

www.cehs.siu.edu/fix/medmicro/retro.htm

www.cehs.siu.edu/biological/Bbp/attach3.htm

ANTIBODY TESTING OF STUDENTS AND FACULTY

General Screening

See SIUC Student Wellness Center at:

www.siu.edu/~shp/Wellness2001/Wellness1.html

www.aidsinfor.nih.gov/

Accidental Exposure (ARC/AIDS)

See the following websites of the University's Center for Environmental Health and Safety.

www.cehs.siu.edu/biological/Bbp/oecp10600.htm

www.cehs.siu.edu/biological/Bbp/oecp10700.htm

SCHOOL OF ALLIED HEALTH and the RADIOLOGIC SCIENCES PROGRAM POLICY ON INFECTIOUS DISEASES

Adapted and used with permission from the Pacific School of Allied Health 11/05

Purpose

This policy:

- provides the guidance for management of health care workers with infectious diseases;
- is intended to enhance the safety of patients and healthcare workers, and;
- acknowledges that a patient's right to informed consent must outweigh the worker's right to privacy when a risk of disease transmission is present.

The determination of risk is made based on scientific evidence and current legal and policy precedent.

Background

Healthcare workers have an obligation to provide care to all members of the public that present for healthcare/treatment, regardless of the patient's infectious disease status. Universal precautions, and as necessary, standard precautions, are adopted to prevent the transmission of infectious diseases from patient to healthcare worker, healthcare worker to patient, or from patient to patient.

The SIUC Radiologic Sciences Program has a commitment to the rights and integrity of all involved in the educational process, including students, faculty and staff who have infectious diseases. SIUC makes the commitment within this policy that no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any Program or activity sponsored or conducted by the SIUC Radiologic Sciences Program on any basis prohibited by applicable law including, but not limited to, race, color, national origin, religion, handicap or gender.

These guidelines are made in light of current scientific evidence, which supports the fact that the risk of transmission of infectious diseases from healthcare worker to patient is small to negligible if the Radiologic Sciences practitioner adheres strictly to the Centers for Disease Control Infection Control Guidelines, and follows the highest standards of professional conduct and behavior. It is within this frame of reference that the following Radiologic Sciences Program policies on infectious diseases were developed.

Policy Statement

Healthcare workers have an ethical obligation to their patients to know their own infectious disease status. For this reason, all workers who believe they are at risk for contracting human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV) or other bloodborne diseases are encouraged to discuss their health status with their personal physician.

All students the Radiologic Sciences Program will be required to submit information regarding their HBV immunity status prior to the start of their first clinical internship. When possible, the vaccination series and post-vaccine testing for surface antibody should be completed before enrollment.

All students that have not verified immunity to HBV must submit results of a hepatitis B surface antigen (HbsAg) test within two months after acceptance to the Program, and before matriculation day. Students accepted to the Program after June 1 must submit this information

no later than two weeks following beginning of classes. If that test is positive, a hepatitis B e-antigen (HbsAg) test result is also required. The risk of transmission of HBV from individuals positive for the e-antigen is considered to be significantly higher than the risk posed by those that do not carry the e-antigen.

Students that are e-antigen carriers of the hepatitis B virus will be offered the benefit of an expert review panel to explain the implications, both professionally and medically, of their condition. On an individual basis, the expert panel may offer the student a medical leave of absence if he or she decides to attempt to resolve the e-antigen status through medical treatment. Due to the nature and duration of current treatment regimens and the requirements of the Radiologic Sciences Program, the student would not be eligible to re-enter the Program during the current academic year. A reassessment of his or her medical condition with the expert panel will be offered to consider admission the following year. Those who decline the expert panel will not be allowed to continue in the Radiologic Sciences Program.

Faculty and Staff

The Radiologic Sciences Program encourages HIV, HCV or HbeAg-infected faculty, staff and employees with direct patient contact to discuss their situation with School of Allied Health Director.

Information shared with the School of Allied Health Director will be held in confidence and the identity of the person will not be disclosed without their permission. However, if an individual wishes institutional intervention or the Director deems intervention necessary, strict confidentiality cannot be maintained. Minimally, it will be necessary for the School of Allied Health Director to discuss the situation with the Program Director and the College of Applied Science and Arts Dean. This will not be done, however, without the person's full knowledge.

Any modification of the clinical training, working conditions or privileges of HIV, HCV or HbeAg-infected students, faculty, staffer employees will be determined on a case-by-case basis. The nature of the clinical activity, the technical expertise of the infected person, and the risks posed by the infection, attendant functional disabilities, and the transmissibility of simultaneously carried infectious agents will all be considered. The SIUC Radiologic Sciences Program may legitimately monitor the clinical activities of students, faculty, staff, or employees who are believed to pose an unwarranted risk to patients. The Radiologic Sciences Program shall cooperate with the HIV, HCV or HbeAg infected person, his or her personal physician, and other medical experts as appropriate in identifying and implementing precautions and Program modifications to safeguard the personal health and safety of such persons.

Confidentiality and HIV Infection

It is expected that all students, faculty staff and employees will be bound to the principle of strict confidentiality in all patient and health care related activities.

The SIUC Radiologic Sciences Program encourages students, faculty, staff and employees who believe they are at risk of HIV-infection to seek testing and counseling.

Student, Faculty, and Healthcare Staff Interaction with Patients with AIDS or HIV-Infection

Entry into the healthcare professions is a privilege offered to those who are prepared for a lifetime of service to the ill. Students, faculty and health care staff have a fundamental responsibility to provide care to all patients assigned to them, regardless of diagnosis as in accordance with the SIUC HIV/AIDS policy. A failure to accept this responsibility violates a basic tenet of the medical profession - to place the patient's interest and welfare first.

Individuals who feel that their activities within the School of Allied Health pose a special

risk to their health because of exposure to HIV-infected patients, working conditions presenting a risk of exposure to HIV organisms, or the presence of HIV infection in the individual himself or herself, should seek the assistance of their immediate supervisor.

Education of Students, Faculty, and Staff of the School of Allied Health about AIDS and its Prevention.

The SIUC Radiologic Sciences Program provides a Program on prevention of exposure to infectious organisms in professional and personal situations early in the student's educational experience.

Implementation

Upon acceptance into the SIUC Radiologic Sciences Program, the student will be required to provide medical information. The information to be included on the medical record is determined by the Radiologic Sciences Program and the SIUC Radiologic Sciences Advisory Committee in consultation with the appropriate individuals, committees and departments.

Responsibility

All responsible parties will maintain the confidentiality of the affected individual(s) to the greatest extent possible. The members of the SIUC Radiologic Sciences Program listed below will consult with one another as necessary to provide the best possible outcome for the SIUC Radiologic Sciences Program, the students and the medical imaging profession.

ASA Dean

Participates in decisions regarding the management of individuals covered under this policy. Interacts with the affected individual, family members and medical professionals as necessary.

SAH Director

Convenes expert panel as necessary. Provides guidance to the affected individuals and other members of the School of Allied Health as deemed necessary and appropriate. The Executive Associate Dean will determine the make-up of the expert panel and contact members to participate.

Director of Environmental Health and Safety (At the University level)

Maintain the *Policy on Infectious Diseases*, updating as necessary to reflect current medical, scientific and legal evidence. Disseminate policy to all responsible parties. Participate in expert panel as assigned **by** _____. Ensure appropriate education of students and employees regarding this policy and the individual's rights and responsibilities under the policy.

Permission to use this adapted policy from:

Ms Eve Cuny
Director of Environmental Health and Safety
Assistant Professor, Pathology and Medicine
University of the Pacific School of Allied Health
2155 Webster St.
San Francisco, CA 94115

Permission obtained and material adapted to the SIUC Radiologic Sciences Program by Rosanne M. Szekely, MEd, RT(R) and Joan M. Davis, RDH, MS on 11/28/06.

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APPENDIX G

**THE UNIVERSITY REPORT OF
INJURY/INCIDENT/HAZARD**

and/or

EXPOSURE TO BLOODBORNE PATHOGENS

Instructions for completing the University report of Injury/Incident/Hazard and the University Bloodborne Pathogens Exposure Report

The SIUC University Report of Injury/Incident/Hazard and the/or SIUC University Bloodborne Pathogens Report are completed by the injured Radiologic Sciences student or by the appropriate Clinical Supervisor on behalf of the injured student when the imaging/therapy department does not have its own student-oriented 'Incident Report' form.

THE UNIVERSITY REPORT OF INJURY/INCIDENT/HAZARD

I. Parts I – V are to be completed by the injured Radiologic Sciences student or by the Clinical Supervisor on behalf of the injured student.

Additional copies of this Injury/Incident/Hazard Report form can be downloaded at [www.cehs.siu.edu/ common/documents/incident_report_2.pdf](http://www.cehs.siu.edu/common/documents/incident_report_2.pdf)

II. Once this form is completed:

- A. Send a copy of this completed form to the appropriate SIUC Radiologic Sciences Program Director or Clinical Coordinator.
 - 1. Sandi Watts or Rosanne Szekely for Diagnostic Radiography
 - 2. Michael Grey or Jennifer Walker for MRI/CT.
 - 3. Jessica Whittaker or Shannon Anderson for Medical Sonography.
 - 4. Rick McKinnies or Brandon Hirsch for Radiation Therapy.
- B. Place the original form in the student's radiology department file.
- C. Where applicable, send a copy of this completed form to the SIUC Student Health Center Medical Records Department **and** send a copy of this completed form to the student's personal physician for follow-up treatment. Please make sure the injured student's SIUC DawgTag number is on all documents sent to the University Student Health Center.

III. Exposure to Bloodborne Pathogens

- A. Download and complete the 2-page "Bloodborne Pathogens Exposure Report" form at [www.cehs.siu.edu/ common/documents/Bloodborne %20Pathogens %20Exposure Report.pdf](http://www.cehs.siu.edu/common/documents/Bloodborne%20Pathogens%20Exposure%20Report.pdf)
- B. Place the original in the student's Radiology department file, and send a copy this completed form to the appropriate SIUC Radiologic Sciences Program Director or Clinical Coordinator.
 - 1. Sandi Watts or Rosanne Szekely for Diagnostic Radiography
 - 2. Michael Grey or Jennifer Walker for MRI/CT.
 - 3. Jessica Whittaker or Shannon Anderson for Medical Sonography.
 - 4. Rick McKinnies or Brandon Hirsch for Radiation Therapy.
- C. Where applicable, send a copy of this completed form to the SIUC Health Center Medical Records Department **and** send a copy of this completed form to the student's personal physician for follow-up treatment. Please make sure the injured student's SIUC DawgTag number is on all documents sent to the University Health Center.

Report of Injury/Incident/Hazard

Center for Environmental Health and Safety

Southern Illinois University Carbondale

1325 Radio Drive

http://www.cehs.siu.edu (618)-453-7180

It is the responsibility of each supervisor to ensure that this report is filed with the Center for Environmental Health and Safety within 24 hours of becoming aware of an incident or hazard related to SIU facilities or operations.

I. PERSON INVOLVED IN INCIDENT	Name (Last, First, Mi)		Sex <input type="checkbox"/> F <input type="checkbox"/> M	E-Mail	
	Date Of Birth		Social Security #:		
	Address (Local)			Phone (W) _____ (H) _____	
	Status At Time Of Incident <input type="checkbox"/> Employee <input type="checkbox"/> Visitor <input type="checkbox"/> Student <input type="checkbox"/> Other (Specify):		If An Employee , Give Job Title And Department		If A Visitor , State Purpose Of Campus Visit
IF OTHERS WERE INVOLVED, ATTACH ADDITIONAL COPIES OF THIS FORM FOR EACH PERSON.					
Did Incident Arise Out Of And In The Course Of University Employment? <input type="checkbox"/> Yes <input type="checkbox"/> No					
II. INCIDENT/ OR HAZARD DESCRIPTION	Place Where Accident/Incident Occurred Or Hazard Is Located		Date & Time Of Incident	Name Of Area Supervisor Where Incident Occurred Or Hazard Is Located.	
	Describe Activity Being Performed By Person Involved In Incident (I.E. Driving Truck, Lifting Crate, Etc.)				
	Fully Describe Incident/Hazard (Attach Additional Sheets If Necessary.)				
	List Any Witness Present Name		Address		Phone (W) _____
Additional Witness(es) Present Name		Address		Phone (W) _____	
III. INJURY	Did This Incident Result In Injury To The Person Involved? <input type="checkbox"/> Yes <input type="checkbox"/> No				
	IF INJURY OR ILLNESS RESULTS FROM AN INCIDENT ARISING OUT OF AND IN THE COURSE OF UNIVERSITY EMPLOYMENT, THE INJURED PERSON OR THEIR SUPERVISOR (If injured person is unable) MUST CALL CareSys, Inc. AT 1-800-773-3221 AND REPORT THE INJURY OR ILLNESS				
	Describe Nature And Scope Of Personal Injury, If Any				
Was Medical Care Sought? <input type="checkbox"/> No <input type="checkbox"/> Yes: Place & Date of Treatment _____					
IV. PROPERTY DAMAGE	Describe Property Damage , If Any				
V. SIGNATURE	Printed Name Of Person Completing Form			Job Title/Occupation	
	_____ Signature Of Person Completing Form			Date	Phone Number (W) _____ (H) _____

Revised 04/03/

BLOOD-BORNE PATHOGENS EXPOSURE REPORT

Southern Illinois University at Carbondale

In case of exposure to blood-borne pathogen(s), complete this form and return to the Center for Environmental Health and Safety within 24 hours. A copy must be taken to the SIUC Health Service or other healthcare provider for post-exposure evaluation. If other persons were involved, attach additional copies of this form for each person involved.

Date of Report: _____ Time of Report: _____

Name (Last, First, M.I.): _____

Sex: M F Social Security Number: _____ SIUC DawgTag# _____

Address (Local): _____ Date of Birth: _____

Work Phone: _____ Home Phone: _____

Status at time of exposure: Employee Student Faculty Other (Explain):

Job title: _____ Duties related to exposure: _____

Has the exposed individual been immunized against hepatitis B virus? Yes No

Dates of immunization (1) _____ (2) _____ (3) _____

Place where exposure incident occurred: Date: _____ Time: _____

Did incident arise out of and in the course of University employment?

Yes No

Name of individual in charge of area where exposure occurred:

List any witnesses present:

Name: _____ Address: _____ Telephone: _____

Personal protective equipment in use at time of exposure:

Exposure to:

- | | |
|--|--|
| <input type="checkbox"/> Blood | <input type="checkbox"/> Internal body fluids (circle one) |
| <input type="checkbox"/> Body fluid with visible blood | cerebrospinal, synovial, pleural, |
| <input type="checkbox"/> Vaginal secretions | amniotic, pericardial, peritoneal |
| <input type="checkbox"/> Seminal fluid | |

Type of Exposure:

- Needlestick/sharps accident
 Contact with mucous membranes (eyes, mouth, nose)
 Contact with skin (circle all that apply)
broken, chapped, abraded, dermatitis, prolonged contact, extensive contact

APPENDIX H
SUBMITTING A CLAIM TO UNIVERSITY HEALTH SERVICES

Submitting a claim to the SIUC Health Center

In order for a claim to be covered under the Student Medical Extended Care Benefits Plan, a written claim **must** be filed with the Student Health Programs Medical Benefit Office within 90 days of the date on which the accident, injury, or illness giving rise to the claim occurred.

1. If there is any other insurance policy or policies under which a Student is eligible for benefits, that policy or policies is considered primary. If you have primary insurance, please submit your bills to that insurance first. The Explanation of Benefits (EOB) information explaining what was paid or denied by the primary coverage(s) must be sent to the Student Health Programs Medical Benefits Office when submitting a claim and/or bills. Explanation of Benefits must be submitted within 180 days from the date of the service for eligible charges.
2. An **Extended Claim Form** and **Primary Insurance Form** will need to be completed for each illness or injury. The Student may obtain these forms in person at the Student Health Programs Medical Benefit Office or on-line: <http://shc.siu.edu/insurance> then click on “Forms” in right column. Or access each form directly:
Primary Insurance Form: <http://shc.siu.edu/common/pdfs/insurance/PrimaryIns.pdf>

Extended Care Claim Form:

http://shc.siu.edu/common/pdfs/insurance/Extend_Care_Claim.pdf

If these forms are not completed, the claim will be denied.

Submission of bills without completed claim forms is **NOT** sufficient to submit a claim.

3. The itemized bills (not just “Balance Due” statements) must be mailed or delivered in person to the Student Health Programs Medical Benefit Office within 90 days from the end of the semester in which the care was received. Claims submitted after this date will not be considered without reasonable justification (SIUC’s sole determination of reasonableness) for the delay in filing the claim. When Hospital charges are incurred, the Hospital must file a standard insurance acceptable bill (UB92) with the claim for consideration of payment. For Physician’s charges and other expenses, itemized bills from each provider must be submitted.

HOW TO APPEAL A CLAIM

Claim Denial

In most cases, the Student Medical Benefit Office will furnish a written notice of denial of a claim within 30 days after the claim is filed. If additional time is needed, a notice will be sent to the claimant explaining the need for additional time which may extend us to 180 days. In the event the claim is denied, the notice will state:

1. The specific reason or reasons for the denial.
2. The specific reference to the pertinent Plan provisions which prompted the denial.
3. When appropriate, a description of any additional material or information that is needed, and an explanation of why it is necessary.
4. Information on how to contact the Student Medical Benefit Office if the covered person has any questions regarding the claim.

Claim Appeals

If a claim has been partially or fully denied, the claimant is entitled to a further review. The claimant or the claimant's duly authorized representative may request a review of pertinent documents, and submit issues and comments in writing to support the claimant's position. All appeals must be submitted in writing no more than 60 days after the denial to the Student Health Programs Medical Benefits Office at:

Student Medical Insurance Office
Student Health Center, Mail Code 6740
374 East Grand Avenue
Southern Illinois University Carbondale
Carbondale, IL 62901

The Claims Administrator will acknowledge receipt of the appeal, conduct the review and notify the claimant of the decision within 60 days. In the event that additional time to review the claim is necessary, the Claims Administrator will notify the claimant that an additional 60 days is necessary to complete the review of the appeal.

From the booklet, Student Medical Insurance Plan (SMIP) 2012-2013 Plan Year of the SIUC Student Health Services
(<http://shc.siu.edu/common/pdfs/insurance/SIUCPlandocument2012.pdf>)

APPENDIX I

PREGNANCY POLICY FOR RADIOLOGIC SCIENCES STUDENTS

APPENDIX I

The Pregnant Diagnostic Radiography Student

The embryo-fetus is a rapidly reproducing cell system. As such, it is especially sensitive to radiation damage. The effects of radiation in utero are time related and dose dependent. These effects include prenatal death, neonatal death, congenital abnormalities especially of the central nervous system, malignancy induction, general impairment of growth, genetic effects and mental retardation.

Digital radiography, digital fluoroscopy, and angio-interventional procedures use high frequency generators where the radiation intensity at the tabletop can be 20 R per minute, and the radiation dose to the patient approaches 300 rad (3.0 Gy). As such, the scatter radiation has a greater intensity than that produced during routine fluoroscopy.

Similarly, the pregnant student must be aware of the hazards from Nuclear Medicine examinations. For example, radioiodine is known to concentrate in the thyroid gland. The fetal thyroid gland begins functioning at 10 weeks gestation. Radioiodine readily crosses the placenta, enters fetal circulation and concentrates in the fetal thyroid gland, thus impairing the growth and function of this vital organ. The pregnant Radiologic Sciences student must use extreme caution when working with Nuclear Medicine patients to reduce her chances of absorbing minute amounts of radioiodine and/or other radioactive substances.

Objective 8.3, of the "Standards for an Accredited Educational Program in Radiologic Sciences" of the Joint Review Committee on Education in Radiologic Technology (JRCERT) states that "...the program assures that Nuclear Regulatory Commission regulations regarding the declared pregnant student (declared pregnant worker) are published and made known to accepted and enrolled female students." In order to comply with Objective 8.3, the SIUC Radiologic Sciences Diagnostic Radiography faculty in conjunction with the Radiologic Science Advisory Committee believes it is the responsibility of the pregnant Radiologic Sciences student to advise her Clinical Instructor and Program Clinical Coordinator **voluntarily** and in **writing** of her pregnancy and estimated date of the baby's birth (delivery). Formal, voluntary notification (declaration of pregnancy) is the only means by which the clinical facility and the SIUC Radiologic Sciences program can ensure that the dose to the embryo-fetus is limited during the pregnancy. In the absence of the voluntary, written disclosure, a student cannot be considered pregnant. (This policy of voluntary notification is based on U. S. Nuclear Commission Regulatory Guide 8.13, Revision 3, June 1999, "Instruction Concerning Prenatal Radiation Exposure").

The total dose limit to the embryo-fetus, during pregnancy is 5 mSv (500 mrem). Once the pregnancy is declared, the fetal exposure must not exceed 0.5 mSv (50 mrem) per month, as monitored by a "Baby" film badge, and worn at waist level beneath a lead apron. To comply with this embryo-fetus dose limit, the pregnant Radiologic Sciences student has the option to:

1. Continue her clinical and didactic education without modification or interruption. The student accepts full responsibility for her own actions and the health of her baby. Furthermore, the student absolves from liability her Clinical site and its Radiology staff, the SIUC Radiologic Sciences program and its faculty, and SIUC, from all complications that may occur during fetal growth, the birth, and the postnatal development of her baby.
2. Continue her clinical and didactic education with some modification of her clinical assignments. The pregnant student will not participate in portable radiography, fluoroscopic/C-Arm procedures, angiography, Nuclear Medicine exams, and high-dose rate brachy-therapy rotations. A grade of incomplete "INC" will be given until the student has completed all clinical education missed during the pregnancy. The completion of the "INC" may delay the student's sitting for the ARRT Radiography Exam, or any of its Advanced Exams.
3. Take a leave of absence from the clinical assignments during her pregnancy. A grade of incomplete "INC" will be given until the student has completed all clinical and didactic education missed during the pregnancy. The completion of the "INC" may delay the student's sitting for the ARRT Radiography Exam, or any of its Advanced Modality Exams.
4. Take a leave of absence from the Radiologic Sciences program. If the student notifies the Program Director of her desire to return, she will be offered a position in the next class, in the following year.

Additionally, **Appendix B** in the Diagnostic Radiography Clinical Evaluation Manual contains the Diagnostic Radiography Pregnancy Policy and directs the student to the following state and federal documents:

1. Joint Committee on Administrative Rules, Administrative Code, Title 32, Chapter 2, Section 340.280, Subchapters a-e.
(www.ilga.gov/commission/jcar/admincode/032/032003400C02800R.html)
2. U. S. Nuclear Regulatory Commission, Regulatory Guide 8.13, Revision 3, June 1999, "Instruction Concerning Prenatal Radiation Exposure."
www.nrc.gov/reading-rm/doc-collections/reg-guides/occupational-health/active/8-13/08-013.pdf
3. U. S. Nuclear Regulatory Commission, Regulatory Guide 8.29, Revision 1, February 1996, "Instruction Concerning Risks from Occupational Exposure."
www.nrc.gov/reading-rm/doc-collections/reg-guides/occupational-health/active/8-29/08-029.pdf

4. U. S. Nuclear Regulatory Commission, Regulatory Guide 8.36, July 1992, "Radiation Dose to Embryo/Fetus."

www.nrc.gov/reading-rm/doc-collections/reg-guides/occupational-health/active/8-36/08-036.pdf

SIUC RADIOLGIC SCIENCES PREGNANCY POLICY

The Radiologic Sciences Advisory Committee and the SIUC Radiologic Sciences faculty strongly believe that to limit the pregnant student to nonexposure activities would prevent her from completing the course objectives and thus compromise her education.

Furthermore, the Radiologic Sciences Advisory Committee and the SIUC Radiologic Sciences faculty recognize the basic premise of providing the pregnant student with the information to make an informed decision based on her individual needs and preferences. Thus all SIUC Radiologic Sciences students are provided with the following documents:

1. Joint Committee on Administrative Rules (JCAR), Administrative Code, Title 32, Chapter 2, Section 340.280, Subchapters a-e.
2. U.S. Nuclear Regulatory Commission Regulatory Guide 8.13, Revision 3, December 1999, "Instruction Concerning Prenatal Radiation Exposure".
3. U. S. Nuclear Regulatory Commission, Regulatory Guide 8.36, July 1992, "Radiation Dose to Embryo/Fetus."

Finally, the Radiologic Sciences Advisory Committee in conjunction with the SIUC Radiologic Sciences faculty believe it is the responsibility of the pregnant Radiologic Sciences student to advise her Clinical Instructor and Program Clinical Coordinator **voluntarily** and in **writing** of her pregnancy and estimated date of the baby's birth (delivery). Formal, voluntary notification (declaration of pregnancy) is the only means by which the clinical facility and the SIUC Radiologic Sciences program can ensure that the dose to the embryo-fetus is limited during the pregnancy (not to exceed 5 mSv [500 mrem]). **In the absence of the voluntary, written disclosure, a student cannot be considered pregnant.**

Therefore, prior to attending each clinical semester, each SIUC Radiologic Sciences student shall read the documents in this Appendix, have his/her questions answered to his/her satisfaction, and choose to proceed with his/her Radiologic Sciences education as indicated on the Pregnancy Policy form contained herein.

If a Radiologic Sciences student becomes pregnant during a clinical semester, it is still her responsibility to advise her Clinical Instructor and Program Clinical Coordinator **voluntarily** and in **writing** of her pregnancy and estimated date of the baby's birth (delivery), and to indicate, on the Pregnancy Policy form, her decision towards the Radiologic Sciences program.

The voluntary, written disclosure of her pregnancy and her decision towards the Radiologic Sciences program will be kept in the pregnant student's clinical file, maintained by the program's respective Clinical Coordinator. Release of such information may occur only upon the written permission of the student in question.

The Radiologic Sciences student has the option to withdraw a previous declaration of pregnancy. It is her responsibility to advise her Clinical Instructor and Program Clinical Coordinator **voluntarily** and in **writing** of the change in declaration. Additionally, the student must return the previously acquired "Baby" dosimeter for proper processing, and for the closing of the "Baby's" dosimeter record.

PREGNANCY STATUS DECLARATION

The Southern Illinois University at Carbondale (SIUC) Radiologic Sciences faculty in conjunction with the Radiologic Technology Advisory Committee believe it is the responsibility of the pregnant Diagnostic Radiography student to advise her Clinical Instructor and Program Clinical Coordinator **voluntarily** and in **writing** of her pregnancy and estimated date of her baby's birth (delivery). Formal, voluntary notification of pregnancy is the only means by which the clinical facility and the University Radiologic Sciences program can ensure that the dose to the embryo-fetus is limited during the pregnancy not to exceed 5 mSv (500 mrem). In the absence of the voluntary, written disclosure, a student cannot be considered pregnant.

WAIVER:

I fully understand the contents of these documents, have had my questions answered to my satisfaction, and I choose to proceed with my Radiologic Sciences education as indicated below.

_____ **I have reviewed the pregnancy policy.**

_____ **I am pregnant** and choose to continue my clinical and didactic education without modification or interruption. I accept full responsibility for my own actions and the health of my baby. Furthermore, I absolve, discharge, release, and hold harmless my Clinical site and its Radiology staff, and the Board of Trustees for Southern Illinois University together with its officers and employees (the Radiologic Sciences program and its faculty) for any legal liability, claims, damages or complications that may occur during fetal growth, birth, and postnatal development of my baby.

_____ **I am pregnant** and choose to continue my clinical and didactic education with some modification of my clinical assignments. I will not participate in mobile radiography, fluoroscopic/C-Arm procedures, Angiography, Nuclear Medicine, and high-dose rate brachytherapy rotations. A grade of Incomplete "INC" will be given until I have completed all clinical education missed during my pregnancy. The completion of the "INC" may delay my sitting for the ARRT Radiography Exam.

_____ **I am pregnant** and choose to take a leave of absence from the clinical assignments during my pregnancy. A grade of Incomplete "INC" will be given until I have completed all clinical education missed during my pregnancy. The completion of the "INC" may delay my sitting for the ARRT Radiography Exam.

_____ **I am pregnant** and choose to take a leave of absence from the SIUC Radiologic Science program. If I notify the Program Director of my desire to return, I will be offered a position in the next class, the following year.

_____ **I choose to rescind my earlier declaration of pregnancy**, and resume my clinical and didactic education.

I agree to comply with the above-stated policy and with my decision as indicated above.

Student Signature

Date

Supervising Clinical Instructor

Date

Respective Radiologic Sciences Clinical Coordinator

Date

APPENDIX J
UNIVERSITY LIABILITY INSURANCE

APPENDIX J

General Coverage Information

Due to copyright restrictions instituted by the SIU Board of Trustees, the reader is directed to the following webpages pertaining to University Risk Management, section 5 of the University President's Guidelines (www.siu.edu/pres/guidelines/).

Introduction www.siu.edu/pres/guidelines/section51.html

Comprehensive General and Professional Liability
www.siu.edu/pres/guidelines/section53.html

Certificate of Insurance

Any clinical facility desiring a hard copy of the Certificate of Insurance governing the SIUC Radiologic Sciences Program, may request it from:

Sherri Phillips
University Risk Management
Mail Code 6829
Southern Illinois University Carbondale
Carbondale, IL 62901

Phone: 618-536-2101
E-Mail: sherrip@siu.edu
Fax: 618-453-5442