



Radiology Program: Student Handbook

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Welcome to the Radiology Program

The faculty and staff of Belmont College are pleased to welcome you to the Radiology Program. We realize the hard work and dedication that it took for you to get to this point and we trust that your experiences in the program will be both educational and enjoyable.

This handbook is designed to serve as your guide to general information about the academic and clinical components of the program, as well as a resource for program and college policy and procedure. If you have any further questions or if you ever want to discuss anything during your time in the program, please do not hesitate to reach out to me at any time. My door is always open to you.

Stephanie M. Stauver, MPS, BA, RT(R)(CT)
Radiology Program Director
Office 1019, Academic Technical Center

Mission Statement

Belmont College will provide affordable, achievable, and meaningful academic degrees and technical training to all who seek them.

Furthermore, the mission of the Belmont College Radiology Program is dedicated to providing learning experiences that will enable each student to deliver quality health care, to understand the values and behavior of the profession, and to develop communication and independent reasoning in preparation as entry level radiographers.

Values

Belmont College is a learning organization that embraces a culture of continuous knowledge acquisition, integrity, openness, caring, and respect for all. Access, affordability, and quality are operational values that inspire the college community to be its best. The College continuously transforms itself to respond to changing community, regional, and state needs.

This handbook cannot and does not attempt to address every possible scenario or question about the Radiology Program nor is it considered a contract between the student and the program. Everything in this handbook is subject to revision, change, or deletion at the college's discretion. Belmont College reserves the right to revise and interpret the language of this handbook and policies when deemed appropriate.

Accreditation and Certification

The Belmont College Radiology Program is accredited by the:

Joint Review Committee on Education in Radiologic Technology (JRCERT)

20 N. Wacker Drive, Suite 2850

Chicago, IL 60606-3182

312-704-5300

Students satisfactorily completing the radiology program according to the JRCERT and American Registry of Radiologic Technologists (ARRT) standards will be awarded an Associate of Applied Science Degree in Radiologic Technology from Belmont College and will be eligible to take the national certification exam offered by the ARRT.

Employment in the state of Ohio requires licensure through the Ohio Department of Health.

Employment in the state of West Virginia requires licensure through the West Virginia Medical Imaging Board.

Employment in the state of Pennsylvania does not require state licensure.

For information about other state licensure requirements, please review the following website:

<https://www.asrt.org/main/standards-and-regulations/legislation-regulations-and-advocacy/individual-state-licensure>

Professional Standards

The American Registry of Radiologic Technologists (ARRT) holds all radiographers and students to very high professional standards. The ARRT has enforced the Radiography Standards of Ethics, which can be found at https://www.arrt.org/docs/default-source/governing-documents/arrt-standards-of-ethics.pdf?sfvrsn=c79e02fc_24.

In addition, students are encouraged to visit <https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements/types-of-ethics-violations> if there are any questions related to the student's ability to take the national certification exam.

Application Requirements

To be considered for admission into the Radiology Program, the following are required:

- High school graduate or GED (or will be completed prior to the start of fall semester)
- High school and/or college GPA of 2.5 or higher
- Be at least 18 years of age prior to the start of fall semester

Application and Admission Process

Due to a limited number of clinical seats and a selective admissions process, students interested in the Radiology Program must complete a separate application. This application can be found on the Belmont College website at <http://www.belmontcollege.edu/current-students/programs-of-study/radiologic-technology/radiologic-technology-application/>. Applications are accepted from January to the beginning of May each year. All applicants are ranked using a criterion ranking scale that consists of high school and/or college GPA, college courses, a typed narrative, TEAS entrance exam score, and an interview with program faculty. The 15 applicants with the highest number of ranking points will be admitted into the Program. If any of those 15 deny acceptance into the program, the next applicant in the ranking line will be accepted. All applicants are notified of acceptance or denial by the middle of June each year. Upon acceptance, each student must pass a background check and drug testing. Each student must provide proof of immunizations, which can be found on page 23 of this handbook, prior to attending clinical rotations.

Radiology Program Goals and Outcomes

The program is committed to the attainment of the following goals:

Goal 1: Students will demonstrate clinical competence.

Learning Outcomes:

- Properly position patient
- Practice radiation safety/protection
- Practice proper selection of technical factors

Goal 2: Students will demonstrate effective communication skills (oral and written).

Learning Outcomes:

- Communicate effectively with patients
- Communicate effectively with radiologists, radiographers, peers, and communities of interest

Goal 3: Students will develop critical thinking skills.

Learning Outcomes:

- Adapt standard procedures for non-routine patients
- Demonstrate critical analysis of a digital image

Goal 4: Student will model professionalism and understand the importance of professional work ethic and lifelong learning.

Learning Outcomes:

- Demonstrate professional work ethic
- Understand the value of lifelong learning

Goal 5: The program will provide qualified radiographers to meet the needs of the healthcare community.

Learning Outcomes:

- Students will successfully complete the radiology program
- Graduates will pass the ARRT credentialing exam on the first attempt within one year
- Graduates will be employed 12 months following graduation
- Graduates will indicate they are satisfied with the program
- Employers will indicate satisfaction with graduates hired

Technical Standards

Technical standards are all non-academic criteria that are essential to participate in the radiology program. Prospective students should be willing to work with sick and injured patients in an empathetic way. At times, the radiographer may need to work under stress. Attention to detail and accuracy is imperative. Clinical and laboratory assignments for the program also require certain physical and sensory abilities necessary to perform the tasks of a radiographer. If a student is unable to meet a particular standard, reasonable accommodations will be considered and utilized as appropriate to maintain program standards.

For successful completion of the Belmont College Radiology Program, students must meet the following technical standards:

- Stand and walk for extended periods (6-8 hours) on a hard surface
- Reach up to a height of 6 feet
- Walk 600 feet once way on a hard surface
- Lift and carry various equipment of up to 30 pounds with both hands
- Lift equipment of approximately 10 pounds to shoulder level and then carry the same for distance up to 30 feet
- Assist patients from a lying position to sitting on the edge of the bed, and vice-versa, with varying degrees of assistance
- Assist patient transfers between gurneys, wheelchairs, and beds in a manner to prevent patient falls
- Maintain standing balance in awkward positions (such as when you are handling equipment in sterile conditions and working with patients)
- Safely push a wheelchair, stretcher, or other transport and ancillary equipment from patient waiting areas or patient rooms to the radiology department
- Function effectively under stress
- Possess intellectual and emotion skills to exercise discretion in handling confidential medical information
- Reach overhead, forward, and side-to-side and able to push overhead equipment in the same manner
- Manipulate small-sized objects such as small dials and switches, needles and syringes, hospital gown ties, individual keys on a keyboard, etc.
- Distinguish between different shades of gray, visually monitor patients in low levels of light, read printed information, read small control panels, observe patient skin coloration before, during and after

treatment, read patient identification and medical records on paper and computer screens, observe that the work area is free of obstacles, etc.

- Hear when background noise is present, hear patient and healthcare team questions/comments, faint cries for help, emergency alarms, fire alarms, equipment timers, overhead pages, etc.
- Give exam instructions to patients/family members, clarify patient identification and history, provide patient with instructions in emergency situations
- Feel hot and cold sensations, feel liquid that may spill or touch any part of your body, feel pressure as such to avoid accidentally touching or bumping a sterile field with any part of your body

Americans With Disabilities Act

Belmont College is committed to compliance with the Americans with Disabilities Act (ADA) as well as the Rehabilitation Act of 1973 and other laws protecting the rights of persons with disabilities. ADA compliance is a high priority of the institution, and appropriate accommodations will be provided to qualified individuals with disabilities unless this poses an undue burden on the institution's resources or fundamentally alters the nature of academic programs.

Questions regarding this law may be directed to the Vice President of Human Resources & Sustainability who serves as the ADA Compliance Coordinator. Belmont College offers a number of services to those individuals requiring special assistance. Students with a known physical, mental, or learning disability who wish to request reasonable accommodation are instructed to see the Access Advisor in the Student Affairs Department. The Main Building is all on one level and is designed to accommodate the physically challenged. Special access parking areas are designated, and all internal facilities are designed for ease of access. Automatic doors are provided at each entrance. The Science and Engineering Building and Health Sciences Building (both two levels) are equipped with an elevator.

Clinical Objectives

The program director, clinical coordinator, and clinical preceptors are committed to ensure that each radiology student will be provided with a complete and consistent clinical education. The clinical education will serve the purpose of providing practical clinical patient experiences in all phases/modalities incorporated within the broad spectrum of the radiology field.

Clinical objectives:

- Provide proper patient care and patient communication
- Protect the patient, personnel, and self from unnecessary exposure to ionizing radiation
- Correctly acquire radiographic images
- Properly position the patient for diagnostic examinations
- Assure that radiographic rooms are maintained to promote cleanliness and supplies are readily available
- Manipulate radiographic equipment properly, including equipment used outside of the radiology department (e.g., the operating room, the patient's bedside, etc.)
- Critique radiographic images to proper use of technical factors and positioning as related to anatomy and pathology
- Demonstrate aseptic technique and radiologist assistance during special procedures requiring the use of contrast media or sterile techniques
- Select proper exposure factors based on exam while assuring the minimal dose of radiation is used
- Become familiar with all radiographic and fluoroscopic equipment and associated devices
- Apply the material learned in the didactic and laboratory settings under the direct supervision and guidance of an ARRT certified technologist

General Program Information

Program Faculty and Staff

Program Director	Stephanie M. Stauver, MPS, BA, RT(R)(CT) Office 1019, Academic Technical Center 740-699-3952 office 304-231-7261 cell sstauver@belmontcollege.edu
Clinical Coordinator	Carina M. Aulicino, BA, RT(R)(CT) Office 1017, Academic Technical Center 740-699-3801 office caulicino@belmontcollege.edu
Academic Advisor	Jennifer Nettles Office 1048, Academic Technical Center 740-699-3820 jnettlles@belmontcollege.edu
Academic Specialist	Becky White Office 106, Health Science Center 740-699-3807 rwhite@belmontcollege.edu

Program Schedule

The program is 21 months in duration and encompasses five semesters. Students can refer to the Belmont College Academic Calendar for important dates during each semester. Prior to the start of the program, students are required to attend an orientation seminar in which program policies and blood-borne pathogens will be discussed. Each student will also become CPR certified prior to attending the clinical settings.

The schedule for is as follows:

Semester 1 (fall)	RAD courses: M/W	Clinic: F (8 clinic hours/week)
Semester 2 (spring)	RAD courses: M/T/Th	Clinic: W/F (16 clinic hours/week)
Semester 3 (summer)	RAD courses: T/Th	Clinic: M/W/F (24 clinic hours/week)
Semester 4 (fall)	RAD courses: T/Th	Clinic: M/W (16 clinic hours/week)
Semester 5 (spring)	RAD courses: W	Clinic: M/T/Th (24 clinic hours/week)

While in the clinical settings, students may be scheduled for days and limited evenings. Schedules will be distributed to each student. The total time spent in the evening and weekend rotations will not exceed 25% of the total clinical education time.

Required General Education Courses

The Associate of Applied Science (AAS) degree is awarded in recognition of successful completion of career technical education programs and prepare student for immediate employment upon graduation. The curricula for applied associate degree programs are described in terms of technical and non-technical studies. Non-technical studies include general education and courses that serve as a base for the technical field (sometimes referred to as “applied general education” or “basic” coursework). The chancellor of the Ohio Board of Regents expects general education coursework in the areas of English Composition, Mathematics, Art and Humanities, Social and Behavioral Sciences, and Natural and Physical Sciences.

The following general education courses are required:

MED1105	Medical Terminology
BIO2110	Anatomy and Physiology I
BIO2112	Anatomy and Physiology II
MED2245	Medical Law and Ethics
PSY1120	General Psychology
MAT1110	Applied Health Math OR MAT1120 Statistics
MED1142	Basic Phlebotomy
ENG1110	Composition I
COM1110	Interpersonal Communication OR COM115 Speech
MED2253	Advanced Phlebotomy (optional)

Required Program Courses

RAD1300	Introduction to Radiation Science/Patient Care
RAD1400	Radiographic Concepts I
RAD1450	Radiographic Concepts II
RAD1500	Radiographic Procedures I
RAD1550	Radiographic Procedures II
RAD1600	Clinical Practice I
RAD1620	Clinical Practice II
RAD1640	Clinical Practice III
RAD1700	Radiation Biology and Protection
RAD2100	Registry Review/Advanced Imaging Modalities
RAD2300	Radiographic Pathology
RAD2400	Radiographic Concepts III
RAD2500	Radiographic Procedures III
RAD2600	Clinical Practice IV
RAD2650	Clinical Practice V

Students must take courses in the sequence offered and satisfactorily complete each course with a “C” grade or better. There is no option for a pass/no pass grade. Any grade lower than a “C” is cause for dismissal from the Radiology Program.

Registration and Payment

Students are required to register for classes prior to the start of the semester. Specific dates are outlined in the course catalog. The academic advisor can guide students through the registration process, if needed. All tuition and fees for the semester are due by the published due dates established in the Academic Calendar or at the time of registration unless prior arrangements have been made through the Business or Financial Aid Office. The Board of Trustees establishes the tuition and fee rates at Belmont College. Resident, Out-of-State, and International Student fees are subject to change pending Board action. Please note that the tuition and fees for the current academic year may not be finalized at the time the catalog goes to print. Current tuition and fee information is published on the Belmont website at www.belmontcollege.edu.

Program Cost

The following figures are *estimated*:

First Semester (Fall)

Expense	Cost
Tuition (16 credits)	\$1,772
Books	\$ 600
Radiology Program Fee*	\$ 287
Trajecsys Computerized Tracking System	\$ 150
CastleBranch	\$ 40
Drug Testing	\$ 40
Radiation Dosimetry Fee	\$ 50
College Name Badge	\$ 5
General Course Fee	\$ 400
Technology Fee	\$ 400
Auxiliary Fee	\$ 96
Career Services Fee	\$ 64
Student Life Fee	\$ 10
Total	\$3,914

*Fee includes Kettering Test Prep, Liability Insurance, lab fees (RAD1300, RAD1500), and lead identification markers

Second Semester (Spring)

Expense	Cost
Tuition (14 credits)	\$1,550
Books	\$ 0
Radiology Program Fee*	\$ 237
Radiation Dosimetry Fee	\$ 50
General Course Fee	\$ 350
Technology Fee	\$ 350
Auxiliary Fee	\$ 84
Career Services Fee	\$ 56
Student Life Fee	\$ 10
Total	\$2,687

*Fee includes Kettering Test Prep and lab fees (RAD1550)

Third Semester (Summer)

Expense	Cost
Tuition (11 credits)	\$1,218.25
Books	\$ 100
Radiology Program Fee*	\$ 237
Radiation Dosimetry Fee	\$ 50
General Course Fee	\$ 275
Technology Fee	\$ 275
Auxiliary Fee	\$ 66
Career Services Fee	\$ 44
Student Life Fee	\$ 10
Total	\$2,275.25

*Fee includes Kettering Test Prep and lab fees (RAD1700)

Fourth Semester (Fall)

Expense	Cost
Tuition (13 credits)	\$1,439.75
Books	\$ 150
Radiology Program Fee*	\$ 347
Radiation Dosimetry Fee	\$ 50
General Course Fee	\$ 325
Technology Fee	\$ 325
Auxiliary Fee	\$ 78
Career Services Fee	\$ 52
Student Life Fee	\$ 10
Total	\$2,776.75

*Fee includes Kettering Test Prep, Liability Insurance, Registry Review Prep, and lab fees (RAD2500)

Fifth Semester (Spring)

Expense	Cost
Tuition (12 credits)	\$1,329
Books	\$ 0
Radiology Program Fee*	\$ 362
Radiation Dosimetry Fee	\$ 50
OSRT and ASRT Membership Fees	\$ 65
General Course Fee	\$ 300
Technology Fee	\$ 300
Auxiliary Fee	\$ 72
Career Services Fee	\$ 48
Student Life Fee	\$ 10
Total	\$2,536

*Fee includes Kettering Test Prep, State Conference registration, and lab fees (RAD2100)

Other fees that are not included in this tuition and fee semester breakdown include:

- ARRT National Certification Exam Fee \$200
- Lodging at annual meeting \$300
- Titters/vaccinations price varies with insurance coverage
- Physical exam price varies with insurance coverage
- Background check \$75
- Uniforms/shoes \$245 (uniforms are financial aid eligible)

All students are required to carry personal health insurance and proof of this must be submitted to the program director prior to the start of clinical rotations.

Textbooks

The following textbooks are required for RAD courses:

Radiographic Pathology for Technologists, 7th Edition, 2017

ISBN: 978-0-323-67576-5

Radiation Protection in Medical Radiography, 8th Edition, 2018

ISBN: 978-0-323-44666-2

Digital Radiography and PACS, 3rd Edition, 2018

ISBN: 978-0-323-54759-8

Principles of Radiographic Imaging, 6th Edition, 2020

ISBN: 978-1-337-71106-7

Bontrager's Textbook of Radiographic Positioning and Related Anatomy, 9th Edition, 2018

ISBN: 978-0-323-39966-1

Bontrager's Workbook of Radiographic Positioning and Related Anatomy, 9th Edition, 2018

ISBN: 978-0-323-48187-8

Bontrager's Handbook of Radiographic Positioning and Related Anatomy, 9th Edition, 2018

ISBN: 978-0-323-48525-8

Introduction to Radiologic Sciences and Patient Care, 7th Edition, 2018

ISBN: 978-0-323-56671-1

Students are responsible for assigned reading materials from textbooks. *Textbooks must be brought to class.

Course Grading Scale

In the Radiology Program, students may earn the following letter grades for all courses:

94-100

A

86-93

B

77-85

C

(this is lowest acceptable grade for progression in the Program)

Students who do not earn a minimum final grade of a "C" in any required course will be dismissed from the program.

The Respondus Lockdown Browser is used for testing. In the event of a test taken at home, the use of a webcam is required.

Clinical Course Grading and Evaluations

The ARRT requires that all radiology program students successfully complete 35 mandatory and 15 elective competencies. The competencies and the semester in which each is due will be given to each student at the start of the program. Competency deadlines will coincide with the semester in which the skills are learned in the laboratory/didactic settings and practiced in the clinical setting. The competency procedure will be explained to the student in detail at the start of the program. Each competency form must be completed filled out by the student and clinical preceptor/technologist. The competency grade is averaged each semester as part of the overall clinical grade.

The following are the number of competencies required each semester:

Semester 1 – 2, one must be a chest

Semester 4 – 13, plus 2 final comps

Semester 2 – 11, plus 1 final comp

Semester 5 – 11, plus 2 final comps

Semester 3 – 15, plus 2 final comps

Each exam must be documented in the Trajecsys Documentation computerized system. It is recommended that documentation is made daily as to keep up throughout the semester rather than document all exams at the end of the semester. Documentation is part of the overall clinical grade.

Each exam must also be documented on paper and turned in to the program director the next time the student is on campus. The exam, number of exposures and repeats, and the repeat reason is documented. Repeats, while sometimes are unavoidable, result in an increase in patient dose. Repeats due to avoidable actions, such as jewelry in the image, will result in an overall point deduction at the end of the semester (1 point for every 3 occurrences). Each weekly sheet is worth 5 points and all sheets for the semester are averaged and included in the overall clinical grade.

Avoidable repeats that result in a semester grade deduction include:

- jewelry not removed and present in the image
- IR not in the bucky and exposure was taken
- IR and bucky not in alignment
- patient not dressed properly, which causes an artifact

At the end of each semester, the student is evaluated by a technologist at WVU-Reynolds Memorial Hospital, Wheeling Hospital, and East Ohio Regional Hospital. Evaluations are designed to rate the student in the areas of technical knowledge and competence, radiation protection, and professional development. The average of all evaluations will be included in the overall clinical grade.

Attendance of clinical rotation assignments is important to the progression of clinical competence. Failure to attend clinical assignments will adversely affect the overall clinical grade. Please see the attendance policy on page

The semester clinical grade is comprised of the following weighting scale:

Competency average	50%
Weekly evaluation	20%
Trajecsys exam documentation	15%
Semester evaluation	<u>15%</u>
	100%

Incident Weather/College Closure

In the event the Belmont College is closed, students are not required to attend clinical rotations. This information is posted on the college website local news media channels, the college social media page, and via BeAlert Mass Notification System. The program director or clinical coordinator will contact clinical sites to alert them of closure.

Students who attend clinical assignments when the college is closed due to inclement weather may use this as make-up time, but the time cannot be “banked” for future use.

Students are expected to use their best judgment as to the safety of travel to clinical assignments, especially in cases of inclement weather. The program director, clinical coordinator, and the clinical site must be made aware of absences as soon as possible.

Jury Duty

Jury duty can pose potential difficulties due to missed time from class and/or clinicals. You may defer jury duty assignments until after your educational training is complete. If you are called for jury duty during the course of the program, please see the program director for details on deferment.

Parking

Parking is provided for students in designated areas on the north and east side of the Main Campus building, in the Ohio University Eastern lot for classes held in the Science and Engineering building, and in a lot located near the Natural Science building. Students should not park in the areas designated for faculty or college vehicles unless authorized to do so. Harrison County Center and Health Science Center parking is in the lot near the front entrance to the building.

All vehicles parked in Main Campus lots (including Natural Science, Social and Engineering, and Health Science Center buildings) must be registered in the Business Office. Parking tags are furnished for each vehicle and should be visible in the vehicle. Students attending classes held at the Harrison County Center who will not be attending at the Main Campus can register their vehicles at the Harrison County Center.

The only acceptable provision for utilization of handicapped parking spaces is an official state handicapped parking permit. One exception to this provision is made for persons who are in need of temporary accommodation for a readily accessible parking space as the result of an accident (i.e., broken leg). Temporary handicapped authorization covers a period of four weeks and is not renewable. Temporary authorizations are available from the Belmont College Access Advisor in the Student Services Department.

Students are responsible for their own transportation to and from school and clinical facilities. Students are not to park in the staff parking areas. The specific parking area will be explained to you prior to the first clinical day. There is no fee for parking at any clinical site.

Policy Changes

All students are provided with a copy of the current program policies at their orientation session or first day of class. Policies are reviewed by faculty regularly and any changes made will be relayed to students via email. Changes in policy affecting admission criteria are provided by the advising department through letters or counseling sessions with prospective radiology students.

Tobacco Policy

In accordance with the Smoke-Free Workplace Act (Chapter 3794 of the Ohio Revised Code), Belmont College prohibits tobacco use in all buildings and fleet vehicles owned, leased, or operated by the College, and in outdoor areas within fifty (50) feet of College buildings. This includes all buildings on Main campus. The courtyard area at the Main campus is a smoking-prohibited area.

Any employee, student, or visitor of Belmont College who violates this policy will be asked to extinguish their smoking material or move to an area where smoking is permitted. Any individual who refuses to comply with the request will be asked to leave the College property.

In addition, Belmont College reserves the right to administer sanctions through the College disciplinary process to any employee or student found in continuous violation of this policy by referral through the College disciplinary process.

Compliance with The Smoke-Free Workplace Act is mandatory. The Act will be implemented and enforced by the Ohio Department of Health and its designee. However, all faculty, staff, and students have a collective responsibility to promote the safety and health of the campus community and therefore share in the responsibility of enforcement.

Tobacco products are defined as cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, chewing tobacco, dip, smokeless tobacco, snuff, or any other items containing or reasonably cigarettes as well as vapor producing items and e-liquids.

*Students in the clinical setting must adhere to the facility's tobacco policy.

Program Policies

Professional Conduct

Radiology students represent both the Radiology Program and Belmont College. Students are expected to demonstrate proper conduct in the academic and clinical environments and to always demonstrate professionalism and ethical practice. Unprofessional or unethical conduct may be cause for dismissal from the program.

Professional Appearance

Students are expected to maintain a professional image while attending clinical rotations at the hospitals and clinics, as well as the laboratory setting on campus. The following dress code policy should be strictly adhered to at all times in the clinical and laboratory settings. Students violating the dress code policy will be given a verbal warning for the first offense, a written warning for the second offense, and dismissal from the clinical setting on the third offense. The student is not permitted to attend clinical rotation assignments until the dress code violation has been fixed. All time missed from the clinical setting must be made up. Habitual dress code violations may be cause for dismissal from the program.

Clothing	Acceptable	Unacceptable
General conditions	Clean, pressed, or ironed uniform	Dirty, faded, wrinkled, tight, or oversized uniform
Scrub pants	Required student uniform	Exposed underwear or skin when standing, lifting, or bending over
Scrub top	Required student uniform	Exposed skin or under garments when standing, lifting, or bending over
Lab coats	Solid white	Sweatshirts, hoodies, fleece jackets
Undershirts	Solid white or other solid colors	Printed or non-coordinating colors. Visible tank tops or camisoles
Socks/hosiery	Socks must be worn at all times	Socks should not be visible
Shoes	White in color; close-toed; good, clean condition	Open-toed or open-backed
Grooming	Acceptable	Unacceptable
Body	Clean and odor free. Daily bathing and use of deodorant expected	Offensive body odors. Strong scented lotion or perfume
Fingernails	Clean and trimmed. Nail polish is acceptable.	Artificial or gel nails; chipped nail polish
Hair	Clean; natural color; pulled back from face	Dirty, oily, or offensive odor; hangs in face; dreadlocks; non-natural colors; mohawks
Facial hair	Mustache, beard, neck, nose, and ear hair must be neat and trimmed	Mustache hair below the lip; beard hanging below the chin
Make-up	Professional and conservative in style	Bright or excessive colors or quantity
Styles/Fashion	Acceptable	Unacceptable
Head gear	Surgical or scrub caps; headbands	Hats, head coverings (except for religious or medical purposes); headphones; sunglasses
Ears	2 earrings per ear; post earrings; plugged ear gauges	More than 2 earrings per ear; dangling earrings; open ear gauges
Necklaces	Single chain necklace	Chunky necklaces; chokers
Bracelets	Small, conservative wristwatch	Bracelets; bangles
Rings	2 rings per hand that are conservative in style and color	Large, chunky, loud, beaded, or gaudy
Body Piercings	Non-visible only	Visible body piercings
Tattoos	Non-visible only	All visible tattoos must be covered

Academic Misconduct

The responsibility for academic honesty rests with the student. The College expects the student to submit papers, projects, and reports resulting from the student's own efforts. Work submitted in any form should reflect the exclusive effort of the student. It is assumed that cheating on quizzes, tests, or examinations is not practiced by mature learners. Plagiarism will not be tolerated at any time. Submitting another's work as one's own, in part or in whole, is a dishonest practice. A student may not appropriate another person's ideas whether published or not.

Consequences for proven cases of dishonest practices may include:

- a. Zero percent being given for the test, examination, report, quiz, paper, project, or any other course requirement on which the cheating has occurred; or
- b. Failure for the course in which the offense occurred; or
- c. Dismissal from the College.

The student shall have the right to present his/ her case through the student appeals procedure. Even though the primary responsibility for academic integrity resides with the student, the instructor will endeavor to create a secure learning environment that inhibits cheating. The College encourages honest scholarship.

Grievance Procedure and JRCERT Non-Compliance Reporting

From time to time disagreements may arise between students' and other students or members of the College community. Students experiencing a disagreement over grades should refer to the Grade Appeal process in the Academic Policies and Procedures section of this catalog. Other grievances should be handled as follows: The purpose of this grievance procedure is to provide students with an opportunity to resolve disputes while protecting the rights of due process of those parties involved. The grievance procedure must be initiated no later than 14 calendar days (two weeks) after the date of the incident. The student(s) with the grievance must first discuss the complaint with the person(s) involved, if appropriate, given the circumstances. If resolution is not reached, then the student(s) with the grievance should take their complaint to the Dean of Instruction. The Dean of Instruction will direct the student(s) to the appropriate supervisory personnel if the other involved party is a member of the College staff and is not employed in the Student Affairs Department.

1. If the appropriate supervisor of the other involved party cannot resolve the complaint, then the student alleging the grievance will prepare a written statement and deliver it to that supervisor within 14 calendar days (two weeks) from the date of the incident. The supervisor will then form a committee comprised of a faculty member, a member of the Student Affairs staff, a member of the administrative staff, and a student. The committee will be an ad hoc committee formed only to deal with the grievance as presented. The supervisor and the ad hoc committee will then have 20 calendar days to respond to the grievance. The decision of the committee will be final.
2. If the other involved party is employed in the Student Affairs Department, the student will be required to present in writing the nature of their complaint and deliver it to the Dean of Instruction within 14 calendar days (two weeks) from the date of the incident. If resolution cannot be reached following receipt of the written complaint, the Dean of Instruction will form a committee comprised of a faculty member, a member of the Student Affairs staff, a member of the administrative staff, and a student. This committee will be an ad hoc committee formed only to deal with the grievance presented. The Dean of Instruction and the ad hoc committee will then have 20 calendar days to respond to the grievance. The decision of the committee will be final.
3. If the other involved party is another student, then the student with the grievance will be required to present in writing the nature of their complaint and deliver it to the Dean of Instruction within 14 calendar days (two weeks) from the date of the incident. If resolution cannot be reached following receipt of the written complaint, the Dean of Instruction will form a committee comprised of a faculty member, a member of the Student Affairs staff, a member of the administrative staff, and a student. This committee will be an ad hoc committee formed only to deal with the grievance presented. The Dean of Instruction and the ad hoc committee will then have 20 calendar days to respond to the grievance. The decision of the committee will be final.

Matters of College policy determined by the College Board of Trustees and the assignment of grades are not subject to action by the ad hoc grievance committees.

Complaint information must be shared with the Higher Learning Commission; however, individual identities will be shielded.

Reporting Allegations of Non-Compliance with the JRCERT standards:

If the student is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, they may submit allegations of non-compliance to the JRCERT by completing an allegations reporting form. The allegations must reference the specific accreditation standards/objectives with which they believe the program to be in non-compliance. The standards for an Accredited Program in Radiologic Sciences can be found at www.jrcert.org

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: 312-704-5300
Fax: 312-704-5304
mail@jrcert.org

Confidentiality

Confidentiality is a critical legal and ethical component of radiography. Students are expected to always maintain confidentiality and may not discuss any patient, condition, or treatment outside the line of duty. A student who violates this policy may be subject to dismissal from the program. Students are required to attend their clinical site's HIPAA training to become educated on confidentiality policies and procedures.

Radiographic Images and HIPAA

Students are expected to adhere to all HIPAA policies while in the clinical and didactic settings. Radiographic images that are used for teaching purposes related to image critique, case studies, or lab sessions must not contain any patient identification. **Cell phones should not be used to take pictures of radiographic images.**

Radiation Safety

Students are expected to learn, regularly practice, and become proficient with the use of radiation protection practices in the lab and clinical settings. As such, students will:

- Apply gonadal shielding to all patients of child-bearing age for all exams in which the shielding goes not impact the exam
- Collimate to include only the required anatomy of interest and to achieve images of diagnostic quality
- Observe from the control booth or from behind a lead protective screen or if the student must remain in the radiographic room, he/she will wear a lead apron and thyroid shield at all times. The radiation dosimeter must be worn at the collar level and outside of the apron.

When working in surgical or fluoroscopic areas, or during portable procedures in rooms occupied by patients, students will:

- Wear proper attire
- Wear a lead apron and thyroid shield at the collar level outside of the apron (thyroid shield is not required for a portable examination)
- Stand as far from the patient and the x-ray tube as is practical
- Observe all regulations which apply to the area (example: sterile fields)
- Protect hospital personnel and other patients whenever possible from direct or scatter radiation exposure

During the exposure, students will not:

- Be in the direct path of the primary beam, even when wearing a lead apron
- Hold or support a patient or image receptor during the exposure
- Under any circumstances allow himself/herself, fellow student, or any other person to be exposed for tests or experimentation

Energized Laboratory Rules

The program uses two energized laboratories on campus. These labs are located in rooms 1140 and 1141 in the Academic Technical Center. Each lab contains energized x-ray equipment and multiple positioning aids and radiation protection devices. The lab located in 1140 is DR and the lab located in 1141 is CR with a FujiFilm CR reader. Both labs contain viewing workstations to review images.

The following rules **MUST** be observed by students and faculty and these rules are also posted in each radiographic room:

1. The door to the laboratory is always to remain locked, except during scheduled utilization under supervision
2. Students' utilization of energized laboratory must be under the supervision of a radiology faculty member readily available
3. Never make energized exposures with any person either in the laboratory room, or without checking for personnel in the area
4. All students and faculty will wear radiation monitoring devices during all energized lab sessions
5. Keep the door to the laboratory closed during all energized exposures
6. Do not remove anything from this lab facility
7. Put all accessories, positioning aids, linens, etc. away in their proper place when you have finished utilizing them
8. No food or beverages are to be taken into the laboratory
9. Students are absolutely forbidden to make radiographic exposures on human subjects, including themselves, in the laboratory. To do so violates departmental policy and state regulations, and subjects the student to immediate dismissal from the program
10. All problems, no matter how minor, must be reported to the supervising faculty member immediately, and the use of the equipment discontinued until the problem is corrected. This includes all areas: laboratories and classroom 1139

11. There will be no holding of radiographic phantoms, or image receptors during exposure. All persons must fit completely behind the protective barrier during any exposure
12. During energized exposures, only people essential to performance of the exam should remain in the laboratory. For the purpose of observation, only those persons who fit completely behind the barrier are permitted to remain in the laboratory during exposures
13. No exposures will be made which exceed the recommended tube capacity, which can be determined by referencing the tube-rating chart posted in the energized lab
14. Violations of rules and procedures, or unauthorized use of laboratory facilities will result in disciplinary action and/or possible dismissal from the program

Voluntary Pregnancy Policy

Belmont College does not discriminate against any student on the basis of pregnancy or related conditions.

Absences due to medical conditions related to pregnancy and maternity leave will be excused for as long as deemed medically necessary by a student's doctor and the student will be given the opportunity to make up missed work.

Since ionizing radiation has been determined to be harmful to the developing embryo/fetus, the following compliance is required to protect the health of the student and unborn child.

The pregnant student **MAY ELECT** to notify the program director and/or clinical coordinator of the pregnancy. Once the pregnancy is voluntarily declared, a conference will be held with the program director and clinical coordinator to review radiation risks, dose limit guidelines, and the cardinal principles of radiation protection. The student must present a written statement from her physician that indicated the expected delivery date and her ability to continue clinical education. The declared pregnant student will be administered a fetal dosimeter that is to be worn at the waist level and under the lead apron.

The recommendations of the National Council on Radiation Protection (NCRP) Report #116 states that the dose to the fetus from occupational exposure of the pregnant mother shall not exceed 0.05 rem (0.5 mSv) per month and shall not exceed 0.5 rem (5 mSv) during the entire gestation of the pregnancy.

The student may request a leave of absence when she, her physician, or the program director believes that it is no longer viable to her to function in a manner conducive to learning. The return of the student must be approved by her physician along with a written release that she may return to her clinical assignment with no restrictions.

The student will be informed of her options with regard to this policy prior to enrolling and again during program orientation.

The student may elect to continue in the radiography program, fulfilling all program requirements as contained within the curriculum, without modification, and adhere to all radiation protection guidelines and recommendations as follows:

- The student will be provided an additional radiation dosimeter to monitor exposure to the fetus. An additional fee is required.
- The student will be required to adhere to radiation protection measures, including the ALARA principle.

- The recommendations of the NCRP Report #116 states that the dose to the fetus from occupational exposure of the pregnant mother shall not exceed 0.05 rem (0.5 mSv) per month and shall not exceed 0.5 rem (5 mSv) during the entire gestation of the pregnancy.

The student **MAY WITHDRAW, in writing**, the declaration of pregnancy at any time. Retraction of the pregnancy declaration requires the student to abide by the general guidelines for radiation workers. Therefore, after pregnancy declaration retraction, the student will be monitored according to general guidelines for radiation workers as described by the NCRP Report #116 and State Laws.

The student may choose not to declare the pregnancy to the program.

Radiography Program requirements for the declared pregnant student:

- All missed clinical hours due to the pregnancy must be made up. The student will receive an “I” (incomplete) for the semester clinical grade in which the hours were missed. The missed hours will be made up during the dates of the next college clinical session. **ALL MISSED CLINICAL HOURS ARE REQUIRED FOR PROGRAM COMPLETION.** (please refer to the attendance policy)

*Neither the program nor Belmont College assumes responsibility for any injuries to the embryo/fetus should the student decide to remain the program during the gestational period.

Radiation Monitoring

Each radiology program student is subject to occupational exposure of ionizing radiation. The occupational exposure limits and the requirements for the determination of doses are stated in the NCRP. The program will provide each student with a personal dosimeter at the start of the fall term prior to labs and clinical rotations.

Exposure of a personal monitoring device to deceptively indicate a dose delivered to an individual is prohibited. This act may result in the suspension of the student from the radiology program.

While attending clinical rotations and during energized lab activities at the college, the student is *required* to wear his/her radiation dosimeter *at all times*. When a lead apron is being worn, the monitoring device shall be worn on the collar outside of the apron. When not in a fluoroscopy room, the device shall be worn on the collar.

Failure to have the radiation dosimeter in the clinic and lab settings will result in the student being sent home for the day and a recorded absence for that assignment.

The student is required to document and submit a report to the program director when a situation arises that may affect the quality of the radiation monitoring report. This will be placed in the student’s file for future reference.

Each radiation exposure report is reviewed by the Individual Responsible for Radiation Protection (IRRP), which is the program director.

The dose limits and required actions are as follows:

- 0.025 mSv quarterly with no investigation**
- 0.075 mSv quarterly requires investigation**
- 1 mSv annually**

MRI Safety

During the first semester, the program will provide students with information on MRI safety protocols as they pertain to the student/clinical employee. Students are expected/required to complete an MRI safety questionnaire that specifies the possible risk to an individual that can occur when entering the MRI environment. The completed questionnaire will be placed in the student's file and also with each clinical site. In addition, each student completes an MRI Safety check-off form during orientation at the clinical affiliate. This information is kept on file at the hospital.

Blood Borne Pathogens

Students are expected to attend and to be instructed in blood borne pathogen protocols during the program orientation prior to the start of fall semester. Documentation of attendance will be kept in each student's file. The program and all clinical affiliates endorse this federally mandated requirement. In the clinical setting, it is possible that students will be exposed to blood borne pathogens while providing patient care. If this occurs, the student will follow the hospital procedure for such exposure and complete an incident form provided by the college. Failure to follow blood borne pathogen procedures may result in disciplinary action.

Immunizations and CastleBranch

Prior to starting clinical rotations, students are expected and required to meet the following guidelines:

- Show evidence of immunity to measles, mumps, and rubella, chicken pox, and hepatitis B via positive titer
- Show proof of flu vaccination by November 1st each year in the program
- Receive a 2-step TB skin test after June 1st following acceptance into the program
- Proof of Tdap vaccination within the past 10 years

All students will be required to comply with CastleBranch policy for drug screening, uploading of required immunity documents, uploading of background results, completion of HIPAA, and OSHA programs.

Drug Screening

Each student must submit to oral swab drug testing upon acceptance into the program. Drug testing is paid for at the campus bookstore and the sample will be collected at the mandatory radiology program orientation.

Please be sure to bring a photo ID. Positive drug screens will result in immediate removal from the Radiology Program. Student's failure to submit to a requested drug screen will result in immediate removal from the Radiology Program.

If a student exhibits behavior that causes a faculty or clinical site staff member to be concerned regarding the possible abuse of drugs and alcohol, the student will be required to undergo a subsequent drug screening. This can occur at any time during the radiology program. Again, a positive drug screen will result in immediate removal from the radiology program. Failure to submit to a drug screen will result in immediate removal from the radiology program.

Physical Exam

Completion of a physical exam of not more than 12 months prior to the start of clinical rotations is required. Any change in student health or wellness should be reported to the clinical preceptor, clinical coordinator, and/or program director so that the student and his/her patients are not exposed to unnecessary health hazards.

Criminal Background Check

All radiology students are required to submit and pass a criminal background check prior to full acceptance into the program.

Students who have a criminal history are strongly encouraged to visit the ARRT Ethics Requirements to learn more about which offenses would negate their eligibility to take the ARRT National Certification Exam. This can be found at www.arrt.org/earn-arr-credentials/requirements/ethics-requirements/ethics-review-preapplication

CPR Certification

Students are required to obtain and maintain current certification in CPR for Healthcare Providers by the American Heart Association. CPR certification can be obtained on campus by appointment only. This should be completed prior to the start of the program.

Communicable Diseases

Students are expected to follow the infection control policies of the clinical affiliate sites. Students, who have developed signs or symptoms of communicable disease that pose a hazard to patients or to other clinical personnel, are expected to report this status to the clinical preceptor and clinical coordinator as early as possible.

Illegal Substances

Students are expected to perform clinical activities safely, responsibly, and free from the influence of drugs and alcohol. Being under the influence of drugs or alcohol, abuse of prescribed medication, illegal use, possession, distribution, manufacture or sale of alcohol and other drugs are all strictly prohibited on College-owned and College-controlled property or while representing the program and the college in any capacity, including clinical rotations. Students have a legal and ethical responsibility to report peers who they suspect are under the influence of drugs and/or alcohol. Students can anonymously contact the program director or clinical coordinator. Associated clinical sites reserve the right to exclude students who exhibit unsafe or irresponsible behavior.

Cell Phones

Cell phones are prohibited while in the clinical setting. **The use of cell phones for recording or taking images in the clinical setting violates HIPAA** and will result in disciplinary action, up to and including termination from the program.

Cell phones should not interrupt the classroom setting. If a call must be answered, please do so in the hallway and not in the classroom.

Please keep texting to a minimum during classroom instruction.

Social Media

Social networking has become a popular communication channel and while social media pages can be an educational resource, there are certain behaviors that radiology students should refrain from. The following are guidelines that must be followed regarding social media postings:

- A student may not post or communicate any patient information such as name, initials, age, gender, medical diagnosis, nursing diagnosis, care, interventions, or clinical activities. This includes written and photographic information (radiographs included). Such postings violate HIPAA laws and are subject to punishment at the federal level.
- A student may not “friend” or follow a clinical patient, former patient, or patient’s family while a student in the radiology program. A student should not accept as a “friend” a patient or former patient if such a request is made.
- A student may not post or communicate personal and private academic information of another student. This includes but is not limited to grades, skills performance, clinical performance, or evaluations. These types of postings are considered FERPA violations.
- Following the program policy guidelines, a student may not post or communicate abusive, threatening, or vulgar language, derogatory or unflattering comments, or threats of violence which are directed toward another student, faculty, administration, clinical staff, or patient/patient’s family.
- A student must refrain from making derogatory or defaming comments about the affiliate, program, faculty, staff, and/or the college.
- To maintain an appropriate professional relationship, do not ask to connect with instructors on social media networks. Upon graduation, the instructor and student may be connected.

Transportation

Students are expected to cover their own transportation costs. Students are assigned to clinical facilities and other sites that are not part of the Belmont College campus. The college does not provide transportation for these activities.

Some clinical sites may be greater than an hour drive from the college campus.

Assignments

Students are expected to submit all laboratory, lecture, and clinical assignments to the instructor on the due date. Students are required to follow the syllabus for each course. Late assignments are not accepted unless prior arrangements have been made with the instructor. Late assignments that have not been approved ahead of time will result in the grade of a zero.

Attendance

Didactic Courses

- On-time attendance is required
- For every 3 occurrences in lecture and/or lab, the grade for that class will be lowered by 1 full letter grade

An “occurrence” is:

- Unexcused absence from class or lab
- Incomplete class or lab: arriving 15 minutes late or leaving 15 minutes early

Excused absences may include, but are not exclusive of:

- A written doctor’s excuse for day(s) missed
- Military Active obligations
- Determined on a case-by-case basis at the discretion of the instructor/program director

Clinical Courses

Students must contact both the clinical preceptor and the clinical coordinator prior to the start time on the day of the absence.

Students are allowed 1 optional personal day per semester that is not required to be made up.

Excused absences from clinic (see above) MUST be made up but will not affect the final grade.

All make up days must be completed by the last day of finals week each semester and approved by the clinical setting and clinical coordinator.

The maximum number of days that can be made up during each semester is three. For each absence exceeding the maximum of three, the clinical grade will be lowered by one full letter grade.

Bereavement leave allows the students to be absent from clinical or class for a period of three consecutive days without making up clinical hours. Additional time would then be made up by the terms agreed upon between the clinical coordinator and student. The three-day leave applies in the death of an immediate family member or significant other. One day of leave may be granted to attend the funeral of a close friend or relative other than that of the immediate family. Arrangements need to be made with approval from the program director.

Outside Employment

Due to the rigor of the program, outside employment is strongly discouraged. If a student is employed, the program schedules (didactic and clinical) will not be altered to meet the outside employment schedule. If you must work, please keep in mind that the didactic and clinical standards of the program must be met. We strongly recommend that you plan ahead financially for your two years in the program.

Guidance and Counseling Policy

Academic counseling is provided by Belmont College advisors, the clinical coordinator, and the program director. Personal counseling is not provided by Belmont College. Those students in need of personal counseling are encouraged to seek out appropriate mental health care.

Clinical Policies

Clinical Assignment

Students are assigned to clinical sites during each semester of the program. Each clinical affiliate identifies a clinical preceptor in which the student is to report. The clinical preceptor will supervise and evaluate students according to clinical objectives and clinical grading policies. The clinical preceptor will provide specific details and evaluations based on program requirements. Students will be limited to 8 hours shifts and no more than 40 hours per week. Any additional time spent in the clinic must be agreed upon by the clinical preceptor, the student, and the clinical coordinator. If agreed upon, students may complete up to but not to exceed 10 hours per shift. While in the clinical setting, students may be scheduled for days, and the occasional evening and/or weekend shifts.

If a student is not permitted at a particular clinical site due to prior employment or other reasons, he/she must participate in clinical assignments at other sites, which may require a long drive.

Clinical Records

The program requires that students give written permission to program officials to release the following information to clinical affiliate sites:

- Student's immunization record
- CPR certification
- Social security number
- Birthdate

This information is confidential and will become part of the student's record while enrolled in the program.

Clinical Appearance

Students are required to wear the program's designated clinical scrubs and shoes. Sweaters are not allowed, but a white lab coat may be worn over the uniform. Student must adhere to hospital/clinic policy concerning hair, piercings, other jewelry, and tattoos. For general guidance, refer to the Professional Appearance guidelines on page 16 of this handbook.

The college will issue each radiology student a student name badge. This badge should be worn at all times while in the clinical setting. Some affiliated hospitals also issue student badges. In this case, both badges should be worn while at the specific clinical setting.

Students are issued a radiation dosimeter, which is to be worn at collar level during each lab and clinical rotation.

Direct and Indirect Supervision and Repeat Exam Policy

Patient safety and proper educational practices during the execution of radiology procedures by each student are assured and promoted by adherence of the JRCERT Standard IV, regarding direct and indirect supervision and supervision during repeat examinations.

Direct Supervision:

Medical imaging procedures are performed under direct supervision of a qualified radiographer until a student achieves competency.

The qualified radiographer reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the conduct of the procedure, and reviews and approves and positioning and/or images.

Indirect Supervision:

Medical imaging procedures are performed under indirect supervision of a qualified radiographer after a student achieves competency.

Indirect supervision is provided by a qualified radiographer immediately available to assist students, regardless of the level of student competence. Radiographer to student ratio is maintained at 1:1.

"Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

The qualified radiographer reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is immediately available to assist if needed, and reviews and approves the procedure and/or images.

If the student performs an exam prior to attaining competence without direct supervision, the incident will be documented, and a lower grade may be reflected for the semester clinical grade.

When a repeat image is necessary, students are directly supervised by a qualified radiographer. The qualified radiographer must be physically present during the conduct of a repeat image and must approve the student's procedure prior to re-exposure.

Repeating an image without direct supervision will result in the following:

- First offense: 2 points off the semester clinical grade
- Second offense: 5 points off the semester clinical grade
- Third offense: clinical grade lowered by 1 letter grade
- Fourth offense: clinical grade lowered by 2 letter grades
- Fifth offense: termination from the program

Clinical Conduct

Each clinical affiliate has policies that govern the conduct of its students and employees and all student are expected to follow these policies during all rotations. Additionally, students are expected to:

- Arrive promptly and be prepared to begin clinical experiences
- Wear the designated clinical uniform, name badge(s) and radiation badge
- Exhibit proper conduct in the work environment

- Demonstrate professionalism and ethical practice
- Be responsive to instruction, evaluations, and constructive criticism
- Demonstrate radiation awareness and protection
- Learn, follow, and practice department routines and policies
- Be aware of and responsive to patient condition, care, and confidentiality
- Learn and demonstrate good radiographic practice
- Follow HIPAA requirements
- Adhere to the program and affiliate cell phone and social media policies

Clinical Accidents

Any accident/injury to a student in a clinical facility must be reported **immediately** to the clinical preceptor, clinical coordinator, and program director. This initial report must be followed up with written documentation. All documentation must be submitted to the program director as soon as possible.

All students are responsible for their own medical, accident, and health insurance. The College maintains no health/medical insurance to cover students. In addition to health coverage, it is necessary for the student to be covered by a liability insurance policy. Liability insurance is provided by Belmont College. The fee for this policy is included within the program’s cost. The policy covers a student’s liability **only** while participating in program-sponsored activities.

Clinical Site Locations

Wheeling Hospital 1 Medical Park Wheeling, WV 26003	Harrison Community Hospital 51 E. Market Street Cadiz, OH 43907	Reynolds Memorial Hospital 800 Wheeling Avenue Glen Dale, WV 26038
Rapid Care – Moundsville 215 N. Lafayette Avenue Moundsville, WV 26041	Rapid Care – Benwood 108 Eoff Street Benwood, WV 26031	Rapid Care – Mt. Olivet 210 Fairmont Pike Road Wheeling, WV 26003
Advanced Orthopaedics 100 Trich Drive Washington, PA 15301	Wetzel County Hospital 3 E. Benjamin Drive New Martinsville, WV 26155	East Ohio Regional Hospital 90 N. 4 th Street Martins Ferry, OH 43935

Exam Requirements

All students are required to complete a specific number of competencies each semester. The number required is based on the progression of new knowledge and experience during the duration of the program.

The following is the exam requirement for each semester:

Semester 1 – 30	Semester 4 – 675
Semester 2 – 150	Semester 5 – 900
Semester 3 – 450	

Failure to achieve the exam number requirement will impact the semester clinical grade.

Competency Procedure

Each student must complete all mandatory and elective competencies required by the ARRT. All exam procedures will be reviewed and taught in the classroom. Each exam procedure will be demonstrated and practiced in the campus laboratory. All students are required to perform exam proficiencies with the clinical coordinator during lab time. During each proficiency, the student proves his/her ability to perform each projection of the exam. If the student successfully passes the proficiency, he/she may perform the exam on a patient in the clinical setting. Once the student feels confident, he/she is able to perform a competency at the clinical site. The student should inform the technologist or preceptor that he/she wishes to complete a competency. Following the exam, the technologist completes the competency form. The student must review projections and anatomy with a preceptor or the clinical coordinator/program director. The student must turn in the completed competency form to the clinical coordinator or program director for input of the exam into Trajecsys. The completed form must be submitted within two of weeks of when the competency was performed. If the form is not turned in within the two week period, the competency is no longer valid. If the competency is successfully passed, the student reaches indirect supervision status, which means that a technologist must be readily available during the exam. The student cannot perform a repeat image without direct supervision, even after reaching competency level.

A passing grade for a competency is 90%. Any grade lower than a 90% is a failure and requires a repeat competency. The first competency grade earned is what is averaged in for the final semester clinical grade – the re-competency grade is not part of this average.

Sequence:

- Classroom instruction
- Lab demonstration and practice
- Lab proficiency
- Direct supervision in clinic
- Competency
- Indirect supervision in clinic, except when a repeat is required

Final competency:

Once the student has reached competency level, he/she is expected to continue performing that exam. To ensure that the student remains competent, a final exam is required in each of the following areas: chest, abdomen, upper extremity, lower extremity, spine, skull, and fluoroscopy. A failed final competency requires the student to complete remedial work and a repeat final competency.

The following are the number of competencies and final competencies due at the end of each semester:

	<u>Competency</u>	<u>Final Competency</u>
Semester 1	2 (1 must be a chest)	0
Semester 2	11	1 – chest
Semester 3	15	2 – KUB and upper ext
Semester 4	13	2 – lower ext and spine
Semester 5	11	2 – skull and fluoro

If the clinical coordinator/program director is needed to review anatomy, an appointment should be made during office hours or before/after class. Class time will not be used.

Program Dismissal Procedures

Grounds for Program Dismissal

The radiography program reserves the right to terminate the enrollment of any student for unsatisfactory academic performance; unethical or unprofessional conduct, judgment, and/or performance in either the clinical or didactic setting.

Definitions:

- Unethical or unprofessional conduct, judgment, and/or performance in either or both the clinical or didactic settings
 - Excessive patterns of tardiness or absences
 - Unauthorized disclosure of confidential information (violation of HIPAA or FERPA)
 - Repeated violation of the cell phone policy in either or both of the clinical and didactic settings
 - Inappropriate use of alcohol, illegal drugs, or abuse of prescription drugs and/or refusal to undergo test and subsequent treatment
 - Other unethical or unprofessional conduct in either or both of the clinical and didactic settings
- Unsatisfactory academic performance
 - Course grade below a “C”
 - Violation of the college’s academic misconduct policy (includes plagiarism and cheating)
 - Failure to demonstrate clinical competency in procedures in the clinical setting

Process for Dismissal

Unethical or unprofessional conduct, judgment and/or performance:

1. The faculty or clinical preceptor identifies and documents the specific situation which may lead to dismissal. If the alleged violation occurred in the clinical setting, the clinical preceptor has the option of removing the student from the clinical site immediately.
2. The faculty member or clinical preceptor notifies the program director of the situation
3. The faculty or clinical preceptor creates a written report detailing the incident. If the faculty/clinical preceptor needs additional information or evidence, he/she gathers information from appropriate sources such as clinical or lab setting, other technologists, witnesses, campus resources, etc.
4. The final written documentation is provided to the program director. If the incident involves the clinical setting, a copy of the documentation is also provided to the clinical coordinator.
5. The faculty member or clinical preceptor meets with the student, presents the evidence, and provides the student the opportunity to explain the incident. The student may have a support person or his/her choice present. The support person is not permitted to present information but may advise the student.
6. The faculty member/clinical coordinator explains the procedures and penalties relevant to the alleged violation. The student is given a copy of the program expectations from the student handbook.

7. If the student wishes to submit additional information on his/her behalf, he/she must submit it within five days of the initial meeting to the faculty/clinical coordinator.
 - a. If the violation occurred in a clinical setting, the student will not be able to return to the clinical affiliate until the process is concluded
 - b. Permission for the student's clinical attendance in concurrent radiography courses during the process will be determined on a case-by-case basis by the program director
 - c. If the student is exonerated, the student will be allowed to make up missed clinical days
8. After considering the evidence and any additional information, the faculty/clinical preceptor meets with the program director. If the incident occurred in the clinical setting, this meeting would also include the clinical coordinator. The faculty, preceptor, and/or the clinical coordinator and the program director will take one of the following actions:
 - a. Terminate the proceedings, exonerating the student
 - b. Impose appropriate sanction(s) as described below
 - Verbal warning
 - OR**
 - Probation
 - OR**
 - Immediate expulsion from the program
9. The program director notifies the student in writing and provides information on next steps
10. The student may appeal the decision only on the grounds that (1) the procedures outlined were not followed; or (2) relevant evidence concerning the violation becomes available that was not available to the program director.
11. The college grievance procedure is then followed (see page 17)

Unsatisfactory Academic Performance:

Course grades/clinical competencies:

1. If during any semester, a student's course average falls below "C" grade level and/or the student does not demonstrate continued competency, the clinical preceptor, clinical coordinator, and/or program director will develop an improvement plan for the student. The plan will include recommendations and a timeline for improvement for that specific term.
2. The preceptor, clinical coordinator, and/or program director hold an in-person conference with the student. During the conference, the improvement plan is discussed with the student and the student is provided a copy.
3. If the program director has not been notified, the preceptor or clinical coordinator must give written documentation of the conference and the performance plan to the program director
4. If the student does not improve and receives a "D" or "F" grade in the course, the student will be dismissed from the program

Academic Integrity Complaint and Hearing Process:

Students are expected to be honest and ethical in their academic work. Cheating, plagiarism, falsifying, and working with others to cheat are all forms of academic dishonesty. The hearing process for alleged violations of academic integrity are as follows:

1. The faculty member observing or investigating the apparent act of academic dishonesty documents the act by documenting the time, date, place, and description of the act.
2. The faculty member provides the student an opportunity to explain the incident.
3. The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of the college's academic misconduct policy
4. The faculty member may resolve the matter informally by determining an appropriate course of action, which may include a verbal or written warning, OR a grade of an "F" on the assignment/test, OR no further action.
5. If the faculty member wishes to initiate further action, the student is entitled to a hearing with the Dean of Instruction.

Clinical Suspension

Suspension from a clinical rotation is at the discretion of the clinical preceptor, the affiliate management, the clinical coordinator, and the program director. Time missed due to suspensions must be made up. Repeat suspensions will result in expulsion from the program.

Personal Student Withdrawal Policy

If a student elects to withdraw from the radiology program, it is required that the student submit in writing a notification of withdrawal to the program director. Reasons for the withdrawal should be included. An exit interview with the program director will occur after submission of a withdrawal notification.

Readmission Policy

Students shall be eligible for consideration for readmission to their program after ONE withdrawal or academic failure.

Students desiring readmission to the radiology program are encouraged to submit the application form as soon as they make the decision. Petitions for readmission will be reviewed by the program director and clinical coordinator. The decision to readmit the students will be made on the basis of the following criteria:

1. No more than 1 previous academic or clinical failure, withdrawal or dismissal from the program
2. Available space in the program
3. Evaluation of the student's standing relative to any revisions in the curriculum, courses or requirements which may have occurred
4. Review and evaluation of student's academic and clinical performance at the time of the student's withdrawal or dismissal

Students seeking readmission are subject to the policies in place in the student handbook and catalog at the time of the readmission request.

Readmission Standards

- GPA 2.75
- Repeat State of Ohio and Federal Background Check and Drug Screen
- Reinstate testing 80% pass score (with no rounding of points and no option for remediation or any readmission testing) for retained knowledge in theory and skills based on the cumulative knowledge in the semester of successful completion prior to drop, fail or withdrawal
- Students will be charged for readmission testing
- Students will successfully complete at least three radiology exams as identified by the program director and/or clinical coordinator in the radiology lab.
- No radiology courses may be repeated more than one time. Failure of any radiology courses in the first semester will necessitate completion of current application and requirements for admissions to the program.
- Students who have been out of the radiology program from a period that would prevent completion of the program within three years, will be required to repeat courses.
- No potential for readmission if the student's drop, fail or withdrawal is earned for academic or professional misconduct issues in a clinical section of the course.

National Certification Exam

The National Certification Exam is given by the American Registry of Radiologic Technologists (ARRT). Upon meeting all graduation requirements, the student is eligible to take the ARRT National Certification Exam. Applications for this exam are given by the program director. Students are responsible for the \$200 application fee, which is not financial aid eligible and is not included within any course fees. Upon successful completion of the exam, the graduate can work as a registered technologist anywhere in the United States. State licensure requirements vary by state and are separate from the ARRT certification.

College Policies

The official college website can be accessed at www.belmontcollege.edu. The website contains many links to helpful information as students navigate their way through the program. The below policies require special mention.

Course Catalog and Student Handbook

The course catalog contains information related to college policies and procedures, as well as expectations of student.

Academic Advising

Jennifer Nettles is the academic advisor for the Radiology Program. Jenny's office is located in the Academic Technical Center, office 1048. She can also be reached at jnettl@belmontcollege.edu or by phone at 740-699-3820.

Bookstore

The Belmont College bookstore provides textbooks, class materials, calculators, software, greeting cards, snacks, and much more. The bookstore accepts VISA and MasterCard for purchases. Checks in the amount of the purchase are welcome with two pieces of identification.

Library

The Belmont College library provides access to thousands of allied health-related information sources for students including print and electronic books, online journals, videos and more. The campus library also provides research help both online and in-person. Many resources can be accessed online through the library's web page at <http://www.belmontcollege.edu/current-students/student-resources/library/>

Non-Discrimination Policy

It is the policy of Belmont College to provide equal admission, educational, and employment opportunities without regard to race, color, national origin, sex, age, disability, or other protected classifications.

Student Code of Conduct

Belmont College expects students to respect the rights and privileges of others and to be responsible for self-conduct. The College's Board of Trustees has established a resolution pertaining to conduct which is published in its entirety below as revised June 1991.

WHEREAS, the Board of Trustees of Belmont College is charged by law with the responsibility of making rules and regulations for the College and establishing policy governing the conduct of the members of the College community and visitors to the College. (Specifically, Section 3345.21 of the Ohio Revised Code requires that the Board of Trustees of each College or University which receives any state funds for its support shall adopt regulations for the conduct of the students, faculty, administrative staff, non-academic employees, and visitors.); and

WHEREAS, the statute requiring the creation of these regulations clearly states that such regulations shall not restrict freedom of speech nor the right of persons on the campus to assemble peacefully. (These regulations are not intended in any way to discourage or restrict freedom of speech, including criticism, expression of grievances, or petition for redress of wrongs, real or fancied, so long as rights of freedom of speech and assembly are exercised in a lawful and peaceful manner.); and

WHEREAS, persons who violate these regulations may be ejected from College property and suspended or expelled from Belmont College, or liable to legal prosecution, as may be appropriate for any individual

member of the College community or any visitor to the College. Any penalties assessed as a result of the violation of any of these regulations shall be imposed according to due process; 42 COURSE CATALOG & STUDENT HANDBOOK

NOW, THEREFORE, BE IT RESOLVED that in consideration of its responsibilities, the mandate of the statute referred to above, and the principles stated, the Board of Trustees of Belmont College does declare that the practices enumerated below are unacceptable conduct for members of the College community and visitors to the College.

1. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities, including the College's public service functions, or of other authorized activities on College-owned or –controlled property.
2. Disorderly conduct and indecent or obscene conduct or expressions, especially on College property or at a College-registered function.
3. Physical abuse or detention of any person on College-owned or –controlled property, or any College-sponsored or –supervised function, or conduct which endangers the health or safety of any such persons.
4. Physical or verbal abuse of any person, or conduct which threatens or endangers the health or safety of any such persons.
5. Theft or damage to property of the College or of property of a member of the College community or the property of a visitor to the College.
6. Unauthorized entry to or use of College facilities, including both buildings and grounds.
7. Violation of College-established policies or regulations, including regulations in the College Catalog or Student Handbook, the Board Policy Manual, and other publications pertaining to student organizations, student-, faculty-, administrative staff-, non-academic employee-, and visitor-conduct.
8. Use, possession, or distribution of narcotic or illegal drugs on College-owned or –controlled property, except as expressly permitted by law.
9. Failure to comply with directions of College enforcement officers acting in performance of their duties, and to identify one's self to these officers when requested to do so.
10. Failure to comply with the direction of College officials acting in the performance of their duties.
11. Illegal or unauthorized possession or use of firearms, explosives, dangerous chemicals, or other weapons on College-owned or –controlled property. Firearms include compressed air guns, such as pellet or BB guns.
12. Disorderly conduct, breach of the peace, and aiding, abetting, or procuring another to breach the peace on Belmont College-owned or –controlled property, or at College-sponsored or –supervised functions.
13. Dishonesty (such as cheating, plagiarism, etc.) or knowingly furnishing false information to the College by forgery, alteration, or misuse of College documents, records, or identification.
14. Nonpayment of College fees within the appropriate period.
15. Discrimination against a person on the basis of race, color, creed, or nationality.
16. Unauthorized possession, sale, or consumption of alcoholic beverages in or on College property
17. Hazing any member of the College community. Hazing is defined as any act which causes, or is likely to cause, physical or mental harm, or which demeans or tends to demean a person.
18. The College reserves the right to re-evaluate students' status and to recommend a disciplinary action for students charged with: a) Violating a city, state, or federal law on College property; or b) Violating any applicable Board or College policy.

Student Academic Misconduct

The responsibility for academic honesty rests with the student. The College expects the student to submit papers, projects, and reports resulting from the student's own efforts. Work submitted in any form should reflect the exclusive effort of the student. It is assumed that cheating on quizzes, tests, or examinations is not practiced by mature learners. Plagiarism will not be tolerated at any time. Submitting another's work as one's own, in part or in whole, is a dishonest practice. A student may not appropriate another person's ideas whether published or not.

Consequences for proven cases of dishonest practices may include:

- a. Zero percent being given for the test, examination, report, quiz, paper, project, or any other course requirement on which the cheating has occurred; or
- b. Failure for the course in which the offense occurred; or
- c. Dismissal from the College.

The student shall have the right to present his/ her case through the student appeals procedure. Even though the primary responsibility for academic integrity resides with the student, the instructor will endeavor to create a secure learning environment that inhibits cheating. The College encourages honest scholarship.

Title IX

If you have experienced sexual harassment, sexual assault, domestic or dating violence or any other behavior that has made you feel unsafe or unwelcome-the College has resources to help.

Definitions

- **Sexual assault:** Any actual or attempted sexual contact made without a person's consent.
- **Sexual harassment:** Unwelcome sexual conduct that creates a hostile, intimidating, or unsafe environment.
- **Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for their or others' safety, or to suffer substantial emotional distress.
- **Dating violence:** Includes violence by a person who has been in an intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.
- **Domestic violence:** Includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law or anyone else protected under domestic or family violence law.
- **Retaliation:** Retaliation means any adverse treatment that is taken because a person engaged in protected activity (e.g., opposing discriminatory practices, filing a complaint, or participating in an investigation).
- **Consent:** Consent is a knowing, voluntary and mutual agreement to engage in sexual activity. Consent can be withdrawn at any time.

Know your rights

- You have the right to learn and work in a safe environment. Belmont College follows a zero tolerance policy for all forms of sexual misconduct and gender-based discrimination.
- You have the right to a prompt and fair investigation. Belmont College is required to investigate all reports of sexual misconduct within 60 college work days.
- You have the right to file a complaint without fear of retaliation. Complainant or witnesses who report sexual misconduct are protected from retaliation under the law.
- You have the right to access support and health services. Belmont College offers confidential counseling services and can connect you with on- and off-campus resources to help you heal.

Where to get help

Belmont College Title IX Coordinator – Jason Huffman, 740-699-3841

Professional Resources

Professional persons have a responsibility to be active in organizations that enhance their professions through membership and participation. The medical imaging faculty represent several professional organizations and encourages students to explore professional activities through a variety of professional opportunities.

Professional Organizations

Students are encouraged to join professional organizations at the student level and to attend annual meetings of the state professional society, (OSRT). Attendance will be at their own expense or with financial assistance from fund raising and campus club monies. Students must request permission from the Program Director and Clinical Coordinator to attend any professional meeting during the clinical or academic schedule. If a student participates in such meetings during clinical assignment, he/she will not be required to make up the absent time.

Application forms are available online for the following professional organizations:

- American Society of Radiologic Technologists (ASRT) – ASRT is the leading professional association for the medical imaging and radiation therapy community offering ARRT accepted continuing education credits. Find more information at <https://www.asrt.org/>
- Ohio Society of Radiologic Technologists (OSRT)
- West Virginia Society of Radiologic Technologists (WVSRT)

Student Acknowledgement & Handbook Confirmation

My signature below indicates that I:

a) Have read the Student Handbook.

b) Have asked program faculty and staff to clarify any questions concerning information, procedures and policies found within this Handbook, and therefore, I understand its contents and provisions.

c) Agree to comply with the Belmont College and Radiology Program policies and procedures as stated in this Student Handbook, as well as the Belmont College Academic Catalog and Student Rights Handbook which I have accessed at:

<http://www.belmontcollege.edu/docs/pdf/course-catalog.pdf>

d) I understand that the student handbook is not a contract. I also understand that Belmont College and the Radiology Program can change the provisions of the Student Handbook at any time, and that I will be notified of those changes.

_____ Student Printed Name

_____ Student Signature

_____ Date

The handbook is reviewed at the beginning of each semester:

Semester 2 _____ Date _____

Semester 3 _____ Date _____

Semester 4 _____ Date _____

Semester 5 _____ Date _____