



*COX COLLEGE*  
*CoxHealth*

**Radiologic Sciences & Imaging (RSI)**

**STUDENT HANDBOOK**  
**2019-2020**

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# YOUR GUIDE TO STUDENT LIFE

The *RSI Student Handbook* contains policies and procedures relevant to student and college life. It is the responsibility of students to be familiar with the content of this handbook. The RSI department and/or Cox College reserve the right to make changes in the *RSI Student Handbook* when such changes are necessary for the effective administration of the institution. The RSI department and/or Cox College will make every effort to inform all who may be affected by any changes well in advance of implementation. This handbook is not intended to be a contract, explicit or implied.

## RSI FACULTY

### **Vice President of Academic Affairs**

Amy DeMelo, Ed.D..... 269-3406

### **Department Chair, Radiologic Sciences and Imaging (RSI)**

Michelle Masengill..... 269-3063

### **ASR Program Faculty**

Kacie Craig, ASR Program Director..... 269-8987

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## **Radiologic Sciences & Imaging (RSI) Department**

The Radiologic Sciences & Imaging (RSI) departments offers two undergraduate degree options: The Associate of Science in Radiography (ASR) and the Bachelor of Science in Diagnostic Imaging (BSDI) with a Healthcare Leadership track or a credentialing pathway in Computed tomography (CTI), Diagnostic Medical Sonography (DMS), Interventional Radiography (IRI), Magnetic Resonance Imaging (MRI). A post-baccalaureate certificate is offered in adult echocardiography for registered sonographers.

### **MISSION**

The RSI department is committed to excellence by meeting the educational needs of diagnostic imaging students and the health care community it serves through quality didactic, clinical and professional curriculum with a commitment to lifelong learning.

### **PHILOSOPHY**

RSI department is designed to provide students with a quality environment promoting professionalism, effective communication, critical thinking, and imaging skills within the areas of diagnostic imaging.

RSI faculty encourages students to become active learners through a vigorous environment that promotes a variety of learning experiences for professional growth and lifelong learning.

Students completing the diagnostic imaging programs will have the knowledge and skill set to successfully enter the workforce credentialed in their chosen professional discipline, while meeting the needs of the health care community.

### **DMS SPECIFIC PHILOSOPHY**

The specialty field of Diagnostic Medical Sonography is designed to provide students a quality environment promoting professionalism, effective communication, critical thinking, and imaging skills that meet the requirements of **CAAHEP** as well as the credentialing bodies of the American Registry for Diagnostic Medical Sonography (ARDMS) and the American Registry of Radiologic Technologists.

Students are encouraged to become active learners through a rigorous didactic and clinical environment that promotes a variety of learning experiences for professional growth and lifelong learning.

Students completing the Diagnostic Medical Sonography Program will have the knowledge and skill set to successfully enter the workforce as credentialed sonographers in Abdomen, Obstetrics & Gynecology, Vascular Technology and/or Echocardiography.

## **ACCREDITATION**

The RSI programs have a long standing history of programmatic accreditation. The DMS and DMS-Echocardiography Extension programs are accredited through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The ASR program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). All RSI degrees are accredited through the Higher Learning Commission (HLC).

## **PROFESSIONAL ORGANIZATIONS**

The RSI faculty encourages student involvement in professional organizations within the imaging field. Student memberships are offered for nonregistered students enrolled in a primary educational program by the Missouri Society of Radiologic Technologists (MoSRT), American Society of Radiologic Technologists (ASRT), and Society of Diagnostic Medical Sonography (SDMS).

## **RADIOLOGIC SCIENCES STUDENT ASSOCIATION (RSSA)**

Student leadership is encouraged through the Radiologic Sciences Student Association (RSSA). Cox College encourages an environment of community and camaraderie within the radiologic sciences and imaging programs at Cox College. Professional and personal development is built through participation in community events, public service, fundraising, and professional engagement. Funds raised through the RSSA are used to support members in professional development activities, such as scholarships and stipends for continuing education and professional conferences. Any student within the radiologic sciences and imaging programs at Cox College may choose to join the RSSA.

## **NATIONAL CERTIFICATION EXAMS FOR RSI PROGRAMS**

The American Registry for Diagnostic Medical Sonography and the American Registry for Radiologic Technologists provide national credentialing examinations for imagers. ASR students will be eligible to sit for their ARRT certification once they have met all graduation requirements. All post primary students will be eligible to sit for their certification once they meet ARRT and/or ARDMS eligibility requirements. The student is to recognize the program will provide guided assistance and structured capstone examinations, however, the responsibility to prepare adequately for the examinations lies with the individual student. RSI programs are not responsible for ARRT and/or ARDMS guideline changes that may hinder the student's eligibility sit for the national examinations.

Currently, the Diagnostic Medical Sonography students may apply to take the ARDMS SPI examination at the completion of DMS 304 and DMS 314. Students may apply to take the ARDMS national exams for Abdomen, OB/GYN, and Vascular sixty days prior to degree conferment under prerequisite 2. All national credentialing fees are the responsibility of the student.

## **PROFESSIONAL CONDUCT STATEMENTS**

### **The ASRT Code of Ethics (RT, CT, MRI, M, BR, CI/VI, S)**

#### **Preamble**

The *Standards of Ethics* of the American Registry of Radiologic Technologists® (ARRT®) shall apply solely to persons holding certificates from ARRT that are either currently registered by ARRT or that were formerly registered by ARRT (collectively, “Certificate Holders”), and to persons applying for examination and certification by ARRT in order to become Certificate Holders (“Candidates”). Radiologic Technology is an umbrella term that is inclusive of the disciplines of radiography, nuclear medicine technology, radiation therapy, cardiovascular-interventional radiography, mammography, computed tomography, magnetic resonance imaging, quality management, sonography, bone densitometry, vascular sonography, cardiac-interventional radiography, vascular-interventional radiography, breast sonography, and radiologist assistant. The *Standards of Ethics* are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the Mission Statement.

#### **Statement of Purpose**

The purpose of the ethics requirements is to identify individuals who have internalized a set of professional values that cause one to act in the best interests of patients. This internalization of professional values and the resulting behavior is one element of ARRT’s definition of what it means to be qualified. Exhibiting certain behaviors as documented in the *Standards of Ethics* is evidence of the possible lack of appropriate professional values.

The *Standards of Ethics* provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. The ethics requirements support the ARRT’s mission of promoting high standards of patient care by removing or restricting the use of the credential by those who exhibit behavior inconsistent with the requirements.

#### **A. CODE OF ETHICS**

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

1. The radiologic technologist acts in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

3. The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socioeconomic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

*Revised and adopted by the American Society of Radiologic Technologists and the American Registry of Radiologic Technologists, September 1, 2011*

## **Code of Ethics for the Profession of Diagnostic Medical Ultrasound**

### **Preamble**

The goal of this code of ethics is to promote excellence in patient care by fostering responsibility and accountability among diagnostic medical sonographers. In so doing, the integrity of the profession of diagnostic medical sonography will be maintained.

### **Objectives**

- \* To create and encourage an environment where professional and ethical issues are discussed and addressed.
- \* To help the individual diagnostic medical sonographer identify ethical issues.



- \* To provide guidelines for individual diagnostic medical sonographers regarding ethical behavior.

## Principles

Principle I: In order to promote patient well-being, the diagnostic medical sonographer shall:

- A. Provide information to the patient about the purpose of the sonography procedure and respond to the patient's concerns and questions.
- B. Respect the patient's autonomy and the right to refuse the procedure.
- C. Recognize the patient's individuality and provide care in a nonjudgmental and non-discriminatory manner.
- D. Promote the privacy, dignity and comfort of the patient by thoroughly explaining the examination, patient positioning and implementing proper draping techniques.
- E. Maintain confidentiality of acquired patient information and follow national patient privacy regulations as required by the "Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- F. Promote patient safety during the provision of sonography procedures and while the patient is in the care of the diagnostic medical sonographer.

Principle II: To promote the highest level of competent practice, diagnostic medical sonographers shall:

- A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
- B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the National Commission for Certifying Agencies (NCCA); <http://www.noca.org/ncca/ncca.htm> or the International Organization for Standardization (ISO); <http://www.iso.org/iso/en/ISOOnline.frontpage>.
- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- D. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.
- E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and recertification.
- F. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
- G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
- I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility

accreditation.

Principle III: To promote professional integrity and public trust, the diagnostic medical sonographer shall:

- A. Be truthful and promote appropriate communications patients and colleagues.
- B. Respect the rights of patients, colleagues and yourself.
- C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
- D. Accurately represent his/her experience, education and credentialing.
- E. Promote equitable access to care.
- F. Collaborate with professional colleagues to create an environment that promotes communication and respect.
- G. Communicate and collaborate with others to promote ethical practice.
- H. Engage in ethical billing practices.
- I. Engage only in legal arrangements in the medical industry.
- J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

*Re-approved by SDMS Board of Directors, effective 2/18/2017  
(originally approved by SDMS Board of Directors, December 6, 2006)*

# Associate of Science in Radiography (ASR)

## PROGRAM OVERVIEW

The Associate of Science in Radiography (ASR) degree is a two-year program that is designed to foster competency and critical thinking in a patient care environment. In addition to an extensive clinical internship, the program prepares graduates to be successful entry-level radiographers through a holistic education that combines a comprehensive classroom education with a rigorous clinical education. Students gain detailed knowledge in a variety of subjects, including anatomy, physiology, pathology, positioning, radiation physics and the theory behind the operation of all applicable imaging equipment.

Second-year students focus on advanced studies with increased responsibility and independence within the clinical setting. The clinical curriculum includes the opportunity to rotate through the specialty modalities to include CT, MRI, ultrasound, radiation therapy, mammography, nuclear medicine and cardiovascular interventional technology.

Students progress through the program as a cohort group beginning in the fall semester. Each semester requires the student to be in class and/or clinical for approximately 35-40 hours a week. **Due to the academic rigor of the track, employment more than 20 hours per week is highly discouraged.** Successful completion of this comprehensive classroom and clinical education prepares the graduate for the American Registry of Radiologic Technologists (ARRT) certification examination.

## MISSION STATEMENT

The mission of the Associate of Science in Radiography (ASR) program is to educate compassionate, professional, and competent entry-level Radiologic Technologists in the healthcare community through a strong dedication to a quality didactic, clinical, and professional curriculum with a commitment to lifelong learning.

## **LEARNING OUTCOMES**

### **Goal 1: Demonstrate technical competency by consistently producing diagnostic-quality radiographs using appropriate procedures.**

Student Learning Outcomes:

- Students will properly position patients.
- Students will apply appropriate technical factors.
- Students will evaluate images for diagnostic quality.

### **Goal 2: Use critical thinking skills to make appropriate and responsible decisions based on reason and applied knowledge.**

Student Learning Outcomes:

- Students will demonstrate didactic competence as a foundation for critical thinking and analytical reasoning.
- Students display the use of independent judgment and problem solving in the clinical setting.

### **Goal 3: Communicate effectively with patients, technologists, and providers.**

Student Learning Outcomes:

- Students will demonstrate effective oral communication skills.
- Students will demonstrate effective written communication skills.

### **Goal 4: Demonstrate professionalism.**

Student Learning Outcomes:

- Students will demonstrate professional behavior.
- Graduates demonstrate professional development.

### **Goal 5: Use the ALARA principle and appropriate procedures to minimize radiation exposure to their patients, coworkers, and themselves.**

Student Learning Outcomes:

- Students will analyze and evaluate the concepts of radiation safety.
- Students will apply appropriate radiation safety practices in the clinical environment.

## **PROGRAM CLINICAL OBLIGATIONS**

The clinical obligations regarding travel and evening shift clinical rotations for the ASR program are as follows:

- The ASR program offers a variety of clinical sites to provide the student with a well-rounded clinical experience. These include CoxHealth campuses (Springfield, Missouri), Jordan Valley Community Health Center (Springfield, Missouri), Cox Monett (Monett, Missouri), Citizen's Memorial Hospital (CMH) (Bolivar, Missouri), and Ozark's Medical Center (OMC) (West Plains, Missouri). In addition to the CoxHealth and Jordan Valley Community Health Center campuses, Springfield-based students may be required to rotate through Cox Monett and CMH during their clinical experience. OMC is an optional clinical rotation for Springfield-based students based on availability and student request. Students based at OMC are required to complete minimal rotations at the CoxHealth campuses while maintaining the majority of their clinical rotations at OMC.
- Participate in a minimum of four evening shift clinical rotations throughout the entire ASR program. The evening shift rotation traditionally occurs from 2:30 pm to 9:30 pm and each rotation can vary from two to three weeks in length. The student is provided advance notice of when their evening shift clinical rotations are scheduled for ample planning.
- The ASR program uses a computer system, Trajecsys, to log students' clock-in and clock out of the classroom as well as students' clinical sites. In addition to the clocking feature, the ASR program uses the Trajecsys system to track all required student clinical evaluations, obtain feedback regarding student clinical performance, and allow students to provide feedback regarding the clinical sites and clinical instructors. There is a fee for this service that covers the entire length of the ASR program. The fee is due at the beginning of the first fall semester.

## **ASR Clinical Guideline Manual**

The purpose of the ASR Clinical Guideline Manual is to provide a complete program guideline to the clinical structure of the ASR Program. The program is based on the premise of providing the best combination of didactic and clinical training for the student.

This manual also offers clarification of direct and indirect supervision, the ASR position statement on hired students, the ASR clinical staff grievance procedure, and the ASR student clinical grievance procedure.

A current copy of the ASR Clinical Guideline Manual can be found in each ASR clinical education setting as well as in the students' online platform practicum course shell.

## **PROGRESSION REQUIREMENTS**

To successfully progress through the ASR program, students must demonstrate safe, responsible and professional conduct and meet the following academic standards:

- A grade of *85% or better* in all courses with RAD prefix; with the exception of RAD 299, which can be repeated once the following semester.
- No incomplete grades will be given in the first semester. All coursework must be completed successfully by the last day of the semester to progress in the ASR program unless mitigating circumstances arise.
- In the first semester RAD 121 course, students must pass all lab evaluations with an *85% or better*. If students demonstrate skills that are “unacceptable” or “needs major improvement” in one or more asterisked areas of the lab evaluation, an automatic failure will occur. Students will have one opportunity to repeat a failed lab evaluation. Failure on the second attempt is an automatic dismissal.
- In the first semester, if a student fails a laboratory evaluation on the first attempt in two sections of RAD 121, they will be put on academic probation for the remainder of the semester. The next failed evaluation will result in automatic dismissal.

## **GRADUATION REQUIREMENTS**

Every candidate for a certificate or degree is responsible for meeting all the requirements for graduation. Deadline for applying for graduation is published on the academic calendar available on the Web site. If a student does not complete the final course requirements, a new program application must be submitted.

To meet the requirements for graduation, each ASR student must:

- Successfully complete all program specific courses with an *85% or better*; with the exception of RAD 299, which can be repeated once the following semester.
- Successfully complete all program required competency and proficiency evaluations.
- Maintain a professional and ethical standard of conduct within the clinical setting.
- Provide a minimum standard of patient care as described by the American Registry of Radiologic Technologists (ARRT) Code of Ethics.

Graduates will be eligible to sit for the American Registry of Radiologic Technologists (ARRT) radiography certification examination.

## **GRADING SCALE**

The ASR program uses the standard college-wide grading scale for all courses:

A = 92.0% - 100%	C = 75.0% - 76.99%
A- = 90.0% - 91.99%	C- = 70.0% - 74.99%
B+ = 87.0% - 89.99%	D+ = 67.0% - 69.99%
B = 85.0% - 86.99%	D = 65.0% - 66.99%
B- = 80.00% - 84.99%	D- = 60.0% - 64.99%

C+ = 77.0% - 79.99%

F = 0% - 59.99%

Final grades will be rounded if the grade point warrants this action. (For example, 92.5% would be rounded to 93%, although a 92.4% would stay a 92 %.)

## **STUDENT DISCIPLINE**

If a student of concern is identified by a faculty member that could potentially lead to academic or clinical probation then a face-to-face meeting will be arranged between that faculty and the student. The faculty member will initiate The Cox College Student of Concern Progress Report to convey the issue, how it is to be addressed, and the behavior re-evaluated. See appendix for *The Cox College Student of Concern Progress Report* form.

### **Academic Probation:**

1. A student is placed on academic probation when the course grade falls below an 85% at any point in time during a semester.
2. In the first semester, if a student fails a laboratory evaluation on the first attempt in two sections of RAD 121, they will be put on academic probation for the remainder of the semester. The next failed evaluation will result in automatic dismissal.
3. Incomplete course work or clinical hours within the ASR course of study. Mitigating circumstances will be reviewed by the program director.

### **Clinical Probation:**

1. Unprofessional conduct, consistent deficiencies in performance or behavior that compromises patient health or safety.
2. Behavior that violates the Standards of Ethics published by Cox College, Clinical Affiliate, and/or the American Registry of Radiologic Technologists (ARRT).
3. Tardies or absences in excess of 5 in a given semester will result in clinical probation for the remainder of that semester.
4. Rotational Performance Reviews (formerly the Biweekly evaluation) averaging a 2.0 or lower at any point in time during the semester.

*Please refer to the "Clinical Grievance Procedure" in the ASR Clinical Guideline Manual*

### **Program Dismissal:**

1. Achievement of a final grade below 85% in any course with a RAD prefix; with the exception of RAD 299, which can be repeated once the following semester.
2. In the first semester RAD 121 course, students must pass all lab evaluations with an 85% or better. If students demonstrate skills that are "unacceptable" or "needs major improvement" in one or more asterisked areas of the lab evaluation, an automatic failure will occur. Students will have one opportunity to repeat a failed lab evaluation. Failure on the second attempt is an automatic dismissal.

3. In the first semester, if a student fails a laboratory evaluation on the first attempt in two sections of RAD 121, they will be put on academic probation for the remainder of the semester. The next failed evaluation will result in automatic dismissal.
4. Students will be dismissed from the ASR program if an x-ray exposure is made without the direct authorization and supervision of a faculty member, clinical instructor, or radiologist before clinical rotations begin.
5. Rotational Performance Reviews (formerly the Biweekly evaluation) evaluations averaging a 2.0 or lower in more than two clinical practicum courses.
6. Behavior that violates the Standards of Ethics published by the American Registry of Radiologic Technologists (ARRT).



# **Bachelor of Science in Diagnostic Imaging (BSDI)**

## **PROGRAM OVERVIEW**

The Cox College Bachelor of Science in Diagnostic Imaging (BSDI) is designed to educate students in an imaging or professional specialty while also providing a bachelor's degree. With the exception of Diagnostic Medical Sonography program, all didactic courses are offered online.

The BSDI allows for specialization in one of several areas to include Computed Tomography, Diagnostic Medical Sonography, Interventional Radiography, Magnetic Resonance Imaging, and Healthcare Leadership. A post-baccalaureate certificate in Diagnostic Medical Sonography-Echo Extension is available for registered sonographers who have graduated from an accredited DMS program. Credentialing pathways run as a cohort following a specific course of study. Each pathway runs once a year beginning each fall semester.

## **MISSION STATEMENT**

The BSDI program is committed to excellence by meeting the educational needs of diagnostic imaging students and the health care community it serves through quality didactic, clinical and professional curriculum with a commitment to lifelong learning.

## **LEARNING OUTCOMES**

Upon completion of the BSDI, the student will be able to:

- Demonstrate appropriate communication skills with patients and colleagues
- Exercise discretion and judgment in the performance of diagnostic or therapeutic services
- Record, analyze and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician
- Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results
- Act in a professional and ethical manner in accordance with accrediting and credentialing bodies
- Successfully complete the ARRT and/or ARDMS certification exam in the applicable specialty
- Demonstrate technical competency by consistently producing diagnostic-quality images using appropriate procedures
- Use critical thinking skills to make appropriate and responsible decisions based on reason and applied knowledge to include anatomy, pathology, and physiologic data
- Provide patient education related to diagnostic imaging and promote principles of good health

## **Minimum Expectations of Cox College Diagnostic Medical Sonography and Diagnostic Medical Sonography-Echo Extension programs are:**

- To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains
- To prepare competent entry-level vascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains
- To prepare competent entry-level adult cardiac sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains

## **PROGRAM CLINICAL OBLIGATIONS**

Students enrolled in a credentialing pathway will be required to complete a minimum of 24 hours of clinical each week but no more than 40 hours. Student seeking a clinical position within Springfield will rotate through existing clinical sites every 3 weeks to include day and evening rotations. With the exception of the Diagnostic Medical Sonography and Diagnostic Medical Sonography-Echo Extension programs, students interested in completing their clinical experience at a facility outside of existing Springfield area affiliates must complete a clinical affiliate request form confirming the department's willingness to serve as a clinical site.

The BSDI credentialing pathway programs use an online portfolio system called Trajecsyst. Students are required to use this for documenting patient exams as well as class and clinical attendance. There is a one-time fee for this service that covers the entire length of the program. This fee ranges from 100.00 to 150.00 depending on the length of the program. The fee is due at the beginning of the first fall semester.

## **BSDI CLINICAL GUIDELINE MANUALS**

The purpose of the BSDI Clinical Guideline Manuals is to provide a complete guideline to the clinical structure. The program is based on the premise of providing the best combination of didactic and clinical training for the student. A current copy of the BSDI Clinical Guideline Manual can be found in <https://coxcollege.instructure.com/login/canvas> in each practicum course: DMS 352, DMS 354, DMS 356, DMS 358, DMS 360, DMS 362, DMS 364, SDI 340, SDI 360, SDI 400, SDI 401, and SDI 410.

## PROGRESSION REQUIREMENTS

### BSDI Degree Completion Track

For successful progression through the BSDI Degree Program, students must demonstrate safe, responsible and professional conduct and meet the following standards:

- Minimum cumulative GPA 1.7 on a 4.0 scale on completion of required courses for the BSDI Degree Program.
- Satisfactory completion (“C-” or better) of all specified courses in the curriculum plan.

### BSDI Credentialing Pathways – CTI, DMS, IRI, MRI, DMS-Echo

The above credentialing pathways follow a cohort sequence without the option to repeat didactic, laboratory or clinical courses. For successful progression through the BSDI Credentialing Pathways students must demonstrate safe, responsible and professional conduct and meet the following standards:

- For students admitted into a BSDI Specialty Credentialing Pathway a minimum of an 85% (B) must be maintained in all courses listed in the course of study.
- End-of-Rotation Clinical Evaluations require an average of three or higher in all measured areas per rotation.
- An 85% or better on all program required clinical and laboratory competencies (**DMS and DMS-Echo Extension programs only**).
  - The student will have two opportunities to pass competencies after failure of the original competency.
  - **Failure of third and final attempt is an automatic dismissal.**
  - **Failure of three consecutive first attempt competencies will result in an automatic dismissal.**

## GRADUATION REQUIREMENTS

Every candidate for a certificate or degree is responsible for meeting all the requirements for graduation. Deadline for applying for graduation is published on the academic calendar available on the website at [www.coxcollege.edu](http://www.coxcollege.edu). If a student does not complete the final course requirements, a new program application must be submitted.

For successful completion of the BSDI Degree, students must demonstrate safe, responsible and professional conduct and meet the following standards:

- Satisfactory completion (“C-” or better) of all specified courses in the curriculum plan.
- Minimum cumulative GPA 1.7 on a 4.0 scale on completion of required courses for the BSDI Degree Program.

For successful completion of any BSDI credentialing pathway, students must demonstrate safe, responsible, and professional conduct and meet the following standards:

- Standard completion (“B” or better) of all specified courses in the curriculum plan.
- Minimum cumulative GPA 3.0 on completion of required courses for the BSDI degree program

## **GRADING SCALE**

The BSDI program and specialty imaging tracks use the standard college-wide grading scale for all courses:

A = 92.0% - 100%	C = 75.0% - 76.99%
A- = 90.0% - 91.99%	C- = 70.0% - 74.99%
B+ = 87.0% - 89.99%	D+ = 67.0% - 69.99%
B = 85.0% - 86.99%	D = 65.0% - 66.99%
B- = 80.00% - 84.99%	D- = 60.0% - 64.99%
C+ = 77.0% - 79.99%	F = 0% - 59.99%

Final course grades will be rounded if the grade point warrants this action. (For example, 89.5% would be rounded to 90%, although an 89.4% would stay an 89%.)

## **STUDENT DISCIPLINE**

If a student of concern is identified by a faculty member that could potentially lead to academic or clinical probation, then a face-to-face meeting will be arranged between that faculty and the student. The faculty member will initiate The Cox College Student of Concern Progress Report to convey the issue, how it is to be addressed, and the behavior to be re-evaluated. See appendix for *The Cox College Student of Concern Progress Report* form.

### **Academic Probation in Bachelor of Science in Diagnostic Imaging (BSDI):**

1. Course grade lower than a “C-” in a specified course in the curriculum plan.
2. Minimum cumulative less than a GPA 1.7 on a 4.0 scale on completion of required courses for the BSDI Degree Program.

### **Academic Probation in BSDI Credentialing Pathways:**

1. Specialty credentialing pathway course grade below a B (85%).
2. Incomplete course work in specialty credentialing pathway course.

### **Clinical Probation in BSDI Credentialing Pathways:**

1. End-of-Rotation Evaluation average of less than three in any measured area per rotation.
2. Behavior that violates the Standards of Ethics published by Cox College, Clinical Affiliate, the American Registry of Radiologic Technologists (ARRT) and/or the American Registry for Diagnostic Medical Sonographers (ARDMS)

3. Clinical/laboratory competency grade below a B (85%) **(DMS and DMS-Echo only):**
  - The student will have two opportunities to pass each competency after failure of the original competency.
  - **Failure of third and final attempt is an automatic dismissal.**
  - **Failure of three consecutive first attempt competencies will result in an automatic dismissal.**

#### **Academic Dismissal from BSDI program:**

A student will be dismissed from the college for any of the following reasons:

1. Achievement of a grade of “D+” or below in any repeated course within a college degree or certificate program.
2. Academic performance that would result in academic probation for more than two semesters.

#### **Academic/Clinical Dismissal from BSDI Credentialing Pathways:**

1. Achievement of any course grade below a B (85%).
2. End-of-Rotation Evaluation average of less than three in any measured area per rotation.
3. Behavior that violates the Standards of Ethics published by Cox College, Clinical Affiliate, the American Registry of Radiologic Technologists (ARRT) and/or the American Registry for Diagnostic Medical Sonographers (ARDMS).
4. Clinical/laboratory competency grade below a B (85%) **(DMS and DMS-Echo only).**
  - The student will have two opportunities to pass each competency after failure of the original competency.
  - **Failure of third and final attempt is an automatic dismissal.**
  - **Failure of three consecutive first attempt competencies will result in an automatic dismissal.**

## **CLINICAL EDUCATION REQUIREMENTS for BSDI CREDENTIALING PATHWAYS ONLY**

### **COMPREHENSIVE CLINICAL GOALS**

During the clinical training period, the student should learn to:

1. Apply knowledge of anatomy, physiology, positioning, and radiographic techniques to accurately demonstrate anatomical structures while maximizing patient comfort
2. Evaluate images for appropriate positioning and imaging quality
3. Correctly set techniques or procedures for optimum diagnosis
4. Provide patient care and comfort
5. Recognize emergency patient conditions and initiate lifesaving first aid and basic life-support procedures
6. Evaluate the performance of imaging systems, know the safe limits of equipment operation, and report malfunctions to the proper authority

7. Exercise independent judgment and discretion in the technical performance of medical imaging procedures
8. Learn to participate in quality assurance programs
9. Develop professional manner of communication with patient and staff
10. Develop an awareness of the imaging department's role and function within the hospital

## LEVELS OF CLINICAL SUPERVISION

Students enrolled in a BSDI credentialing pathways will require one of two types of clinical supervision while functioning as a student in clinical facilities. These levels of clinical supervision are 1) *Direct Supervision*, and 2) *Indirect Supervision*.

1. *Direct Supervision* – This level of supervision is required at all times for all imaging students at all clinical facilities during the first 16 weeks of the program (Practicum I) *and* is required for any exam for which the student has not completed the ARRT competency. ***For the sonography student (general, vascular, cardiac), only after successfully completing the clinical competency evaluation without assistance may the student perform that exam with indirect supervision.*** The parameters of direct supervision are:
  - a. The staff imager shall be present during the examination.
  - b. The staff imager shall observe the student while the student scans to offer assistance and guidance as needed.
  - c. The staff imager will check all images produced by the student for technical and diagnostic quality. All images will be discussed with the student for anatomy, annotation, technical factors, and adaptation of technique to individual patient structure.
2. *Indirect Supervision* – After successfully completing the ARRT competency evaluation or clinical competency without assistance, the student may perform that exam with indirect supervision. ***For the sonography student (general, vascular, cardiac), only after successfully completing the clinical competency evaluation without assistance may the student perform that exam with indirect supervision.*** The parameters of indirect supervision are:
  - a. A staff imager is immediately available to assist the student regardless of the level of student achievement.
  - b. The staff imager will review the exam prior to patient being released to ensure that the student has performed a complete and diagnostic study. ***The DMS program clinical instructors are required to rescan the patient before allowing the patient to leave the department.***

## **CLINICAL EXPECTATIONS:**

The following list outlines the required responsibilities of the imaging student while at clinical facilities:

1. Arrive to clinicals on time
2. Clock in and out of clinicals using the Trajecsys reporting system  
All filed time exceptions must be verified by having a clinical instructor sign the time exception form for the appropriate day and time
3. Document participation in an average of seven clinical exams daily using the Trajecsys reporting system
4. Contribute to the workflow needs of the imaging department throughout the day
5. Maintain required level of clinical supervision
6. Follow policies and procedures of the imaging department
7. Respect technologists and managers of the imaging department
8. Contribute to all needs of the clinical facilities, including: 1) transporting patients as needed, 2) maintain clean working environment, 3) clean and prepare exam rooms before and after each patient, 4) contribute to paperwork throughput as allowed by department policies, 5) answer phone calls, 6) communicate with physicians and other hospital staff as needed, and 7) at all times be aware of the immediate needs of the clinical facility and contribute to those needs.

# **APPENDICES**



# APPENDIX A

## ASR POLICIES AND PROCEDURES STUDENT AGREEMENT OF UNDERSTANDING

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I understand and will abide by the following rules:

### **COX COLLEGE PUBLICATIONS**

1. I understand how to access the RSI Student Handbook for future reference.
2. I understand how to access the Cox College Catalog for future reference.

### **DRESS CODE/STUDENT IDENTIFICATION**

1. I have read and will abide by the CoxHealth Dress Code Policy during clinical at CoxHealth facilities, as well as class/lab days at Cox College. The following are highlights of that policy
  - Whether wearing uniforms or street attire, all clothing should be clean, free of stains, unwrinkled and fit appropriately.
  - I agree that my attire will cover chest, midriff, and bottom etc. at all times. Clothes that are too tight or revealing are not acceptable and I may be asked to go home and change.
  - Jewelry should be worn in moderation within the following restrictions:
    - No dangling earrings longer than one inch.
    - No hoops larger than two inches.
    - No earrings larger than a quarter in diameter.
    - Employees/students with existing gauges must use skin-tone plugs while at work. Gauges larger than "0" are not acceptable. (*This concession was included considering we have several male employees with existing gauges.*)
    - Employees/students with existing facial or tongue piercings must use clear or skin-tone jewelry while at work. Wearing jewelry in any facial piercing or covering with a bandage is not acceptable.
  - Extreme fashions and hairstyles/colors are not acceptable. Employees/students may not display gang or satanic paraphernalia.
  - Tattoos considered offensive by co-workers or any hospital personnel, must be covered while at work.
  - Employees/students should bathe or shower regularly and use an effective body deodorant and breath freshener.
  - Perfumes and/or scented lotions are not permitted to be worn by employees/students in patient care areas.

- Nail polish is permitted but should not be chipped. Artificial nails are not permitted and nail length should be less than ¼”.
  - I understand that my hair must be pulled back off of my shoulders at all times in labs and patient care areas.
2. I understand due to the nature of the Cox College campus environment, the following are exceptions to the CoxHealth Dress Code Policy for class days only:
    - I may wear jeans, sweat pants, T shirts, hoodies, sandals and shorts to class.
    - I must wear Cox College scrubs to all RAD 121 labs and lab evaluations. Special RAD 100 labs will require the student to wear scrubs, but the lab instructor will give students plenty of notice.
  3. I understand that during clinical rotations I must abide by the specific institutional dress code policies of the clinical site I am attending. Other clinical sites might be more conservative than the CoxHealth Dress Code Policy, and you will be expected to follow their policies while attending clinicals there.
  4. I understand that I must have my name badge with me when attending all labs and classes.
    - Name badge, radiation badge, and markers are required for all labs and lab evaluations.
    - If I forget my name badge or markers, I will be required to retrieve it. If I am able to return within an hour of the end of class or RAD 121 labs, it will be counted as a tardy.
    - If I am unable to return for class or RAD 121 labs, it will be counted as one of my 2 absences (either lab or class).
  5. I understand that I must immediately contact the Front Desk of Cox College and Kacie Craig if I lose my name badge.
  6. I understand that if I lose my markers, I will be required to purchase another set within 10 days.
  7. I understand that I am responsible for contacting Paul Kitchell if I lose my radiation badge.

### **ALCOHOL/DRUG/TOBACCO USE**

1. I understand that I may not use tobacco products of any kind within 500 feet of any Cox Health property (see CoxHealth Tobacco Free policy)
2. I understand that I may be asked to leave a campus if I smell of tobacco products.
3. I understand that, as a student, I may be asked to submit to a drug and/or alcohol test at any time if an instructor, clinical instructor or supervisor has reasonable suspicion of abuse.

### **NOTIFICATION OF PREGNANCY PROCEDURE**

1. I understand that pregnancy is **not** grounds from dismissal from the program.
2. I have read and understand the Notification of Pregnancy Procedure.
  - a. Please see the RSI Student Handbook Appendix D

## LAPTOP/CELL PHONE USAGE

1. I agree not to use my laptop/I Pad/Nook or cell phone for personal use during class, RAD 121 lab hours or clinical areas.
  - I understand that if I have an emergency phone call, when possible alert faculty of this need, and I am welcome to leave class to take the call or to text.
  - I understand that I may use my laptop/I Pad/Nook in class for class activities, but if the instructor feels that it is a distraction, he/she may ask me to put it away and I will abide with that request.
  - Abuse or misuse of these devices will result in the revocation of the ability to use them in and during class activities.

## TARDIES/ABSENCES

1. I understand I will need to purchase and maintain an account with Trajecsys for tracking of lab and clinical evaluations, lab and clinical time, and class time.
2. I understand that excessive tardiness (5+ tardies) in the first Fall semester, I could result in probation, invitation for a Leave of Absence, or possible dismissal from the program.
3. I understand that I may have 3 absences from the first Fall semester classes.
  - With the 4<sup>th</sup> class absence, I will be placed on probation for the remainder of the semester.
  - A 5<sup>th</sup> class absence will result in a possible invitation for a Leave of Absence or possible dismissal from the program.
4. I understand the following process for notifying the faculty of my absence:
  - I will notify the program of my absence by emailing the clinical coordinator.
  - ADDITIONALLY, during labs, I will email my lab instructor prior to lab to notify him/her of my absence.
  - Failure to notify the program and the lab instructor of the absence will result in an unexcused absence.
  - You must call in at least 30 minutes **prior** to your scheduled time. The clinical coordinator and program director will review extreme tardiness of students that do not contact the lab instructor and/or clinical coordinator and it may be ruled as an unexcused absence.
5. I understand if I do not contact the program regarding an absence this is considered an unexcused absence.
  - One unexcused absence will result in a written warning with potential of clinical probation.
  - Two or more unexcused absences will result in, at minimum, clinical probation and as severe as possible dismissal from the program. Each circumstance will be reviewed by program faculty and the RSI department chair.

## **INCLEMENT WEATHER**

1. I understand that I am not required to attend class, RAD 121 or 100 labs or clinicals if Cox College cancels classes due to weather issues.
  - I understand that though classes may not be cancelled, the weather in my area may make it impossible for me to commute to campus.
  - In this event, I will use one of my 2 allowed class absences or 2 lab absences to remain at home and safe.

## **COLLEGE CLOSED DAYS**

1. Refer to the Cox College Academic Calendar online for all college closed days and breaks.

## **GRADING SYSTEM**

1. I understand and will abide by the following grading scale:

A = 92.0% - 100%	C = 75.0% - 76.99%
A- = 90.0% - 91.99%	C- = 70.0% - 74.99%
B+ = 87.0% - 89.99%	D+ = 67.0% - 69.99%
B = 85.0% - 86.99%	D = 65.0% - 66.99%
B- = 80.0% - 84.99%	D- = 60.0% - 64.99%
C+ = 77.0% - 79.99%	F = 0% - 59.99%
2. I understand that I will be dismissed from the program if I do not successfully complete any program courses with an 85% or better; with the exception of RAD 299, which can be repeated once the following semester.
3. **No Incomplete grades** will be given in the first semester. All coursework must be completed successfully by the last day of the semester to progress in the ASR program unless mitigating circumstances arise.
4. I understand that I have 2 opportunities to complete each RAD 121 lab evaluation.
  - If I attempt any RAD 121 lab evaluation and fail, I will have 1 opportunity to repeat that evaluation. If the 2<sup>nd</sup> attempt is a failure as well, then I will be dismissed from the program.
  - If I have failed an evaluation and passed on the 2<sup>nd</sup> attempt in two sections of RAD 121, I will be on probation for the remainder of the semester and may not fail any other RAD 121 evaluations.
  - I understand that if I fail my final evaluation on the first attempt, my only opportunity to repeat the evaluation will be no later than the final day of the semester at the discretion of the lab instructor. I understand that I must successfully complete that evaluation that day in order to continue in the program.

- I understand that if I fail my final evaluation on the first attempt, and I have failed two previous RAD 121 sections, then I will be dismissed from the program.

### **CLINICAL/CLASS SCHEDULES**

1. I understand and agree that clinical and class times will be established before the start of the semester and I will abide by them accordingly.
2. If a clinical time needs to be amended, these arrangements must be made with Daniel Edwards. Class times are not amendable.
3. I agree to participate in the minimum required hours evening clinicals at Cox South each year of the program. The minimum required hours are specified in each practicum syllabus.
4. Students based at Cox Monett, CMH (Bolivar), and OMC (West Plains) will not participate in evening clinicals at those sites. In order to comply with program requirements those students will be scheduled on the evening shift rotation at the Springfield South campus.
5. I understand that rotations through all Springfield sites, Cox Monett, CMH (Bolivar), and OMC (West Plains) may be mandatory. Notification of mandatory rotations will be given with prior notice to the semester indicated.

### **ARRT CERTIFICATION EXAM**

1. I understand and agree to have the required amount (previously \$200) for the ARRT registry application fee available by the beginning of my 2<sup>nd</sup> Spring semester to cover the cost of taking the ARRT exam.

### **ADDITIONAL NON PROGRAMATIC COURSES**

1. I understand that due to the rigorous demands of the ASR curriculum, I will give notification to the Program Director for any courses taken outside the ASR Course of Study during my scheduled semesters in the ASR program.

### **UNAUTHORIZED X-RAY EXPOSURE**

1. I understand that I will be dismissed from the ASR program if I make an exposure without the direct authorization and supervision of a faculty member, clinical instructor, or radiologist before clinical rotations begin.
2. I understand whether under direct supervision or during clinical rotations appropriate radiation protection measures must be utilized to protect the patient, myself, and others.

**FUNERAL AND BEREAVEMENT PROCEDURE**

1. Funeral time is given in the amount of up to three (3) days off for the loss of an immediate family member. The definition of an immediate family member covers a student's: spouse, child, step-child, son or daughter-in-law, grandchild, brother or sister (including step-brother or sister), brother or sister in-law, parents, step-parents, parents-in-law, grandparent, or a spouse's grandparent.
2. Funeral services more than 250 miles away will result in an extra day to be given. Funeral days do not need to be made up.
3. Any clinical day missed due to a funeral of a non-immediate family member (must have faculty approval) must be made up or can be used as one of the student's allowed absences during the semester if they have not reached their maximum allotment.
4. Exceptions may be made to this procedure based upon extenuating circumstances and can be altered upon a case by case review by the faculty of the program the student is enrolled in.
5. I understand it is my responsibility to arrange with the faculty and the clinical sites, or clinical coordinator for my program, regarding make-up assignments, labs, exams, clinical experience, evaluations, etc. and any additional time that may need to be made up beyond the allotted time listed above.

***I certify that I have read and agree to abide by the rules, regulations, policies of Cox College ASR program. In addition, I understand the consequences of misconduct, up to and including academic and/or clinical probation, or programmatic dismissal.***

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***Student Signature***

***Date***

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***ASR Faculty Member Signature***

***Date***

# APPENDIX B

## ASR POLICIES AND PROCEDURES ASR CLINICAL CONTRACT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I understand and will abide by the following rules:

### **DRESS CODE/STUDENT IDENTIFICATION**

1. I have reviewed and agree to abide by the CoxHealth Dress Code Policy presented to me the on the first day of the ASR program. The following are highlights of that policy:
  - All scrubs should be clean, free of stains, unwrinkled and fit appropriately.
  - I agree that my attire (including scrubs) will cover chest, midriff, and bottom etc. at all times. Clothes/scrubs that are too tight or revealing are not acceptable and I may be asked to go home and change.
  - Jewelry should be worn in moderation within the following restrictions:
    - No dangling earrings longer than one inch.
    - No hoops larger than two inches.
    - No earrings larger than a quarter in diameter.
    - Employees/students with existing gauges must use skin-tone plugs while at work. Gauges larger than "0" are not acceptable. (*This concession was included considering we have several male employees with existing gauges.*)
    - Employees/students with existing facial or tongue piercings must use clear or skin-tone jewelry while at work. Wearing jewelry in any facial piercing or covering with a bandage is not acceptable.
  - Extreme fashions and hairstyles/colors are not acceptable. Employees/students may not display gang or satanic paraphernalia.
  - Tattoos considered offensive by co-workers or any hospital personnel, must be covered while at work.
  - Employees/students should bathe or shower regularly and use an effective body deodorant and breath freshener.
  - Perfumes and/or scented lotions are not permitted to be worn by employees/students in patient care areas.
  - Nail polish is permitted but should not be chipped. Artificial nails are not permitted and nail length should be less than ¼".
  - I understand that my hair must be pulled back off of my shoulders at all times in labs and patient care areas.
2. I understand that during clinical rotations I must abide by the specific institutional dress code polices of the clinical site I am attending. Other clinical sites might be more

conservative than the CoxHealth Dress Code Policy, and you will be expected to follow their policies while attending clinicals there.

3. I understand that I am to wear only Cox College scrubs to clinicals unless I am scheduled on evenings at Cox South, in the OR at Cox South, or Meyer Orthopedic Rehabilitation Hospital (MORH). I will wear CoxHealth blue surgical scrubs when scheduled on evenings at Cox South, in the OR at Cox South, or MORH.
4. I understand that I am not to leave the hospital property in surgical scrubs as they are property of the hospital.
5. I understand that I may only wear a white, black, or grey t-shirt with no logo (that shows) under my scrubs.
6. I understand that I may wear a scrub jacket with Cox College embroidery over my scrubs during clinical rotations.
7. I understand that I must have my name badge with me when attending all classes and clinicals.
  - Name badge and markers are required for all clinicals.
  - If I forget my name badge or markers, I will be required to retrieve it. If I am late, due to the retrieval of my name badge or markers, it will be counted as a tardy.
8. I understand that I must contact the Front Desk of Cox College, and/or Cox Security and Kacie Craig **IMMEDIATELY** if I lose my name badge.
9. I understand that I am responsible for contacting Paul Kitchell if I lose my radiation badge.

### **TARDIES/ABSENCES**

1. More than 1 day of absence or more than 1 tardy within a Spring Intersession will result in a possible invitation for a Leave of Absence or possible dismissal from the program.
2. I understand that class days as well as clinical days are counted towards absences.
3. I understand that I am counted tardy if I clock in on a class or clinical day any time after the assigned time.
4. I understand that if I call in sick, I must email the clinical coordinator (Daniel.Edwards@coxcollege.edu) as well as call the clinical site I was to attend.
5. I understand if I do not contact the clinical coordinator and the clinical site regarding an absence this is considered an unexcused absence.
  - You must call in at least 30 minutes **prior** to your scheduled time. The clinical coordinator and program director will review extreme tardiness of students that do not contact the clinical site and/or clinical coordinator and it may be ruled as an unexcused absence.
  - One unexcused absence will result in a written warning with potential of clinical probation.
  - Two or more unexcused absences will result in, at minimum, clinical probation and as severe as possible dismissal from the program. Each circumstance will be reviewed by program faculty and the RSI department chair.



6. I understand that I am not to participate in more than 40 hours of clinical and class a week.

### **GRADING SYSTEM**

1. I understand that I will be dismissed from the program if I do not complete any course (to include all clinical practicums).
2. I understand that I must pass all courses (to include all clinical practicums) with a grade of 85% or higher; with the exception of RAD 299, which can be repeated once the following semester.

### **CLINICAL SPECIFIC POLICIES**

1. I understand I am to refrain from outside relationships (friendship or relational) with faculty, didactic instructors, and clinical instructors while enrolled in the program.
2. If a romantic relationship should occur between a staff technologist and a student, it should be disclosed to the program director and clinical coordinator so the delineation of clinical responsibilities and expectations can be established.
3. I understand that I may be put on clinical probation if my Rotational Performance Reviews (formerly the biweekly evaluation) average a 2 or lower at any time during the semester.
4. I understand that I am to check in with a supervisor or lead tech prior to leaving for lunch.
5. I understand that I am not to use my laptop or cell phone during clinical hours.
6. I understand that I am not to use any markers but my own.
7. I understand that, if I lose either/both right and left markers, I am responsible for replacing them within 10 days.
8. I understand that I must have **direct supervision** by a registered radiologic technologist on each exam until I have passed an evaluation on that exam.
  - Direct supervision requires the student to be supervised by a qualified radiographer. 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 the procedure.
9. I understand that I must have **indirect supervision** by a registered radiologic technologist on all evaluated exams while I am a student.
  - Indirect supervision should be provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the presence of a qualified radiographer adjacent to the room or location where the radiographic procedure is being performed. A qualified radiographer should check the radiographs for technical quality prior to the dismissal of the patient. Any cause for repeat exams should be discussed with the student and corrective actions advised.

10. I understand that I must have every radiograph approved by a registered radiologic technologist before it is sent to a radiologist while I am a student.
11. I understand any cause for repeat exams should be discussed with the student and corrective action advised. **A qualified radiographer must be present if I need to repeat a radiograph.** I understand that if I do repeat a radiograph without a technologist present the following repercussions will take place:
  - 1<sup>st</sup> offense, verbal warning from Clinical Coordinator or Program Director
  - 2<sup>nd</sup> offense, written warning from Clinical Coordinator or Program Director
  - 3 or more offenses, will result in, at minimum, clinical probation and as severe as possible dismissal from the program after the circumstance is reviewed by program faculty and the RSI department chair.
12. I understand that I will be dismissed from the program if I make an exposure without the direct authorization of a physician. You may expose inanimate objects for educational purposes only.
13. In order to comply with JRCERT standards, under no circumstance, should a radiography student hold a patient or IR during an exposure at any time during their time in the ASR program. Film holders and immobilization devices should be utilized first, but if an exam requires someone to hold a patient or IR during an exposure non-radiation workers should be employed first. Students are allowed in fluoroscopy, c-arm, and portable exams, but should utilize the three cardinal radiation protection principles: time, distance, and shielding.
14. I understand that I may serve as a test patient for MRI or Ultrasound with the understanding that NO CONTRAST may be administered. Volunteering as a MRI or Ultrasound patient does NOT replace clinical or didactic hours.
15. I understand I must be clocked into Trajecsys while performing any ASR clinicals.
  - Any clinical hours, proficiencies or evaluations completed while not clocked into Trajecsys will be deleted by the clinical coordinator and must be redone.
  - I understand that I may not be clocked into Trjacsys for ASR clinicals while I'm on the clock for any paid position at the clinical setting.

### **ALCOHOL/DRUG/TOBACCO USE**

1. I understand that I may not use tobacco products of any kind within 500 feet of any Cox Health property (see CoxHealth Tobacco Free policy)
2. I understand that I may be asked to leave a campus if I smell of tobacco products.
3. I understand that, as a student, I may be asked to submit to a drug and/or alcohol test at any time if an instructor, clinical instructor or supervisor has reasonable suspicion of abuse.

### **TRAJECYS ONLINE PORTFOLIO SYSTEM**

1. I understand I must provide honest and accurate entries for time records and exam logs.
2. I understand that I will not falsify any entries for time records of my own or of another student. For example, I will not clock in another student on Trajecsys for any reason.

3. Faculty reserves the right to compare time records and log books to the departmental log book and Centricity or contact the department manager for verification.
4. I understand falsified records will result in **immediate** dismissal from the program.

### **CLOCKING POLICY**

1. I understand I must clock in and out using Trajecsys for tracking of attendance.
2. I understand failure to do so will require me to file a time exception as well as complete a time exception form verified by a technologist and turned in at the conclusion of the portfolio unless asked for earlier
3. Cell phones should **not** be used to clock in and out, unless a faculty member gives prior approval.

### **INCLEMENT WEATHER**

1. I understand that I am not required to attend class or clinicals if Cox College cancels classes due to inclement weather.
  - I understand that though classes/clinicals may not be cancelled, the weather in my area may make it impossible for me to commute to campus or my clinical site.
  - In this event, if I live closer to Cox Monett, CMH, Cox North, or Cox South I may attend one of those clinical sites instead of my scheduled area, OR I will use one of my allowed absences to remain at home and safe.

### **FUNERAL AND BEREAVEMENT PROCEDURE**

1. Funeral time is given in the amount of up to three (3) days off for the loss of an immediate family member. The definition of an immediate family member covers a student's: spouse, child, step-child, son or daughter-in-law, grandchild, brother or sister (including step-brother or sister), brother or sister in-law, parents, step-parents, parents-in-law, grandparent, or a spouse's grandparent.
2. Funeral services more than 250 miles away will result in an extra day to be given. Funeral days do not need to be made up.
3. Any clinical day missed due to a funeral of a non-immediate family member (must have faculty approval) must be made up or can be used as one of the student's allowed absences during the semester if they have not reached their maximum allotment.
4. Exceptions may be made to this procedure based upon extenuating circumstances and can be altered upon a case by case review by the faculty of the program the student is enrolled in.
5. I understand it is my responsibility to arrange with the faculty and the clinical sites, or clinical coordinator for my program, regarding make-up assignments, labs, exams,

clinical experience, evaluations, etc. and any additional time that may need to be made up beyond the allotted time listed above.

***I certify that I have read and agree to abide by the rules, regulations, and policies of Cox College ASR program. In addition, I understand the consequences of misconduct, up to and including academic and/or clinical probation, or programmatic dismissal.***

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***Student Signature***

***Date***

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***ASR Faculty Member Signature***

***Date***

# Appendix C

## BSDI CREDENTIALING PATHWAYS POLICIES AND PROCEDURES STUDENT AGREEMENT OF UNDERSTANDING

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I understand and will abide by the following rules:

### **COX COLLEGE PUBLICATIONS**

1. I understand how to access the RSI Student Handbook for future reference.
2. I understand how to access the Cox College Catalog for future reference.

### **DRESS CODE/STUDENT IDENTIFICATION**

1. I have read and will abide by the Cox College/CoxHealth Dress Code Policy with the following exceptions:
  - I may wear jeans, sweat pants, T-shirts, sandals and shorts to class.
  - I agree that my attire will cover breasts, midriff, and bottom at all times.
  - I understand that if I wear revealing clothing, I will be asked to go home and change.
  - Shoes must be clean and without holes
    - Open toe shoes , flip flops, slip on crocs or any other clogs with holes on top are not permitted
  - Scrub jackets may be worn as outerwear
    - Cardigan and yoga sweaters are not permitted
    - Please contact your advisor with any questions regarding approved outerwear
  - Perfumes/scented lotions are not permitted in patient care areas
  - Long hair should be secured to avoid dangling on to patients
    - Facial hair must be neat and trimmed and allow for proper fit of personal protective equipment
  - Fingernails must be clean and trimmed
    - Artificial nails may not be worn in direct patient care areas
    - Fingernails may not be more than ¼ inch-long
  - Jewelry should be worn in moderation within the following restrictions:
    - No more than two earrings per ear
      - No dangling earrings longer than one inch
      - No hoops larger than two inches
      - No earrings larger than a quarter in diameter
      - Gages will be closed with plugs matching skin tone
      - Facial and tongue piercings must be clear or skin toned while at work

- Bars must be removed from the ear
2. *I understand that during clinical rotations I must abide by the institutional dress code policies of the clinical site I am attending.*
  3. I understand that I must have my name badge with me when attending all labs, classes, and clinical.
    - Name badge is required for all class, labs, and clinical.
    - If I forget my name badge, I will be required to retrieve it. This will be counted as 1 of my 3 tardies.
  4. I understand that I must **immediately** contact the Front Desk (417-269-3401) of Cox College and Michelle Masengill if I lose my name badge.

### **ALCOHOL/DRUG/TOBACCO USE**

1. I understand that I may not use tobacco products of any kind within 500 feet of any Cox Health property (see CoxHealth Tobacco Free policy).
2. I understand that I may be asked to leave a campus if I smell of tobacco products.
3. I understand that, as a student, I may be asked to submit to a drug and/or alcohol test at any time if an instructor, clinical instructor or supervisor has reasonable suspicion of abuse.

### **NOTIFICATION OF PREGNANCY PROCEDURE**

1. I understand that pregnancy is not grounds from dismissal from the program.
2. I have read and understand the Notification of Pregnancy Procedure.
  - a. Please see the RSI Student Handbook Appendix D

### **LAPTOP/CELL PHONE USAGE**

1. I agree not to use my cell phone or laptop/I Pad for personal use during class/lab or clinical settings while providing direct patient care contact.
  - The first infraction will result in a written warning.
  - The 2<sup>nd</sup> infraction will result in probation.
  - The 3<sup>rd</sup> infraction will result in dismissal from the program.
  - Any use of a laptop or cell phone that puts a patient in harm's way will be dismissed immediately without a written warning or probation.

### **TRAJESYS ONLINE PORTFOLIO SYSTEM**

1. I understand I must provide honest and accurate entries for time records and exam logs.
2. I understand falsified records will result in **immediate** dismissal from the program.
3. Faculty reserves the right to compare time records and log books to the departmental log book and Centricity.

## **ATTENDANCE POLICY**

### **DMS PROGRAM ONLY:**

1. I understand I am allowed two clinical absences for 16-week semesters and one clinical absence for 8-week semesters. Intersession periods will fall within the semester that grades are assigned.
2. **Class/lab attendance is mandatory.** Failure to attend class will result in an unexcused absence. Extenuating circumstances must be approved by faculty. Any approved class time missed must be made up within the clinical setting.
3. I understand that if more than the allotted absences are accrued, I must make up the time within the semester or I will not be allowed to progress in the program.
4. I understand mitigating circumstances will be reviewed by the program faculty for further consideration.
5. I understand that I may not bank personal days from semester to semester.
6. I understand that I will be allowed to take registries on clinical days if weekend times are not available but I will be required to make up this time prior to the end of the semester (accrued compensation time and/or personal days can be applied).
7. Please see the *Clinical Guideline Book* for funeral time policy

### **ALL CREDENTIALLING PATHWAY PROGRAMS:**

1. I understand the following process for notifying the faculty of my absence:
  - I must call my advisor **and** the clinical site to notify them of my absence.
  - Failure to notify the program **and** the clinical site of the absence will be considered an **unexcused absence**.
  - I understand that two unexcused absences to class/lab/clinical will result in my **dismissal** from the program.
  - I understand that I will **not** be allowed to be in clinical on any college closed day. Any make up of clinical time during college breaks (open college days only) **must** be preapproved at the discretion of faculty. **This should only be used in cases involving extenuating circumstances.**

## **CLOCKING POLICY**

1. I understand I must clock in and out using Trajecsys for tracking of attendance.
2. I understand failure to do so will require me to file a time exception as well as complete a time exception form verified by a technologist and turned in at the conclusion of the portfolio unless asked for earlier.
3. Cell phones can be used to clock in and out during clinical if internet access is **not** available to the department. GPS must be enabled.
4. Students should use the time exception form to document supervisor signature for any missed clocking.

## **TARDY POLICY**

1. I understand I must clock in and out using Trajecsys for tracking of attendance.
2. I understand that if I am tardy I must complete a time exception form verified by a clinical instructor.
3. I understand that I will be allowed three tardies per semester.
  - Tardies are counted for all classes as well as lab and clinical.
  - Three tardies in one semester will result in a written warning and counseling.
  - With the 4<sup>th</sup> tardy occurrence, I will be placed on probation for the remainder of the semester.
  - A 5<sup>th</sup> tardy occurrence will result in dismissal from the program.

## **INCLEMENT WEATHER**

1. I understand that I am not required to attend class or clinical if Cox College cancels classes due to weather issues.
  - Clinical hours for Cox College closings for bad weather will not be required to be made up per semester if two days or less.
  - I understand that though classes or clinical may not be cancelled, the weather in my area may make it impossible for me to commute to campus. In this event, I will make up the hours.

## **COLLEGE CLOSED DAYS**

1. Refer to the Cox College Academic Calendar online and programmatic schedule for all college closed days and breaks.

## **GRADING SYSTEM**

1. I understand and will abide by the following grading scale:

A = 92.0% - 100%	C = 75.0% - 76.99%
A- = 90.0% - 91.99%	C- = 70.0% - 74.99%
B+ = 87.0% - 89.99%	D+ = 67.0% - 69.99%
B = 85.0% - 86.99%	D = 65.0% - 66.99%
B- = 80.00% - 84.99%	D- = 60.0% - 64.99%
C+ = 77.0% - 79.99%	F = 0% - 59.99%

## **PROGRAMMATIC PROGRESSION REQUIREMENTS**

1. I understand that I will be dismissed from the program if I do not successfully complete any program course within the course of study with a minimum of an 85% or higher.
2. I understand that I must maintain an average of three or higher in all measured areas per rotation of the End-of-Rotation Clinical Evaluation.



3. I understand I must maintain an 85% or better on all program required clinical and laboratory competencies **(DMS and DMS-Echo Extension programs only)**.
4. I understand that I have 3 opportunities to pass lab/clinical evaluations **(DMS and DMS-Echo only)**
  - If I attempt any lab or clinical evaluation and fail, I will have 2 opportunities to repeat that evaluation. If the 3rd attempt is a failure as well, then I will be dismissed from the program.
  - I understand that with each failure I am required to complete 5 practice exams before attempting to evaluate again.
  - I understand that 3 failed first attempt lab and clinical evaluation will result in dismissal from the program.

### **CLINICAL/CLASS SCHEDULES**

1. I understand and agree that clinical and class times will be established before the start of the semester and I will abide by them accordingly.
2. If clinical time needs to be amended, these arrangements must be made with my advisor. Class times are not amendable.

### **CLINICAL SPECIFIC POLICIES**

1. I understand I am to refrain from outside relationships (friendship or relational) with faculty, didactic instructors, and clinical instructors to include social media while enrolled in the program.
2. If a romantic relationship should occur between a technologist and a student, it should be disclosed to the program director and clinical coordinator so the delineation of clinical responsibilities and expectations can be established.
3. I understand that I am to scan with permanent clinical staff of the hospital only.
4. I understand that diagnostic exams are to be used for medical purposes only and should not be performed without a medical order and proper supervision (Simulation Lab the exception).
5. I understand that a staff imager must review my images before I allow the patient to leave the department or facility. DMS staff imagers must rescan the patient before allowing the patient to leave the department or facility.
6. I understand that I am to follow the direct and indirect supervision guidelines as described below:

#### **Direct and Indirect Supervision Guidelines (CT, MRI, IR):**

I understand I must be under direct supervision at all times at all facilities during the first 16 weeks of the program (practicum I) and is required for any exam for which the student has not completed the ARRT competency.

- The staff imager must be present during the entire examination.
- The staff imager shall observe me, offering assistance and guidance as needed.

- The staff imager will check my images for technical and diagnostic quality as well as discuss anatomy, technical factors, and adaptation of technique to individual patient structure.

I understand that I may perform exams under indirect supervision only after completing all ARRT competency evaluations.

- A staff imager is immediately available for assistance regardless of level of achievement.
- A staff imager must review all exams for diagnostic quality **prior to releasing the patient.**

#### **Direct and Indirect Supervision Guidelines (DMS & ECHO ONLY):**

I understand I must be under direct supervision at all times at all facilities until I have demonstrated successful completion of an exam competency without assistance.

- The staff imager must be present during the entire examination.
- The staff imager shall observe me, offering assistance and guidance as needed.
- The staff imager must rescan the patient and review my images for technical and diagnostic quality as well as discuss anatomy, technical factors, and adaptation of technique to individual patient structure.

I understand that I may perform exams under indirect supervision when I have demonstrated successful completion of an exam competency without assistance.

- A staff imager is immediately available for assistance regardless of level of achievement.
- A staff imager must rescan the patient and review my exams for diagnostic quality **prior to releasing the patient.**

#### **SIMULATION VOLUNTEER PATIENT AGREEMENT**

1. I understand that volunteering for simulation exams is optional and will not affect my grade or progression in the program.
2. I understand that simulation exams are for clinical lab practice only and are not used for diagnostic purposes; no images will be obtained for the exams being performed.
3. I understand that simulation models are required to complete a volunteer agreement form complete with physician information.
4. I understand that if any medical abnormalities are discovered during simulation the faculty member will advise me to seek medical attention from my physician.

#### **NATIONAL REGISTRY AGREEMENT**

1. I understand I will be expected to complete all assigned written or computerized curriculum review examinations.
2. I understand faculty reserve the right to refuse to sign me off to apply for the applicable certification examination if the above requirements are not met.

**UNAUTHORIZED X-RAY EXPOSURE**

1. I understand that I will be dismissed from the BSDI program if I make an exposure without the direct authorization and supervision of a faculty member, clinical instructor, or radiologist.
2. I understand whether under direct or indirect supervision appropriate radiation protection measures must be utilized to protect the patient, myself, and others.

*I certify that I have read and agree to abide by the rules, regulations, and policies of Cox College BSDI Credentialing program. In addition, I understand the consequences of misconduct, up to and including academic and/or clinical probation, or programmatic dismissal.*

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*Student Signature*

*Date*

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*BSDI Faculty Member Signature*

*Date*

# APPENDIX D

## RADIOLOGIC SCIENCES & IMAGING DEPARTMENT NOTIFICATION OF PREGNANCY PROCEDURE

(Revised 8-15-2014)

Pregnancy will not be grounds for dismissal. However, academic and clinical standards will not be lowered. It is recommended that the student inform the Program Director (in writing) to declare her pregnancy so that the requirements of 10 CFR 20.2106 (e) may be met. The Radiologic Sciences and Imaging department will maintain the records of dose to the embryo/fetus with the records of dose to the pregnant woman. The declaration of pregnancy will be kept on file in the Student Record.

Under the current regulations (which are consistent with the Supreme Court decision in the case of UAW vs. Johnson Controls), a woman has the right to choose whether or not to declare her pregnancy; including the right to revoke her declaration after it is made. A woman's withdrawal of her declaration of pregnancy does not alter the requirement of 10 CFR 20.2106 (e) that the school maintain the records of dose to the embryo/fetus that were prepared as a result of the woman's declaration of pregnancy. A student that chooses to withdraw her declaration of pregnancy should inform the Program Director (in writing) of her decision.

A student may opt to continue in the program without modification or use her allowed semester absences for traditional post-delivery time off. This allows the student to complete all requirements for completion of the program within the scheduled time period. If the student needs more than the allowed semester absences, a make-up schedule must be arranged and approved by the program director and clinical coordinators. The student also has the option to schedule a Leave of Absence (LOA). In this case, due to the cohort style of the program, program completion and the registry date may be moved to the following year.

The following information should be read by and explained to each current or prospective female student. All female students are required to sign a Pregnancy Policy form to verify their understanding of the pregnancy policy.

1. The requirements of the U.S. Nuclear Regulatory Commission (NRC) and the recommendations of the National Council on Radiation Protection (NCRP) recognize the unusual susceptibility of unborn children to the adverse effects of ionizing radiation. To comply with these requirements and recommendations, every fertile female who may be occupationally exposed to ionizing radiation must be instructed in special health concerns associated with exposure to radiation in the event of pregnancy.
2. The entire Pregnancy Policy must be read by every fertile female student that is subject to occupational exposure to ionizing radiation in the course of her training in the Radiologic Technology program. All students will be given time to ask questions and are required to sign the Pregnancy Policy form to verify

understanding.

3. If a student suspects she is pregnant, she should be evaluated by a physician and the pregnancy verified. Upon verification, it is recommended that she notify the Program Director, as stated above. Changes to the clinical schedule may be made to remove the pregnant student from higher exposure areas.

Some recent studies have shown that the risk of leukemia and other malignancies in children increases if the mother is exposed to a significant amount of radiation during pregnancy. According to a report by the National Academy of Sciences, the incidence of leukemia among children under 10 years of age in the U.S. could rise from 3.7 cases in 10,000 children to 5.6 cases in 10,000 if the children were exposed to 1 REM of radiation before birth (a REM is a measure of occupational radiation exposure). Although other studies have shown a much smaller effect of radiation exposure, all students should be aware of any possible risk so that appropriate measures may be taken.

***The following facts should be noted:***

1. The first three months of pregnancy are the most critical, so students should act quickly when they suspect they may be pregnant.
2. At the present occupational exposure limits, the actual risk to the unborn is small; however, experts disagree on the exact amount of risk.
3. There is no need to be concerned about sterility or loss of ability to bear children due to occupational radiation exposure received during participation in the Radiologic Technology program. The radiation dose necessary to produce such effects is more than 100 times greater than the present occupational exposure limits.
4. The recommended dose limit during pregnancy is 0.5 REM for the entire gestational period. Students are encouraged to take special action to reduce their radiation exposure, just as they might stop smoking or climb stairs more carefully to reduce possible risks to their unborn child.

I certify that I have read and understand Cox College Radiologic Sciences & Imaging Department's procedure on pregnancy notification.

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**Student signature**

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**Date**

# APPENDIX E

## COX COLLEGE

### STUDENT OF CONCERN PROGRESS REPORT

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty:** \_\_\_\_\_ **Time of Appointment:** \_\_\_\_\_

**Mode of Contact:**     Student Initiated     Faculty Initiated     Other: \_\_\_\_\_

**BACKGROUND:**

- Academic Issue
- Behavioral Issue
- Academic & Behavioral Issue

Description of the concern/incident:

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**ANALYSIS (check all that apply; may be both academic and behavioral):**

Academic Issue:

- Student does not understand the material
  - Student needs to develop better study/test taking strategies
  - Student has difficulty expressing understanding in written/oral form
  - Student is under personal duress
  - Other (explain): \_\_\_\_\_
- 

Behavioral Issue:

- Student is unsafe with patients in clinical setting
  - Student exhibits unprofessional behavior in class/clinical
  - Other (explain): \_\_\_\_\_
- 

**ACTION PLAN:**

- Student is counseled by faculty to improve likelihood of academic/behavioral success.

- Student is referred to: \_\_\_\_\_ for academic remediation.
- Student is referred to: \_\_\_\_\_ for behavioral remediation.
- Student is placed on specific improvement plan (see attached).
- Other referral (specify): \_\_\_\_\_

Goals (be specific):.

Comments: \_\_\_\_\_

Student received specific plan or list of goals:

- In person.
- By email.
- By registered mail.

**EVALUATION:**

Student progress will be re-evaluated on or before <date> \_\_\_\_\_. The student will be informed of progress and next steps within 48 hours of the re-evaluation.

**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Student signature means student was present and received a signed copy of this form- it does not indicate agreement with the assessment.)

**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Copies sent to:**

- CAMS
- H DRIVE FOLDER
- STUDENT ADVISOR (Name) \_\_\_\_\_
- DEPARTMENT CHAIR