



***COX COLLEGE***  
***CoxHealth***

**Radiologic Sciences & Imaging (RSI)**

**STUDENT HANDBOOK**  
**2022-2023**

# TABLE OF CONTENTS

Accreditations.....	1
Professional Organizations.....	1
Introduction .....	2
RSI Faculty.....	2

## **RADIOLOGIC SCIENCE & IMAGING DEPARTMENT**

Mission.....	3
Philosophy .....	3
DMS Specific Philosophy .....	3
Radiologic Sciences Student Association (RSSA) .....	4
National Certification Exams for RSI programs.....	4
Professional Conduct Statements.....	5-8
The ASRT Code of Ethics.....	5-6
Code of Ethics for the Profession of Diagnostic Medical Ultrasound.....	6-8

## **ASSOCIATE OF SCIENCE IN RADIOGRAPHY PROGRAM**

Program Overview.....	9
Mission Statement.....	9
Learning Outcomes.....	9
Program Clinical Obligations .....	10
ASR Clinical Guideline Manual.....	11
ASR Contingency Plan.....	11
Degree & Graduation Requirements.....	11
Grading Scale.....	13
Student Health Policy/COVID-19/Masking.....	13-15
Progression Requirements.....	15
Student Discipline.....	15
Academic Probation .....	15
Clinical Probation .....	16
Program Dismissal .....	16

## **BACHELOR OF SCIENCE IN DIAGNOSTIC IMAGING PROGRAMS**

Program Overview .....	17
Mission Statement.....	17
Learning Outcomes.....	17
DMS Minimum Expectations .....	18
Program Clinical Obligations .....	18
BSDI Clinical Guideline Manual .....	18
BSDI Contingency Plan.....	18
Degree & Graduation Requirements .....	19
Grading Scale .....	20
Dress Code & Professional Conduct.....	20-22

Student Health Policy/COVID-19/Masking.....	23-24
Progression Requirements.....	24
Student Discipline.....	25
Academic Probation (BSDI Program).....	25
Academic Probation (BSDI Credentialing Pathway).....	25
Clinical Probation.....	26
Academic Dismissal (BSDI Program).....	26
Academic/Clinical Dismissal (BSDI Credentialing Pathway).....	26
Online Testing Policy.....	27
Clinical Education Requirements.....	28
Comprehensive Clinical Goals.....	28
Clinical Expectations.....	28
Levels of Clinical Supervision.....	29-30
Other Clinical Policies.....	30-33

## **APPENDICES**

A. ASR Student Agreement of Understanding.....	35-40
B. ASR Clinical Contract.....	41-46
C. BSDI Student Agreement of Understanding.....	47-55
D. RSI Notification of Pregnancy Procedure.....	56-57
E. Cox College Student of Concern Progress Report.....	58-59

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## Accreditations

The Higher Learning Commission accredits Cox College, a commission of the North Central Association of Colleges and Schools, 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 800-621-7440, [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org).

Cox College is a single-purpose specialized private college and affiliate of CoxHealth. The college provides integrated, comprehensive educational programs that prepare graduates for a changing health care environment.

The Joint Review Committee on Education in Radiologic Technology (JRCERT), accredited the ASR program, accredited, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, 312-704-5300, <https://www.jrcert.org/>.

The Commission accredits the Diagnostic Medical Sonography program on Accreditation of Allied Health Education Programs (CAAHEP), 9355-113<sup>th</sup> Street N, #7709, Seminole, FL, 33775, 727-210-2350, <https://www.caahep.org/>.

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## Professional Organizations

The Diagnostic Medical Sonography program encourages student involvement in professional organizations within the sonography field. Student memberships are offered for nonregistered students enrolled in a primary educational program by the Society of Diagnostic Medical Sonography (SDMS), 2745 Dallas Pkwy, Suite 350, Plano, Texas, 75093, 800-229-9506, <https://www.sdms.org/>.

The Associates of Science in Radiography and Bachelor of Science in Diagnostic Imaging programs encourage student involvement in professional organizations within the imaging field. Student memberships are offered for nonregistered students enrolled in a primary educational program by the following:

Missouri Society of Radiologic Technologists (MoSRT), <http://www.mosrt.net/>.

American Society of Radiologic Technology (ASRT), 15000 Central Avenue, SE, Albuquerque, NM, 87123-3909, 800-444-2778, <https://www.asrt.org/>.

## YOUR GUIDE TO STUDENT LIFE

The policies and procedures contained in the *RSI Student Handbook* are subject to change without notice at the discretion of the ASR Program Director, BSDI Program Director, and the RSI Program Chair. Any changes will be communicated to students in a timely manner. This handbook is not intended to be a contract, explicit or implied. It is the student's responsibility to be familiar with all requirements, policies, and procedures for his/her/their degree program and to assume responsibility for meeting those requirements. It is the student's responsibility to become familiar with these documents and abide by all policies while enrolled at Cox College. Cox College policies can be found in the Cox College catalog available in the student portal.

Please contact the RSI Program Chair, ASR Program Director or BSDI Program Director with questions regarding the information in this handbook or general Cox College policies and procedures.

## RSI FACULTY

### President and 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

Daniel Edwards, ASR Program Director..... 269-1073

Parker Glouse.....269-8987

Sarah Godbey..... 269-4074

### BSDI Program Faculty

Michelle Masengill, BSDI Program Director ..... 269-3063

Michaela Ray..... 269-8669

### RSI Faculty Support Specialist; ASR/BSDI Student Advisor

Paige Reinstein ..... 269-1074

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## Radiologic Sciences & Imaging (RSI) Department

The Radiologic Sciences & Imaging (RSI) departments offer 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 credentialing pathways in Computed tomography (CTI), Diagnostic Medical Sonography (DMS), Magnetic Resonance Imaging (MRI). A 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 an energetic environment that promotes various 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 with 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.

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## RSI Student Associations

Student leadership is encouraged through the Radiologic Sciences Student Association (RSSA). Cox College fosters 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.

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## 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 exam once they have met all graduation requirements. BSDI students will be eligible to sit for their certification once they have met ARRT 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 to sit for the national examinations.

### ARRT Primary/Post-Primary Certification

During the application process, students are required to comply with ARRT Standards of Ethics, including the Rules of Ethics. Applicants must report any potential ethics violations that took place prior to applying with ARRT. Offenses committed as a juvenile and that were adjudicated through the juvenile course system do not have to be reported. For further information, please see the ARRT primary/post-primary eligibility pathway handbook at <https://www.arrt.org/pages/arrt-reference-documents/by-document-type/handbooks> or the ARDMS at <https://www.ardms.org/discover-ardms/compliance/>. It is recommended that individuals contact the individual body for the compliance pre-determination review process who have criminal or disciplinary matters that could affect their eligibility to apply for certification exams.

### ARDMS Certification

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.

During the application process, students are required to attest that he/she/they have read, understood, and acknowledge the 1). Confidentiality Agreement, 2). ARDMS Application Agreement, and 3). ARDMS Compliance Policies. Applicants seeking ARDMS certification must report any potential violations of the ARDMS Compliance Policies to the Compliance Hearing Panel to determine eligibility for certification. For further information, please see the ARDMS at <https://www.ardms.org/discover-ardms/compliance/>.

It is recommended that individuals go through the Compliance Pre-determination Application (PDA) review process who have criminal or disciplinary matters that could affect their eligibility to apply for certification exams. Individuals not choosing to do so should submit their examination application and respond to the questions on the application relating to criminal matters and provide the requested documentation regarding such matter(s).

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## 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 outlined 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 recredentialing.

- 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)*

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## 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. Successful completion of this comprehensive classroom and clinical education prepares the graduate for the American Registry of Radiologic Technologists (ARRT) certification examination.

The ASR program is completed in a 22-month period, inclusive of five semesters. Students' progress through the program as a cohort group beginning in the fall semester. The ASR program follows a cohort sequence without the option to repeat didactic\*, laboratory, or clinical courses; therefore, students must adhere to the outlined course of study. **Due to the academic rigor of the track, employment more than 20 hours per week is highly discouraged.**

\*With the exception of RAD 299, which can be repeated once the following semester.

### Mission Statement

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

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## 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.

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## **Program Clinical Obligations**

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

1. 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 Healthcare (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. Ozarks Healthcare is an optional clinical rotation for Springfield-based students based on availability and student request. Students based at Ozarks Healthcare are required to complete minimal rotations at the CoxHealth campuses while maintaining the majority of their clinical rotations at Ozarks Healthcare.
2. Participate in a minimum of four evening shifts and one weekend 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 one to three weeks in length. The weekend shift consists of twenty hours total over a Saturday and Sunday- hours may vary. The student is provided advance notice of when their evening

and weekend clinical rotations are scheduled for ample planning.

3. 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 guide for the clinical component 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.

The ASR Clinical Guideline Manual can be found by students in their online platform cohort class course shell and all technologists will be provided a link to the live version to access at any time.

## **ASR Contingency Plan**

The ASR program is committed to providing clinically competent practitioners in healthcare. It is also committed to helping students progress, and if possible, graduate in a timely fashion so as to meet the needs of regional area healthcare providers. Pursuant to these two goals, in the event of a natural disaster, terrorist attack, or any other catastrophic incident (i.e. pandemic), the program director has the right to change the delivery of education (i.e. seated to online or hybrid) and temporarily suspend the need to require a certain number of clinical clock hours for a given college credit hour designation as long as:

1. Faculty feel as if the student has achieved the required skill set needed for the current semester in order to progress further in the program.
2. External accrediting body competencies are projected to be achieved before graduation.

If the above areas are not met, the student can receive an in-progress (IP) status and still remain in the program but must complete all accrediting body competencies prior to graduation.

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## Degree Requirements

### Application for Graduation

An *Application for Degree/Certificate* form is to be completed the semester before the student plans to graduate. The applicant should be sure to write his/her/their complete, formal name on the form, exactly how he/she/they wants it to be written on the diploma. At the time of registering for final semester classes, students complete this form with the advisor and obtain the advisor's signature. The completed form is to be returned to the Registration office when registering for the last semester. Refer to the academic calendar.

### 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.
- Successful completion of all ASR programmatic progression requirements (See RSI Student Handbook).
- 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.

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## Policies and Guidelines

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### ASR Policies and Guidelines

#### Grading Scale

Grades are assigned using the following scale:

<u>Grade</u>	<u>Percentage</u>	<u>Quality Points</u>
A	93.0% - 100%	4.0
A-	90.0% - 92.99%	3.7
B+	87.0% - 89.99%	3.3
B	85.0% - 86.99%	3.0
B-	80.0% - 84.99%	2.7
C+	77.0% - 79.99%	2.3
C	75.0% - 76.99%	2.0
C-	70.0% - 74.99%	1.7
D+	67.0% - 69.99%	1.3
D	65.0% - 66.99%	1.0
D-	60.0% - 64.99%	0.7
F	0% - 59.99%	0.0
W		Passing
WP		Withdraw
WF		Withdraw Failing
WN		Withdraw Not Progressing*

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 %.)

\*Each program has a grade progression requirement for program courses. Please see each program's section in this handbook for further progression information.

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## Student Health Policy

Students are to have certain health records complete and up-to-date before being allowed in the clinical setting. The list includes:

- Tetanus/Diphtheria/Pertussis – Current Tetanus/Diphtheria (TD) immunization status (booster required every ten years) AND documentation of one dose of adult pertussis vaccine (Tdap)
- Varicella – Initiation or completion of vaccine series OR laboratory confirmation of immunity



- Hepatitis B – Initiation or completion of vaccine series OR laboratory confirmation of immunity
- Measles/Mumps/Rubella (MMR) – Initiation or completion of vaccine series OR laboratory confirmation of immunity.
- Tuberculosis Screening (TB) – Documentation of current TB screening
- Completion of the American Heart Association (AHA) for Healthcare Provider course or equivalent which is limited to the Military Training Network or the Heart and Stroke Foundation of Canada. No other life support programs will be accepted as equivalents.

Clinical sites can mandate their own health requirements. Students should be aware that at any time additional vaccinations may be required. If a student is enrolled in a program that provides clinical sites with mandatory rotations, the student must be aware that refusing may result in dismissal from the program. If the student is enrolled in a program that allows the student to choose their clinical site, the student must be aware that to refuse would mean the student must find an alternative clinical site in an expedient time frame or face dismissal from the program.

If a student is requesting an exemption from any vaccine or immunization, they must provide any required and proper documentation to the CoxHealth system administrator who handles exemptions for the health system. The ASR program will follow the health system's decision and recommendations.

### **COVID-19**

Students may not come to campus/clinical if they have tested positive for COVID-19. For unvaccinated individuals who have been directly exposed to COVID-19 (unmasked for 15 plus minutes within 6 feet distance), a quarantine period of 10 days is required. Vaccinated individuals are not required to quarantine. Please be aware of the following symptoms of COVID-19 that are unexplained:

- Fever or chills
- Cough
- Shortness of breath
- Difficulty breathing
- Fatigue
- Muscle or body aches
- Headaches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Students will be allowed to make up class work and clinical time missed during this time and not be penalized with some exceptions. Extended illness due to COVID-19 or multiple direct

exposures requiring quarantine could result in the student having to take a leave of absence depending on the enrolled program and the semester of illness.

Due to the fluid nature of COVID-19, quarantine and masking policies and guidelines may change in accordance with the CDC.

## Masking

Cox College follows the CoxHealth system guidance regarding required or recommended masking on campus. The masking requirement may change as policy or guidance changes. If masking becomes required, all students must be masked to enter Cox College and remain masked while in the common areas building i.e. classrooms, student lounges, and labs. In addition, all students must abide by the masking policies of their clinical site. Failure to comply with masking policies at the college or the clinical sites may result in disciplinary action.

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## Progression Requirements Policy

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.

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## Student Discipline Policy

### Probation, Suspension, Dismissal

Cox College reserves the right to place on probation, suspend or dismiss students from the college whose conduct or performance is detrimental to the interests of the college or program-specific profession. Probation may or may not precede dismissal. Please see the Cox College Catalog for examples of behavior that would violate college standards.

### **Programmatic Probation and Dismissal**

If a student of concern is identified by a faculty member or clinical instructor 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 program director 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 could be 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, and consistent deficiencies in performance, or behavior that compromises patient health or safety will result in clinical probation or in extreme cases, program dismissal.
2. Behavior that violates the Standards of Ethics published by Cox College, Clinical Affiliate, and/or the American Registry of Radiologic Technologists (ARRT) will result in clinical probation or in extreme cases, program dismissal.
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).

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### **ASR Academic & Clinical Policies**

Please see Appendix A and Appendix B for additional programmatic specific policies related to academics and clinical.

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## 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, Magnetic Resonance Imaging, and Healthcare Leadership. A 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 with the exception of Computed Tomography.

### 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.

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## 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
- Performs appropriate procedures and records anatomic, pathologic, and/or physiologic data for interpretation by a physician.
- Demonstrate technical competency by consistently producing diagnostic-quality images using appropriate procedures
- Facilitates communication and education to elicit patient cooperation and understanding of expectations and responds to questions regarding the diagnostic examination
- Successfully complete the ARRT or ARDMS certification exam in the applicable specialty

### **DMS Minimum Expectations**

Minimum expectations of Cox College Diagnostic Medical Sonography and DMS-Echo Extension programs are to prepare competent entry-level sonographers in the cognitive (knowledge) psychomotor (skills), and affective (behavior) learning domains for the concentrations of:

- Abdominal sonography – Extended
- Adult cardiac sonography
- Obstetrics and gynecology sonography
- Vascular sonography

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## **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 Diagnostic Medical Sonography programs have pre-arranged clinical sites, Students may request a specific clinical site, but program faculty reserve the right to make clinical assignments based on clinical site capacity limitations and/or unforeseen circumstances. Students may be assigned a clinical site up to 1.5 hours from their home. At times, a student may be required to drive to any Springfield or CoxHealth clinical site for specific concentration exam experiences not offered at the individual's assigned clinical site.

The BSDI credentialing pathway programs use an online portfolio system called Trajecsys. 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 \$75.00 to \$150.00 depending on the length of the program. The fee is tied to the first clinical practicum or lab.

### **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.

### **BSDI Contingency Plan**

The faculty of the BSDI credentialing programs are committed to providing clinically competent practitioners in healthcare. It is also committed to helping students progress, and

if possible, graduate in a timely fashion so as to meet the needs of regional area healthcare providers. Pursuant to these two goals, in the event of a natural disaster, terrorist attack, or any other catastrophic incident (i.e. pandemic), the program director has the right to change the delivery of education (i.e. seated to online or hybrid) and temporarily suspend the need to require a certain number of clinical clock hours as long as:

1. Faculty feel as if the student has achieved the required skill set needed for the current semester in order to progress further in the program.
2. External accrediting body competencies and/or ARRT clinical competencies are projected to be achieved before completion.

If the above areas are not met, the student can receive an in-progress (IP) status and still remain in the program, but must complete all accrediting body competencies and/or ARRT clinical competencies prior to completion.

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## Degree Requirements

### Application for Graduation

An *Application for Degree/Certificate* form is to be completed the semester before the student plans to graduate. The applicant should be sure to write his/her complete, formal name on the form, exactly how he/she wants it to be written on the diploma. At the time of registering for final semester classes, students complete this form with the advisor and obtain the advisor's signature. The completed form is to be returned to the Registration office when registering for the last semester. Refer to the academic calendar.

### 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.
- Successful completion of all BSDI programmatic progression requirements.

## Policies and Guidelines

### BSDI Policies and Guidelines

#### Grading Scale

Grades are assigned using the following scale:

<u>Grade</u>	<u>Percentage</u>	<u>Quality Points</u>
A	93.0% - 100%	4.0
A-	90.0% - 92.99%	3.7
B+	87.0% - 89.99%	3.3
B	85.0% - 86.99%	3.0
B-	80.0% - 84.99%	2.7
C+	77.0% - 79.99%	2.3
C	75.0% - 76.99%	2.0
C-	70.0% - 74.99%	1.7
D+	67.0% - 69.99%	1.3
D	65.0% - 66.99%	1.0
D-	60.0% - 64.99%	0.7
F	0% - 59.99%	0.0
W		Passing
WP		Withdraw
WF		Withdraw Failing
WN		Withdraw Not Progressing*

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 %.)

\*Each program has a grade progression requirement for program courses. Please see each program's section in this handbook for further progression information.

### Dress Code and Professional Conduct

Professionalism is a central concept in health care practice. In both classroom and clinical settings, professionalism is demonstrated by appropriate behavior and appearance. The following guidelines are to be followed for appropriate attire in the classroom and clinical setting.



## **General Information**

Professional attire and one's presentation of self adds to one's credibility and inspire others' (e.g. clients and members of the college community). Thus, students are expected to convey an image of competence, confidence and professionalism at all times when they are on the Cox College campus and in the clinical setting.

Cox Health policy states that tobacco use will not be permitted on hospital grounds. Furthermore, Cox Health will not employ individuals who smoke. Facilities shall include all of the following areas owned and/or operated by the hospital: the physical campuses, parking facilities and adjacent offices, including administrative and physician offices and offices affiliated with the hospital but not physically adjacent to the hospital. This also includes personal vehicles on the physical campuses and hospital vehicles no matter where they are operated. Students with an offensive smoke odor on or in their clothing may be asked to change into a set of hospital issued scrubs or sent home on their own time to change clothes. Failure to comply may result in the application of formal sanctions.

Drug and alcohol use within the clinical setting is not tolerated. Students cannot be present for clinical if under the influence. If reasonable suspicion of abuse arises in the clinical setting, the student may be asked to submit to a drug and/or alcohol test.

Language (words, tone, and delivery) and behavior are to be appropriate, non-confrontational and respectful at all times.

The student represents Cox College in the clinical agency; therefore attire, appearance and conduct are to be appropriate and professional at all times. The client is the focus of attention and any behavior, dress or conduct that does not place the client first will be addressed by faculty. The following guidelines are to be followed:

## **General Hygiene**

All students should bathe or shower regularly and use an effective body deodorant and breath freshener. Perfumes and scented lotions are not permitted in patient care areas.

## **Appropriate Classroom Attire**

Attire is to be appropriate for attending a professional educational setting. If clothing items are found to be distracting to the learning environment, the individual will be asked to go home and change. The following is appropriate classroom attire:

- jeans, sweat pants, T-shirts, sandals and shorts to class.
- attire should cover breasts, midriff, and bottom at all times.

## **Appropriate Clinical Attire**

Students are to follow the CoxHealth Dress Code Policy at all times. Students that do not adhere to dress code may be dismissed from the clinical setting which will result in an unexcused absence. Frequent disregard for the dress code policy may result in a clinical contract with remediation up to and including dismissal from the program. If you have questions regarding the dress code ask your clinical coordinator or program advisor.

### **Scrub and Shoe Policy**

The student must adhere to the scrub color policy of the assigned clinical site or clinical rotation. Students shall be advised by the clinical coordinator/program advisor of the appropriate color. It is the student's responsibility to purchase appropriate scrubs and present to the site in the appropriate color or will be sent home. Scrub jackets may be worn as outerwear. Cardigan and yoga sweaters are not permitted. Please contact your advisor with questions regarding appropriate outerwear. 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.

### **Hair and Nail Policy**

Hair must be worn so that it does not compromise patient care. Hair should be clean, neat (no loose hanging strands of hair), and worn so that comfort, safety and infection control are considered. Shoulder length (or longer) hair must be contained (i.e. braided or secured) and off the neck. The hair color should be such that it looks professional. Beards and mustaches are to be neat and trimmed.

Fingernail must be neat and trimmed and length should not extend more than  $\frac{1}{4}$  inch beyond the fingertip. No artificial nails or acrylic overlays are to be worn. Nail polish should be clear or light in color and no chips observed.

### **Jewelry Policy**

Jewelry should be worn in moderation with 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
- No more than two rings per hand

### **Name Badge**

Name badge must be worn at all times to include classes/lab/clinical. Failure to do so will result in the student being sent home to retrieve their badge. This will count towards the programmatic tardy policy.

Cox College badges provide students access to secured areas of Cox College as well as the hospital. If a student loses their ID badge, they are required to contact the front desk of Cox College immediately to have the badge terminated and must then pay for a new one.

Cox College students completing clinical at a facility other than CoxHealth may be required to purchase an additional name badge that must be worn in addition to the Cox College name badge.

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## Student Health Policy

Students are to have certain health records complete and up-to-date before being allowed in the clinical setting. The list includes:

- Tetanus/Diphtheria/Pertussis – Current Tetanus/Diphtheria (TD) immunization status (booster required every ten years) AND documentation of one dose of adult pertussis vaccine (Tdap)
- Varicella – Initiation or completion of vaccine series OR laboratory confirmation of immunity
- Hepatitis B – Initiation or completion of vaccine series OR laboratory confirmation of immunity
- Measles/Mumps/Rubella (MMR) – Initiation or completion of vaccine series OR laboratory confirmation of immunity.
- Tuberculosis Screening (TB) – Documentation of current TB screening
- Completion of the American Heart Association (AHA) for Healthcare Provider course or equivalent which is limited to the Military Training Network or the Heart and Stroke Foundation of Canada. No other life support programs will be accepted as equivalents.

Clinical sites can mandate their own health requirements. Students should be aware that at any time additional vaccinations may be required. If a student is enrolled in a program that provides clinical sites with mandatory rotations, the student must be aware that to refuse may result in dismissal from the program. If the student is enrolled in a program that allows the student to choose their clinical site, the student must be aware that to refuse would mean the student must find an alternative clinical site in an expedient time frame or face dismissal from the program.

### COVID-19

Students may not come to campus/clinical if they have tested positive for COVID-19. For unvaccinated individuals who have been directly exposed to COVID-19 (unmasked for 15 plus minutes within 6 feet distance), a quarantine period of 10 days is required. Vaccinated individuals are **not** required to quarantine. Please be aware of the following symptoms of COVID-19 that is unexplained:

- Fever or chills
- Cough
- Shortness of breath
- Difficulty breathing
- Fatigue
- Muscle or body aches
- Headaches
- New loss of taste or smell
- Sore throat

- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Students will be allowed to make up class work and clinical time missed during this time and not be penalized with some exceptions. Extended illness due to COVID-19 or multiple direct exposures requiring quarantine could result in the student having to take a leave of absence depending on the enrolled program and the semester of illness.

Due to the fluid nature of COVID-19, quarantine policies and guidelines may change in accordance with the CDC.

## Masking

All students must be masked to enter Cox College and remain masked while in the common areas building i.e. classrooms, student lounges, labs. In addition, all students must abide by masking policies of their clinical site.

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## Progression Requirements Policy

### 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

Each credentialing pathway follows 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 scores of a four or higher in all measured areas within the categories of professionalism, communication, and imaging skills per rotation.
- Have met any programmatic probationary action plan related to academics, behavioral, and/or clinical performance.
- Appropriate behavior not violating the Standards of Ethics published by Cox College, Clinical Affiliate, the American Registry of Radiologic Technologists (ARRT), the American Registry for Diagnostic Medical Sonographers (ARDMS) and/or the Society of Diagnostic Medical Sonography (SDMS).
- 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 first attempt competencies will result in an automatic dismissal.

## Student Discipline Policy

### Probation, Suspension, Dismissal

Cox College reserves the right to place on probation, suspend or dismiss students from the college whose conduct or performance is detrimental to the interests of the college or program-specific profession. Probation may or may not precede dismissal. Please see the Cox College Catalog for examples of behavior that would violate Cox College standards.

### Programmatic Probation and Dismissal

If a student of concern is identified by a faculty member or clinical instructor 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 program director and clinical coordinator 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 E for The Cox College Student of Concern Progress Report* form.

When a student is placed on disciplinary probation, the student will be informed verbally and by letter of his/her/their probationary status. Steps for remediation and the length of the probationary period will be outlined on a student conference record that will be signed by appropriate individuals and the department chair. During the probationary period, the appropriate individuals may meet with the student regularly to evaluate progress towards meeting the conditions of probation and these meetings will be documented. The student has the right to have an advisor or liaison of their choice present at these meetings.

At the end of the designated probationary period, appropriate individuals will review the student's progress and a decision made determining whether the student has met the steps of remediation. The student will be notified in writing of the decision. At this time, the student may be removed from probation, receive a failing grade in the course, or be dismissed from the program.

### 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 scores of less than four in any measured areas within the categories of professionalism, communication, and imaging skills per rotation.
2. Behavior that violates the Standards of Ethics published by Cox College, Clinical Affiliate, the American Registry of Radiologic Technologists (ARRT), the American Registry for Diagnostic Medical Sonographers (ARDMS) and/or the Society of Diagnostic Medical Sonography (SDMS).
3. Failure to meet any programmatic probationary action plan related to academics, behavioral, and/or clinical performance.
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 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 scores of less than four in any measured areas within the categories of professionalism, communication, and imaging skills per rotation.
3. Behavior that violates the Standards of Ethics published by Cox College, Clinical Affiliate, the American Registry of Radiologic Technologists (ARRT), the American Registry for Diagnostic Medical Sonographers (ARDMS) and/or the Society of Diagnostic Medical Sonography (SDMS).
4. Failure to meet any programmatic probationary action plan related to academics, behavioral, and/or clinical performance.
5. 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 first attempt competencies will result in an automatic dismissal.

The student has the right to due process in any situation of discipline, probation or dismissal through the Complaint Resolution Procedure (Grievance) identified in the college catalog.

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## Online Student Testing Policy

Exams will be administered through Respondus Monitor with proctoring and lock down browser in place. A detachable webcam is required. The students must abide by the following expectations while taking an online test:

- No browsing or use of the computer for anything other than the exam is allowed during the exam.
- Students are not allowed to decrease volume or mute sound during the exam.
- Students should not leave the room during testing.
- Students must test in a quiet and uninterrupted space to complete the exam. If this is not possible, the student must contact the instructor before the test to explain the situation. Limit ambient background noise such as TV's, radio, people talking etc. If you are interrupted, explain the interruption to the camera and email faculty to explain the situation at the conclusion of the exam.
- No notes, books, cell phones, additional computers, laptops or tablets can be in the testing area.
- All calculators (if needed) are available within Respondus.
- The testing area must be clear and a 360-degree view of the testing area, floor around test area, walls behind the computer and front of the monitor. Any permitted items such as white board, scratch paper, pen/pencil, markers, eraser, etc. will be displayed clearly in the pre-test video.
- Erase the whiteboard at the completion of the exam and show both sides to the camera.
- Students face and eyes should be in clear view of the web camera
- Students should keep eyes on the computer screen during testing unless permission has been given to use a whiteboard
- Drinks, watches (including smart watches), phones, or other objects should not be in the testing area.
- Faculty reserves the right to review all videos for suspicious behavior even those not flagged.
- Flagged videos will be reviewed and evaluated.

Violations of the testing policy or other demonstrations of suspicious behavior, the faculty reserves the right to assign a zero to the exam. The incident will be reported to the RSI Department Chair and additional disciplinary actions may be taken.

### Missed Exams

All exams must be made up within 24 hours of the scheduled exam time unless extreme circumstances warrant an exception. Students missing clinical time to make up an exam must make up the clinical time within the current rotation.

If an exam is missed, students will have a 10% of their grade deducted unless the Program Director approves appropriate documentation. This could include physicians' excuse for extreme illness, sick children etc. If approved by the Program Director the 10% will not be deducted. If exam is not taken within the 24 hours allotment, the student will receive a zero grade on the exam.

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## Clinical Education Requirements & Policies

### 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

### 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.

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### 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*.

- **Direct Supervision (CT, MRI, IR)** – 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. The parameters of direct supervision are:
  - The staff imager shall be present during the examination.
  - The staff imager shall observe the student while the student scans to offer assistance and guidance as needed.
  - 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.
  
- **Direct Supervision (DMS General/Vascular)** – This level of supervision is required at all times for all imaging students within the clinical setting until completion of the following clinical practicums: DMS 352, DMS 354, DMS 356, DMS 358. Only after a student has demonstrated successful completion of unassisted clinical competencies of a concentration can the student be under indirect supervision for that concentration with clinical coordinator approval. The parameters of direct supervision are:
  - A staff sonographer must be present during the entire examination.
  - A staff sonographer shall observe the student while the student scans offering assistance and guidance as needed.
  - A staff sonographer will check all images produced by the student for technical and diagnostic quality as well as discuss anatomy, annotation, technical factors, and adaptation of technique to individual patient structure
  - A staff sonographer must rescan the patient before allowing the patient to leave the department.

*\*\*Due to the accelerated nature of the adult cardiac program, the student will remain under direct supervision for the entirety of the 6-month program*

- **Indirect Supervision (CT, MRI, IR)** – After successfully completing the ARRT competency without assistance, the student may perform that exam with indirect supervision. The parameters of indirect supervision are:

- A staff imager is immediately available to provide assistance regardless of the level of student achievement.
  - The staff imager will review the exam prior to patient being released to ensure that the student has performed a complete and diagnostic study. All images will be discussed with the student for anatomy, annotation, technical factors, and adaptation of technique to individual patient structure.
- ☐ **Indirect Supervision (DMS General/Vascular)** – Beginning with DMS 360, a student can be under indirect supervision for individual concentrations. In order to be under indirect supervision, a student has to have demonstrated successful completion of unassisted clinical competencies of a concentration with clinical coordinator approval. The parameters of indirect supervision are:
- A staff sonographer is immediately available to provide assistance regardless of the level of student achievement.
  - A staff sonographer will check all images produced by the student for technical and diagnostic quality as well as discuss anatomy, technical factors, and adaptation of technique to individual patient structure.
  - A staff sonographer must **rescan** the patient before allowing the patient to leave the department.

*\*\*Due to the accelerated nature of the adult cardiac program, the student will remain under direct supervision for the entirety of the 6-month program*

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### Cell Phone/Laptop Policy

The student should not use their cellphone or laptop for personal use during class/lab. The student should not use their cellphone or laptop for personal use during the clinical setting while providing direct patient care or contact as it puts the patient in harms way. The infraction(s) can result in a written warning, probation or direct dismissal.

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### Trajecsys Online Portfolio System/Clocking Policy

The student must provide honest and accurate entries for time records and exam logs. integrity is highly valued and falsified records can result in immediate dismissal from the program. Faculty reserves the right to compare time records and log books to the departmental log book and Centricity.

Students will use Trajecsys for tracking attendance. The student is responsible for clocking in and out every clinical day. If a student fails to clock in, a time exception form must be completed and verified by a supervising technologist with their signature. This form should be turned into the program advisor. The student should not clock in using trajecsys any earlier than **5 minutes** before class/lab/clinical.

Cell phones can be used to clock in and out during clinical if internet access is not available. GPS must be enabled.

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## Attendance Policy/Tardy Policy/Inclement Weather/Bereavement/Personal Days

Attendance in class/lab/clinical are mandatory. The student should be preset for his/her/their scheduled class/lab times as well as assigned clinical schedule. Work hours must be scheduled around class/lab/clinical. It is not acceptable to leave class/lab/clinical early and to do so will result in an unexcused absence.

Illness preventing attendance requires the student to notify their clinical site as **and/or** program advisor. Failure to do so will result in an unexcused absence. Only two unexcused absences are allowed before dismissal from the program. Extenuating circumstances may be approved on a case by case basis. Any class or clinical must be made up in the clinical setting within the following two rotations. In cases of extended illness, the student will work with the program advisor for a plan of makeup. Extensive clinical absences can result in clinical probation with an action plan for success to be implemented.

### Tardies

Students are expected to be on time according to their schedule or a tardy will result. A tardy is recognized as one minute or greater past the scheduled time. Six tardies are allotted for the program before probation or dismissal.

### Inclement Weather

Students are not allowed to be in clinical on Cox College closed days including that for inclement weather. Any make up of clinical time during college breaks when the college is open **must** be approved by the program advisor and RSI department chair. This should only be considered in cases involving extenuating circumstances.

Inclement weather may result in Cox College canceling classes and clinical. Clinical hours will not be required to made up if two days or less for the programmatic cohort. If classes/lab or clinical is not cancelled, but weather in the student's area of residence makes it impossible to commute to campus, the clinical hours must be made up. Microsoft teams can be used for class.

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

### Bereavement

Funeral time is given in the amount of 3 days off for the loss of an immediate family member. This includes 1) spouse, 2) child, step-child, son or daughter-in-law; or grandchild, 3) brother or sister including step-brother or sister, and brother or sister-in-law, 4) parents including step-parents and parents-in-law, 5) grandparent or spouse's grandparent. Funeral services more than 250 miles away will result in an extra funeral day being given. **Missed time must be made up. Personal days and compensation time can be applied to the funeral days missed.**

Any clinical day missed due to a funeral of a non-immediate family member must have faculty approval.

### **Personal Days (DMS Program Only)**

Students are allowed two clinical personal days for 16-week semesters and one clinical personal day for 8-week semesters. Intersession periods will fall within the semester that grades are assigned. Personal days cannot be banked from semester to semester.

Students will be allowed to take certification registries on clinical days if weekend times are not available with the caveat that the time will be made up or a personal day or compensation time applied.

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### **DMS Patient Simulation Policy**

Volunteering as a patient in the simulation lab is optional and will not affect the student's grade or programmatic progression.

Simulating exams outside of class/lab is for practice only and not for diagnostic purposes. No images will be obtained for the exams being performed. Diagnostic exams are to be used for medical purposes only and should not be performed without a medical order or proper supervision.

Simulation models will be required to complete a volunteer agreement form complete with physician information. If any medical abnormalities are discovered during simulation lab, the simulation faculty member will advise the student to seek medical attention from their identified family practice physician.

### **MRI Patient Simulation Policy**

A student may be asked to volunteer to be a patient in the MRI scanner during a software update. This is an approved simulation but should be discussed the MRI program advisor.

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### **National Registry Agreement**

Each student is expected to complete all assigned written or computerized curriculum review examinations. Faculty reserve the right to refuse to sign the student off for the applicable certification examination if the above requirements are not met **OR** if any progression or action plan is not being met.

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### **Unauthorized X-Ray Exposure**

Unauthorized exposures without direct authorization and supervision of a faculty member, clinical instructor, or radiologist will result in dismissal. Whether direct or indirect supervision or during clinical rotations, appropriate radiation protection measures must be utilized to protect the patient, student, and others.

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### **Notification of Pregnancy**

Pregnancy is not grounds for dismissal from the program. Please refer to the Notification of Pregnancy Procedure (Appendix D).

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### **Social Relationships**

Student should refrain from outside relationships (friendship or relational) with faculty, didactic instructors, and clinical instructors that maintain direct authority. This includes social media platforms while enrolled in the program. This serves to protect the student from bias and retribution related to student success and progression of skill.

If a romantic relationship should occur between a technologist and a student, it should be disclosed to the program director or clinical coordinator so the delineation of clinical responsibilities and expectations can be established.

# 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 the RSI Student Handbook can be found in my Canvas cohort shell and my student portal for future reference.
2. I understand the Cox College Catalog can be found on my student portal or the college's website 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 the chest, midriff, 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/clinical. 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/clinical. 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/clinical.
  - 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 them. 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 a 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 Sarah Godbey if I lose my radiation badge.

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

1. I understand that I may not use tobacco products of any kind (including vape pens) within 500 feet of any Cox Health property (see Cox Health 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/iPad/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 the 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/iPad/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 by 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 the lab and clinical evaluations, lab and clinical time, and class time.
2. I understand that excessive tardiness (5+ tardies) in the first Fall semester, could result in probation, an 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 sending a Remind App message or emailing the clinical coordinator.
  - ADDITIONALLY, during labs, I will email my lab instructor prior to the 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 the 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 the 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 the program faculty and the RSI department chair.

### INCLEMENT WEATHER

1. I understand that I am not required to attend seated 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 canceled, 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.
2. I understand that in the case of inclement weather, the faculty may elect to hold virtual, or online assignments in place of the class or clinical day.

### 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 = 93.0% - 100%	C = 75.0% - 76.99%
A- = 90.0% - 92.99%	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 %.)*

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 the Clinical Coordinator. Class times are not amendable.
3. I agree to participate in the minimum required hours of evening and weekend clinicals at Cox South, Cox North, or other approved clinical sites each year of the program. The minimum required hours are specified in each practicum syllabus.
4. Students based at Cox Branson, Cox Monett, CMH (Bolivar), and Ozarks Healthcare (West Plains) may not be able to participate in evening clinicals at those sites, so they may have to travel to Cox South or Cox North for those rotations. 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, Cox Branson, CMH (Bolivar), and Ozarks Healthcare (West Plains) may become 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 \$250) 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 in the clinical setting or at the college.
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.
3. I understand that I may not make an exposure in the RAD Labs or the simulated OR lab without the direct authorization and supervision of a faculty member. The policy is outlined below:

### ***Unauthorized use of the energized labs Policy***

- ASR students are provided name badge access to the laboratory rooms at Cox College for practice in positioning and other circumstances deemed necessary by the faculty.
- The x-ray rooms are energized (meaning they produce x-rays) and we must ensure the rooms are not being misused. These safety measures are in place, so students can continue to be allowed to have maximum access to the energized rooms.
  - Access to the rooms may be removed from the students outside of the allotted lab and classroom times as deemed appropriate by the ASR faculty.
- Students must use their own badge to access the rooms when they do not have an ASR faculty member with them. ASR students may bring guests to practice positioning on, but no exposures are allowed by the energized labs, or any other radiation-producing device housed or maintained by the ASR program.
  - This goes for a c-arm or portable machine the program may use for student education, not just the equipment in the laboratory rooms.
- The energized rooms have locks in the rooms to deactivate the control panel from making an exposure, or produce radiation. The keys for the locks are kept by ASR faculty and not given out to students.
- In addition, the real imaging receptors are held in the ASR faculty offices, to prevent images from being seen if an exposure was somehow to be made.
- ***Students who make unauthorized exposures face immediate disciplinary actions that could lead to dismissal from the program on the first offense.***
- Students are responsible for those that they bring into the rooms with them for the equipment and other items used in the laboratory rooms.

- Exposure shall only be made under the direct supervision of the ASR faculty members, or others they have designated to aid in the labs (i.e. technologists providing guest lectures)

**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 on 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 the 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 Cox Health 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 clinical.
  - 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 Sarah Godbey 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. During the typical Spring, Summer and Fall semesters, for the remainder of the program, tardies or absences in excess of 5 in a given semester will result in clinical probation for the remainder of that semester.
3. I understand that class days as well as clinical days are counted towards absences.
4. I understand that I am counted tardy if I clock in on a class or clinical day any time after the assigned time.
5. I understand that if I call in sick, I must Remind message or email the clinical coordinator (Daniel.Edwards@coxcollege.edu) as well as call the clinical site I was to attend.
6. 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.
7. 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 Trajecsyst while performing any ASR clinicals.
- Any clinical hours, proficiencies or evaluations completed while not clocked into Trajecsyst will be deleted by the clinical coordinator and must be redone.
  - I understand that I may not be clocked into Trajecsyst 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 (including a vape pen) 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 Trajecsyst 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 could 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. Clocking in or out using a cell phone is only permissible if GPS is enabled. If GPS is not enabled, the student will receive one warning. If it continues to be an issue, disciplinary action will take place.

## **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 and off the neck 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 a tardy.
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. If my ID badge cannot be found I will be required to purchase a new one.
5. I understand that if I am completing clinical at a facility other than CoxHealth, I may be required to purchase an additional name badge that must be worn in addition to the Cox College 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.

### **MASKING**

1. I understand I am to be masked entering Cox College and remain masked while in the common areas i.e. classrooms, student lounges, labs
2. I understand I must abide by masking policies of my clinical site.

### **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.

### **TRAJECSYS ONLINE PORTFOLIO SYSTEM**

1. I understand I must provide honest and accurate entries for time records and exam logs.

2. I understand falsified records may result in 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 personal days for 16-week semesters and one clinical personal day for 8-week semesters. Intersession periods will fall within the semester that grades are assigned. There are no personal days provided for the first semester as it is classes/labs which are mandatory attendance.
2. I understand that if more than the allotted clinical personal days are accrued with faculty approval, I must make up the time within the following two rotations. In cases of extended illness, the student will work with the program advisor for a plan of make-up. Extensive clinical absences can result in clinical probation or dismissal.
3. I understand that I may not bank personal days from semester to semester.
4. 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).
5. Please see the *Clinical Guideline Book* for funeral time policy

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

1. Work hours must be scheduled around class/lab/clinical hours. It is not acceptable to leave class or clinical early and will result in an unexcused absence. Extenuating circumstances may be approved on a case by case basis.
2. **Class/lab/clinical attendance is mandatory.** Failure to attend class/lab/clinical according to the schedule 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 the following process for notifying the faculty of my clinical 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. I understand I should not clock in using trajecsyst an earlier than **5 minutes** before class/lab/clinical.
4. 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.
5. 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 Trajecsyst for tracking of attendance.
2. A tardy is recognized as one minute or greater after the assigned lab/class/clinical start time (I understand I should be present and ready to participate)
3. I understand that if I am tardy to clinical, I must complete a time exception form verified by a clinical instructor.
4. I understand that I will be allowed six tardies for the program.
  - Tardies are counted for all classes as well as lab and clinical.
  - Six tardies will result in a written warning and counseling.
  - With the 7<sup>th</sup> tardy occurrence, I will be placed on probation for the remainder of the semester.
  - A 8<sup>th</sup> tardy occurrence will result in dismissal from the program.
  - Unforeseen and extenuating circumstances may be taken into consideration and waived

### **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 if two days or less for the programmatic cohort.
  - 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.

### **BEREAVEMENT**

1. I understand funeral time is given in the amount of 3 days off for the loss of an immediate family member. This includes 1) spouse, 2) child, step-child, son or daughter-in-law; or grandchild, 3) brother or sister including step-brother or sister, and brother or sister-in-law, 4) parents including step-parents and parents-in-law, 5) grandparent or spouse's grandparent.
2. I understand funeral services more than 250 miles away will result in an extra funeral day being given.
3. **I understand that missed time due to funeral leave must be made up. Personal days and compensation time can be applied to the funeral days missed.**
4. I understand any clinical day missed due to a funeral of a non-immediate family member must have faculty approval.

**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 = 93.0% - 100%	C = 75.0% - 76.99%
A- = 90.0% - 92.99%	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%

**ONLINE TESTING POLICY**

I understand that online exams will be administered through Respondus Monitor with proctoring and lock down browser in place. A detachable webcam is required. I understand I must abide by the following expectations while taking an online test:

- No browsing or use of the computer for anything other than the exam is allowed during the exam.
- Students are not allowed to decrease volume or mute sound during the exam.
- Students should not leave the room during testing.
- Students must test in a quiet and uninterrupted space to complete the exam. If this is not possible, the student must contact the instructor before the test to explain the situation. Limit ambient background noise such as TV's, radio, people talking etc. If you are interrupted, explain the interruption to the camera and email faculty to explain the situation at the conclusion of the exam.
- No notes, books, cell phones, additional computers, laptops or tablets can be in the testing area.
- All calculators (if needed) are available within Respondus.
- The testing area must be clear and a 360-degree view of the testing area, floor around test area, walls behind the computer and front of the monitor. Any permitted items, such as white board, scratch paper, pen/pencil, markers, eraser, etc. will be displayed clearly in the pre-test video.
- Erase the whiteboard at the completion of the exam and show both sides to the camera.
- Students face and eyes should be in clear view of the web camera
- Students should keep eyes on the computer screen during testing unless permission has been given to use a whiteboard
- Drinks, watches (including smart watches), phones, or other objects should not be in the testing area.
- Faculty reserves the right to review all videos for suspicious behavior even those not flagged.



- Flagged videos will be reviewed and evaluated.
- Violations of the testing policy or other demonstrations of suspicious behavior, the faculty reserves the right to assign a zero to the exam. The incident will be reported to the RSI Department Chair and additional disciplinary actions may be taken.

### **Missed Exams**

1. I understand that all exams must be made up within 24 hours of the scheduled exam time unless extreme circumstances warrant an exception.
2. I understand if I miss clinical time in order to make up an exam, I must make up the clinical time.
3. I understand if an exam is missed, I will have a 10% of my grade deducted unless the Program Director approves appropriate documentation. This could include physicians' excuse for extreme illness, sick children etc. If approved by the Program Director, the 10% will not be deducted.
4. I understand if a missed exam is not taken within the 24-hour allotment, I will receive a zero grade on the exam.

### **PROGRAMMATIC PROGRESSION REQUIREMENTS**

1. I must maintain a minimum of an 85% (B) in all courses listed in the course of study
2. I must maintain a four or higher in all measured areas within the categories of professionalism, communication, and imaging skills per rotation of the End-of-Rotation Clinical Evaluation.
3. I must meet any programmatic probationary, action plan related to academics, behavioral, and/or clinical performance.
4. Appropriate behavior not violating the Standards of Ethics published by Cox College, Clinical Affiliate, the American Registry of Radiologic Technologists (ARRT), the American Registry for Diagnostic Medical Sonographers (ARDMS) and/or the Society of Diagnostic Medical Sonography (SDMS).

### **Additional DMS (General/Vascular and Cardiac Programmatic Progression Requirements**

1. I must maintain an 85% or better on all program required clinical and laboratory competencies
  - I understand that I have 3 opportunities to pass lab/clinical evaluations (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 3 clinical instructor observed practice exams before attempting to evaluate again.
  - I understand that 3 failed first attempt lab or 3 failed first attempt clinical evaluations 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.

## **SOCIAL RELATIONSHIPS**

1. I understand I am to refrain from outside relationships (friendship or relational) with faculty, didactic instructors, and clinical instructors that maintain direct authority. This includes social media platforms 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 or clinical coordinator so the delineation of clinical responsibilities and expectations can be established.

## **CLINICAL SUPERVISION (DIRECT AND INDIRECT)**

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

I understand I must follow direct supervision guidelines 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. Direct supervision guidelines are as follows:

- A staff imager must be present during the entire examination.
- A staff imager shall observe me while scanning offering assistance and guidance as needed.
- A staff imager will review the exam **prior to patient being released** to ensure my images are of 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 the ARRT competency without assistance. Indirect supervision guidelines are as follows:

- A staff imager is immediately available for assistance regardless of level of achievement.
- A staff imager will review the exam **prior to patient being released** to ensure my images are of technical and diagnostic quality as well as discuss anatomy, technical factors, and adaptation of technique to individual patient structure.

### **Direct and Indirect Supervision Guidelines (DMS & Echo Only):**

I understand I must follow direct supervision guidelines at all times at all facilities until I have demonstrated successful completion of unassisted clinical competencies of a concentration exam competency with clinical coordinator approval. Direct supervision guidelines are as follows:

- A staff sonographer must be present during the entire examination.
- A staff sonographer shall observe me, offering assistance and guidance as needed.
- A staff sonographer will check all images produced for technical and diagnostic quality as well as discuss anatomy, technical factors, and adaptation of technique to individual patient structure.
- A staff sonographer must **rescan** the patient before allowing the patient to leave the department.

I understand that I may perform exams under indirect supervision when I have demonstrated successful completion of unassisted clinical competencies of a concentration with clinical coordinator approval. Indirect supervision guidelines are as follows:

- A staff sonographer is immediately available for assistance regardless of level of achievement.
- A staff sonographer will check all images produced for technical and diagnostic quality as well as discuss anatomy, technical factors, and adaptation of technique to individual patient structure.
- A staff sonographer must rescan the patient before allowing the patient to leave the department.

*\*\*Due to the accelerated nature of the adult cardiac program, the student will remain under direct supervision for the entirety of the 6-month program*

### **SIMULATION VOLUNTEER PATIENT AGREEMENT (DMS and MRI)**

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.
5. 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).
6. I understand that as an MRI student I may be asked to volunteer to be a patient in the MRI scanner during a software update. This is an approved simulation but should be discussed the MRI program advisor.

### **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 supervision or during clinical rotations, 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

Attach a summary of description of the concern/incident:

\_\_\_\_\_

#### ANALYSIS (check all that apply in any and all categories if applicable):

##### 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): \_\_\_\_\_

##### Clinical Performance Issue:

- Student demonstrates unsafe practices with patients in the clinical setting
- Student lacks critical knowledge related to anatomy, pathology, positioning or knobology skills
- Student is unable to identify critical components of a patient's health history and apply towards the imaging examination
- Student has difficulty communicating the patient's health history and exam findings to imagers, clinical instructors, and physicians
- Other (explain): \_\_\_\_\_

**ACTION PLAN:**

- Student is counseled and given an action plan containing goals and deadlines to improve likelihood of academic/behavioral/clinical success (see attached)
- Student is referred to: \_\_\_\_\_ for academic remediation.
- Student is referred to: \_\_\_\_\_ for behavioral remediation.

Student received specific action plan:

- 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 does not indicate agreement with the assessment.)

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

**Copies sent to:**

- STUDENT ADVISOR (Name)** \_\_\_\_\_
- DEPARTMENT CHAIR**

Please go online and submit paperwork via our Care Team process at:

<https://coxcollege.edu/academics/behavioral-intervention/>