

COX COLLEGE

2023-2024

**Associate of Science in Radiography (ASR)
Program Handbook**



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Associates of Science in Radiography (ASR) Program Handbook

Welcome to the Cox College ASR program. This handbook is provided to inform the students, technologists, and visitors of all aspects of the ASR program.

For Future Students (Candidate Students)

Candidate students can learn valuable information regarding the history of the program, how to apply to the program, what is expected of them throughout the program, the course of study, the program's accreditation status, program effectiveness data, clinical obligations and requirements, tuition and fees, credit transfer equivalency, important contacts, and the interview and selection process for the ASR program.

The handbook provides a complete program guide for the clinical and didactic components of the ASR Program. The program is based on the premise of providing the best combination of didactic and clinical training for the student.

Click on the hyperlink to be taken to the section for [Candidate Students](#).

For Current Students

This handbook may be referenced at any time in Canvas, Trajecsyst, and on the student portal. These resources are to explain the expectations of you and the outcomes to expect from the program. It also provides regulations we follow.

The handbook provides clarification of many of the program's policies and procedures. Including, but not limited to direct and indirect supervision, the ASR position statement on hired students, the clinical levels of supervision, the program's no-hold policy, the repeat radiograph policy, the program's pregnancy policy, and the ASR student clinical grievance procedure.

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.

Any changes will be communicated to students in a timely manner.

Click on the hyperlink to be taken to the section for [Current Students](#).

For Current Clinical Technologists

All technologists, supervisors, and administration will be provided a link to the online version to access at any time through Trajecsyst, e-mails, and upon request.

The departments will be provided with paper copies in some instances. However, due to the cost and the fact that policies and procedures contained in the handbook are subject to change without notice at the discretion of the ASR Program Director, BSDI Program Director, and the RSI Program Chair, printing will be limited. Annually, any changes may be provided to the department to update any physical copies they have. Any changes will be communicated to technologists, supervisors, and clinical sites in a timely manner.

Within the handbook, there will be defined policies and procedures related to the clinical settings for the ASR students. The technologists can review policies on indirect and direct supervision, the student no-hold policy, and the repeat radiograph policy. Technologists can review the course of study for the students, so they are aware of the concepts the student has been introduced to during the course of the program. In addition, the clinical staff grievance procedure can be found in the handbook.

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

Click on the hyperlink to be taken to the section for [Current Clinical Technologists.](#)

PHILOSOPHY

The ASR program is under the Radiologic Sciences & Imaging (RSI) department of Cox College. The RSI department offers two undergraduate degree options: The Associate of Science in Radiography (ASR) and the Bachelor of Science in Diagnostic Imaging (BSDI) with a Healthcare Leadership track or credentialing pathways in Computed tomography (CTI), Diagnostic Medical Sonography (DMS), Magnetic Resonance Imaging (MRI), and Nuclear Medicine (NUC). A certificate is offered in adult echocardiography for registered sonographers.

RSI DEPARTMENT 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.

RSI DEPARTMENT PHILOSOPHY

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

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

Students completing the diagnostic imaging programs will have the knowledge and skill set to successfully enter the workforce credentialed in their chosen professional discipline, while

meeting the needs of the health care community.

ASR PROGRAM PHILOSOPHY

The ASR 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.

The ASR 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.

NON-DISCRIMINATORY POLICY

The ASR program is committed to practicing non-discriminatory values. The ASR program follows the Cox College policy regarding non-discriminatory actions, Title IX, sexual misconduct, and other policies outlined in the college non-discriminatory policy, which can be found in the appendix, or by [clicking this link](#).

Cox College is committed to maintaining a community that values the worth and dignity of every person, and fosters understanding and mutual respect among its members. Cox College does not discriminate against any member of the College community on the basis of race, color, national origin, religion, disability, age, veteran status, political affiliation, sex, sexual orientation, gender identity, pregnancy, marital status, or any other basis protected by law in its programs and activities. Inquiries concerning the non-discrimination policy or the procedure for filing a complaint should be addressed to Abby Craigmyle, VP of Corporate Compliance for CoxHealth (417) 269-7655, Abby.Craigmyle@coxhealth.com, or to the Office for Civil Rights.

Non-Discrimination Harassment Policy and Complaint Procedures

Cox College adheres to a strict non-discrimination policy regarding the treatment of members of the College community.

Harassment consists of unwelcome conduct, whether verbal, physical, digital/electronic, or visual, based on a person's protected status such as age, sex, color, disability, marital status, race, religion, ethnic or national origin, and any other basis protected by law. Sex discrimination includes discrimination on the basis of pregnancy, gender identity, and failure to conform to stereotypical notions of femininity and masculinity. Sexual violence is a severe form of sexual harassment prohibited by this Policy. The College will not tolerate, condone, or

subject anyone to any form of harassment. In addition to being illegal, any form of prohibited harassment violates the dignity of the individual and the integrity of the College as an institution of learning. Inquiries concerning the non-discrimination policy or the procedure for filing a complaint should be addressed to Abby Craigmyle, VP of Corporate Compliance for CoxHealth (417) 269-7655, Abby.Craigmyle@coxhealth.com, or to the Office for Civil Rights.



ASR Program Overview

The Associate of Science in Radiography (ASR) degree 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. Courses must be completed with a grade of 85% or higher.

Due to the academic rigor and time requirements 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.



ASR Program History



A Passed Down Tale of How the Program Came to Be:

The Cox College Associates of Science in Radiography program is one of the oldest in the state and region. The current program became an associate degree-awarding program with the changes implemented by the accrediting body, the American Association of Radiologic Technology (ARRT), in 2015. However, our program's history goes much further back than that.

The most agreed upon date the program may have started was 1954. Like most radiology technology "programs" in the beginning, they were mainly on the job training (OTJ) within the radiology departments of the hospital. The radiologist was the one who taught the students how to do the imaging and assist with exams such as fluoroscopy. When what we think of as programs, began to develop, they were almost all clinical-based, and not formal like what we think of today with structured programs. That is partially why many of the records are hard to come by.

The more formal classroom setting began in the 1970's with a legendary technologist for the CoxHealth and Springfield, Missouri area, John King, leading the program. John King came from a hospital in Kansas to Cox. Through John King's leadership, the program was first accredited in the late 1970's. John lead as both the program director and the department supervisor in CoxHealth's radiology department. John served as program director until he left to work as the head of the radiology department. He served as department head until around 1990. John King remained a clinical instructor for the program after he stepped down from the leadership role until his retirement. John retired from CoxHealth in 2009.

A fun fact, Bob Foley, an assistant under John King in the radiology department, was the model for the familiar mural still displayed outside of Cox College.



For more information about the Helping Hands Mural:

<https://www.coxhealth.com/newsroom/helping-hands-mural-celebrated-part-cox-college/>

Paul Lankford was the next program director after John King returned to the hospital setting. Paul had taught in the Air Force's x-ray program. Paul brought an extensive amount of printed materials, carousel slide images, and overhead transparencies with him when he joined the program. PowerPoint eventually replaced these items. Paul left for a sales job.

Laura Murney served as the next program director and helped develop the title of CoxHealth Schools of Diagnostic Imaging. Laura served as program director from 1994 to 2000. Laura left in 2000 to become the assistant director of radiology under Shawn Snider at CoxHealth.

The program director from 2000 – 2011 was David Frazier. David was a 1991 graduate of the program himself. David had been with the college since 1994 and during his tenure as program director saw the program transition from its original roots of the CoxHealth radiology department to under the Cox College umbrella. During this time, 2010-2011, the program moved from the certificate-based program to an associate degree as the credentialing bodies began to require graduates to have an associate degree. He also began the development of the Bachelor of Science degrees in diagnostic imaging. David Frazier left in 2011 for military duty.

Upon David leaving for active military duty, Sandy Shawgo, who had been working with David for years and taught in the program for a number of years as well, filled the program director

role. Sandy served as program director from 2011-2012 as the program continued the final phases of transitioning to the associate degree. Sandy left to pursue a job at a university in the Chicago area in 2013.

In 2012, Jason Young was named the interim program director. Jason was a graduate of the program and had been teaching in the program for four years before moving into the role. He continued to teach multiple courses, juggle the new role, and help us continue moving forward as a program. Jason continued the interim role until 2013, when Kacie Craig was then named the program director. Kacie had been working in the program for about five years as an instructor. Jason continued teaching and leading the physics side of the program for several years. He left to pursue a manager's role in a radiology department in 2016. He has since returned to his educational roots as a program director in another radiology program.

Kacie Craig, who was also an alumnus of the program, served as program director from 2013-2022. During Kacie's time as program director, Cox College went through a major renovation of the campus located adjacent to the Cox North campus. The college graciously provided the college two energized DR (digital radiography) x-ray rooms for student use and secured a c-arm for student training during and shortly after the renovation projects. These energized x-ray rooms allow the students to have 24/7 access to positioning labs for further independent practice. Kacie left the program to work full-time for a non-profit organization.

Daniel Edwards, who graduated from the program in 2009, became the program director in August 2022 after serving as the clinical coordinator in the ASR program from 2013-2022. In the academic year (AY) 2022-2023, the program added two portable energized x-ray machines and a computed radiography (CR) reader to their available equipment to teach the ASR students. Additionally, in the AY 2022-2023 the program moved to more hybrid course delivery and focused on student-centered learning methods in the classroom.

****This information is subject to change as we are able to track down further resources to piece together the history of our program.****

Fun Facts:

1. The first class to wear scrubs was the class of 1992
2. At one point the Cox programs had a 30+ year streak of 100% pass-rate on the first attempt for the national registry exam, which ran from the 1970's until the mid-2000's
 - Since then, the ASR program has maintained approximately a 98% first time pass rate on the ARRT national registry examination
3. The men had to wear dress shirts and ties, while women wore white smocks up until 1989
4. After that, the men had to wear white pants, blue Oxford shirts, and white “nursing” shoes until in 1990, when the shoes other than white were allowed
5. Smoking in the control room, cafeteria, and in the department was permitted until around 1990

For additional history about the radiologic technology field, the ARRT has created a timeline of the profession, copy and paste or click the link below to be directed to the website:

<https://www.arrt.org/pages/arrt-timeline>



ASR Program Contact List

Cox College Contact Information:

Cox College Front Desk..... (417) 269-3401

Cox College Fax Number (417) 269-3581

Cox College Website

<https://coxcollege.edu/>

ASR Program Website

<https://coxcollege.edu/college-programs/radiologic-sciences-and-imaging-rsi/radiology/>

ASR Faculty:

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Program Director, ASR Program, Adjunct for BSDI

Daniel.Edwards@coxcollege.edu

Sarah Godbey, B.S., R.T.(R)(MR)(ARRT)..... (417) 269-4074 (office)
Clinical Coordinator, ASR Instructor, Adjunct for BSDI

Sarah.Godbey@coxcollege.edu

Parker Glouse, B.S., R.T.(R)(CT)(ARRT)..... (417) 269-8987 (office)
Faculty, ASR Instructor, Adjunct for BSDI

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Adjunct Faculty, ASR and BSDI Programs

Thaddeus.Morris@coxcollege.edu

Reinstein, Paige, B.S., R.T.(R)(MR)(ARRT)..... (417) 269-1074 (office)
Faculty Support Specialist, Adjunct Faculty for BSDI

Paige.Reinstein@coxcollege.edu

Cox College Administration:

Michelle Masengill, M.Ed., R.T.(R)(ARRT), RDMS, (AB,OB), RVT
Radiologic Sciences and Imaging (RSI) Faculty Chair (417) 269-3063 (office)
Michelle.Masengill@coxcollege.edu

Dr. Amy DeMelo, Ed.D.
President and Acting VPAA..... (417) 269-3406 (office)
Amy.Demelo@coxcollege.edu

Cox College Important Phone Numbers

Cox College IT (Information Technology) (417) 269-3854 (office)
technology@coxcollege.edu

- For help with username and password issues, Canvas, e-mail, Office 365 and other college related software

CoxHealth Help Desk(417) 269-3153

- For help with Cerner, Sectra PACS, and other Cox hospital based software
- Not for Non-Cox Affiliated Clinical Sites (CMH, OZHC, JVCHC) these sites have their own IT department for those issues

Cox College Financial Aid Department

- E-mail address: FinancialAid@coxcollege.edu
- Website: <https://coxcollege.edu/admissions/financial-aid/apply-for-financial-aid/>

Cox College Billing Department (*formerly the Bursar's Office*)

- E-mail address: ccmail-billing@coxcollege.edu

Cox College Admissions and Recruitment

- E-mail address: admissions@coxcollege.edu

Security (Cox North/Cox College Campus)

- Phone Number:(417) 269-3715



Cox College Mission Statement, Values, and Goals

Cox College Mission

Cox College is committed to excellence by meeting the educational needs of students and the healthcare community.

Cox College Vision

Leaders in healthcare education

Cox College Goals

- To provide quality educational programs.
- To provide a quality customer experience.
- To provide a quality workforce experience.
- To achieve quality business practices.
- To collect data and utilize systematic assessment practices.

Cox College Core Values

Student First: We believe in providing a learning environment that promotes student inspiration, support and academic achievement.

Highest Quality: We believe in providing an educational experience utilizing cutting edge technology and evidence-based curriculum.

Communication: We believe in shared, transparent communication that is respectful and responsible.

Nothing is Impossible: We believe in working together, taking reasonable risks and daring to change so that the impossible becomes possible.

Lifelong Learning: We believe that professional curiosity develops over a lifetime based on self-evaluation, effective questioning and critical analysis of information.



ASR Program 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 an emphasis in fostering individual student success.



ASR Student Learning Outcome Goals

Goal 1: Students will demonstrate clinical competency

- Students will demonstrate the ability to position patients accurately
- Students will apply appropriate technical factors
- Students apply appropriate radiation safety practices
- Students will successfully achieve diagnostic quality images

Goal 2: Students will apply critical thinking skills and knowledge in the clinical setting

- Students demonstrate the adjustment of positioning based on patient or situation assessment
- Students will critique images for diagnostic quality and make adjustments as necessary

Goal 3: Students will be able to communicate effectively with patients, technologists, and providers

- Students will communicate effectively with patients through examination explanations and instructions
- Students will demonstrate effective oral communication skills within the clinical setting
- Students will demonstrate effective written communication skills within didactic coursework

Goal 4: Students will understand and practice professionalism

- Students will exhibit professional behavior in the clinical setting
 - Students will analyze ethical dilemmas concerning professional behavior
 - Students will participate in community projects towards improvement of the community around them
- Programmatic Outcomes



ASR Programmatic Outcome Goals

Goal 5: Graduates will be fully prepared for the ARRT registry

- The graduates will score at or above the national average in each section of the ARRT registry exam
- The graduates will successfully pass the ARRT registry exam on their first attempt
- Graduates will indicate satisfaction with the quality of the preparation for the ARRT exam

Goal 6: The Program will Graduate Qualified and Competent Entry-Level Radiographers

- Graduates will indicate satisfaction with being prepared for their job
- Graduates seeking employment will be employed in the field of radiology or continuing their education
- Employers will report satisfaction with the graduate's performance



JRCERT Standards for an Accredited Educational Program in Radiography



Joint Review Committee on Education in Radiologic Technology (JRCERT)

The JRCERT Standards for an Accredited Educational Program in Radiography are designed to promote academic excellence, patient safety, and quality healthcare.

There are six (6) standards:

Standard One: Accountability, Fair Practices, and Public Information

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Standard Two: Institutional Commitment and Resources

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Standard Three: Faculty and Staff

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Standard Four: Curriculum and Academic Practices

The program's curriculum and academic practices prepare students for professional practice.

Standard Five: Health and Safety

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.



ASR's Current Accreditation Status

The ASR program at Cox College is accredited by the Joint Review Committee on Education in Radiologic Technology (www.jrcert.org). Program #2768.

The program is structured to optimize the learning and application of the clinical skills and concepts required of professionally competent radiographers. The radiography program has existed since 1954 and has continually strived for educational, clinical and professional excellence.

Current Accreditation status: 5 years. Cox College's ASR program is currently fully accredited. The JRCERT next site visit for maintain accreditation will occur in August or September 2023.

Accreditation status for all radiography programs can be found on www.jrcert.org.

Accreditation is important for students, JRCERT has published a flier on the meaning of being an accredited program and what it means to the student's success and experience. That flier can be found here: <https://www.jrcert.org/wp-content/uploads/2023/02/Benefits-of-Accreditation-Color.pdf>



ASR's JRCERT Standards & Non-Compliance Policy

The student may download and/or view the most current JRCERT Standards at:
<https://www.jrcert.org/wp-content/uploads/Documents/Resources/Standards-PDFs/2021-Radiography-Standards.pdf>

PROGRAM NON-COMPLIANCE WITH JRCERT STANDARDS

The ASR Program is required to be in compliance with Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for Accredited Educational program in Radiologic Sciences. These Standards are found on the JRCERT website (www.jrcert.org) and linked above.

If a student, technologist, or other person of interest for the program, refers to the standards pages and believes a violation has occurred, they may choose from several options *in this order of reporting*.

1. First, please contact the Program Director, Dr. Daniel Edwards, directly with the concerns they may have to discuss and resolve the concerns at the programmatic level.
 - a. If they wish to remain anonymous, they may contact the Radiologic Sciences and Imaging Department Chair, Michelle Masengill.
 - b. They can bring their concerns to a clinical preceptor, technologist, or instructor and that person can bring the concern forward to the program director to allow the student to remain anonymous.
 - c. If it is a clinical concern in the clinical education setting, the Clinical Coordinator, Sarah Godbey, will be the first to investigate these, therefore, it is recommended to begin with her if the complaint is regarding the clinical setting, who will report her findings to the Program Director.
2. If the program is not able to resolve the matter, the person making the complaint may contact the Radiologic Sciences Chair, Michelle Masengill, with the option of remaining anonymous.
3. The person making the complaint is then encouraged to contact the acting VPAA, Dr. Amy DeMelo, of their concerns if the program and chair is not able to resolve the complaint. They may remain anonymous in this reporting as well.

4. Lastly, the person may contact the JRCERT directly to obtain information.
 - a. Options are listed on <https://www.jrcert.org/> or directly at <https://www.jrcert.org/accreditation-for-students/allegations/>
 - b. Find the Allegations section
 - c. Read the instructions and comments from the JRCERT regarding reporting of allegations
 - d. Complete the Allegations Reporting Form
 - e. The JRCERT will maintain confidentiality of the complainant (JRCERT Procedure 80.001C).
 - f. The Program will maintain a record of any complaints of violation and the resolution of the complaint.

Contact JRCERT for concerns:

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312-704-5300 or (fax) 312-704-5304
www.jrcert.org
mail@jrcert.org





ASR's JRCERT Program Effectiveness Data 2019-2023

Institution Name: Cox College #2768
Program Type: Radiography
Degree Type: Associate of Science in Radiography

Program Effectiveness Data

The following is the most current program effectiveness data. Our programmatic accreditation agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), defines and publishes this information. [Click here](#) to go directly to the JRCERT webpage.

Credentiaing Examination: The number of students who pass, on the first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination, or an unrestricted state licensing examination, compared with the number of graduates who take the examination within six months of graduation. The five-year average benchmark established by the JRCERT is 75%.

Credentiaing Examination Rate	number passed on 1 st attempt divided by number attempted within 6 months of graduation
Year	Results
Year 1 - 2019	22 of 22 - 100%
Year 2 - 2020	17 of 17 - 100%
Year 3 - 2021	19 of 20 - 95%
Year 4 - 2022	20 of 20 - 100%
Year 5 - 2023	17 of 18 - 94.4%
Program 5-Year Average	95 of 97 - 97.9%

Job Placement: The number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences within twelve months of graduating. The five-year average benchmark established by the JRCERT is 75%.

Job Placement Rate	number employed divided by number actively seeking employment within 12 months of graduation
Year	Results
Year 1 - 2019	19 of 19 - 100%
Year 2 - 2020	20 of 20 - 100%
Year 3 - 2021	17 of 17 - 100%
Year 4 - 2022	19 of 19 - 100%
Year 5 - 2023	18 of 18 - 100%
Program 5-Year Average	93 of 93 - 100%

Program Completion: The number of students who complete the program within the stated program length. The annual benchmark established by the program is 100%.

Program Completion Rate	number graduated divided by number started the program
Year	Results
Year - 2023	18 of 18
Annual Completion Rate	100%



Affiliated Clinical Site Contact List

Bone and Joint Orthopedic Center (BJC)

3535 S National Ave

Springfield, MO 65807

(417) 269-9890

Contact Person: Cheryl Mainer - Supervisor - Cheryl.Mainer@coxhealth.com

Contact Person: Jackie Muenks - Administrator - Jackie.Muenks@coxhealth.com

Citizens Memorial Hospital – Bolivar (CMH)

1500 N. Oakland Ave.

Bolivar, MO 65613

(417) 328-6447

Contact Person: Gayla Hankins - Supervisor - gayla.hankins@citizensmemorial.com

Contact Person: Jessica Breesawitz - Lead Technologist: -

jessica.breesawitz@citizensmemorial.com

CoxHealth Branson

525 Branson Landing Blvd.

Branson, MO 65616

(417) 335 - 7223

Contact Person: - Misty Crooks –Administrator - Misty.Crooks@coxhealth.com

Contact Person: Kelly Netzer – Supervisor – Kelly.Netzer@coxhealth.com

CoxHealth Monett

801 Lincoln Ave.

Monett, MO 65708

(417) 354-1137

Contact Person: Pat Blamey - Supervisor - Patrick.Blamey@coxhealth.com

CoxHealth North Radiology Department

1423 N. Jefferson Ave

Springfield, MO 65802

(417) 269-3431

Contact Person: Brandi Jenkins - Supervisor - Brandi.Jenkins@coxhealth.com



Affiliated Clinical Site Contact List – Continued

CoxHealth South

3801 S. National Ave
Springfield, MO 65804

Emergency Room Radiology: (417) 225-9860

Fluoroscopy: (417) 269-4289

Main Radiology Department: (417) 269-4089

Surgery Dark Room: must be transferred to phone or on Cox campus dial: 199219

Urgent Care (Turner Center): (417) 269- 9743

Contact Person: David Calton – Daytime - David.Calton@coxhealth.com

Contact Person: Cheyanne Hagler – Evening - Cheyanne.Hagler@coxhealth.com

Contact Person: Amy Wheeler - Administration - Amy.Wheeler@coxhealth.com

Contact Person: Alissa Brownfield - Administration - Alissa.Brownfield@coxhealth.com

Wheeler Orthopedic Clinic: (417) 269-0909

Contact Person: Kristi Atkinson – Clinic Administrator - Kristi.Atkinson@coxhealth.com

Ferrell Duncan Clinic (FDC)

1001 E. Primrose Street
Springfield, MO 65807
(417) 875-3145

Contact Person: Elana Cornelison - Supervisor - Elana.Cornelison@coxhealth.com

Jared Neurological Imaging & Neurosurgery Clinic (JNC)

3801 S. National Ave
Springfield, MO 65804
(417) 631-0612

Contact Person: Lyndell Plowman - Supervisor - Lyndell.Plowman@coxhealth.com

Contact Person: Tomie Rowles – Lead Technologist – Tomie.Rowles@coxhealth.com

Jordan Valley Community Health Center (JVCHC)

440 E. Tampa
Springfield, MO 65806
(417) 851-1557 ext.1

Contact Person: Brooke White - Lead Technologist - Brooke.White@jordanvalley.org

Contact Person: Becky Davidson - Supervisor of Diagnostic Imaging -
bdavidson@jordanvalley.org



Affiliated Clinical Site Contact List - Continued

Martin Center (MC)

3901 S. Fremont Ave
Springfield, MO 65807
(417) 269-1217

Contact Person: Lisa Holik-Sloan - Lead Technologist - Lisa.Holik-Sloan@coxhealth.com

Contact Person: Amy Cornelison - Supervisor - Amy.Cornelison@coxhealth.com

Contact Person: Jackie Muenks - Administrator - Jackie.Muenks@coxhealth.com

Meyer Orthopedic and Rehabilitation Hospital (MORH)

3535 S National Ave
Springfield, MO 65807
(417) 269-9890

Contact Person: Kendall Addis - Lead Technologist - Kendall.Addis@coxhealth.com

Contact Person: Cheryl Mainer - Supervisor - Cheryl.Mainer@coxhealth.com

Ozarks Healthcare - West Plains (OZHC)

Formerly - Ozarks Medical Center (OMC)

1100 Kentucky Avenue
West Plains, MO 65775
(417) 256-9111

Contact Person: Laurie Birchfield - Administration - L.Birchfield@ozhcare.com

Urgent Care (B65/East Battlefield) - CoxHealth

Contact Person: Ashley Mumford - Supervisor - Ashley.Mumford@coxhealth.com

Urgent Care (Nixa) - CoxHealth *pending site approval 2023-2024**

Contact Person: Ashley Mumford - Supervisor - Ashley.Mumford@coxhealth.com

Urgent Care (Ozark) - CoxHealth

Contact Person: Ashley Mumford - Supervisor - Ashley.Mumford@coxhealth.com

Urgent Care (Sunshine & National "SN") - CoxHealth *pending site approval 2023-2024**

Contact Person: Ashley Mumford - Supervisor - Ashley.Mumford@coxhealth.com



ASR STUDENT DESCRIPTION

Candidate Status

A student who has applied to Cox College, applied to the ASR program, and is actively seeking enrollment in future cohort.

Transfer Candidate Status

A student who has successfully completed some radiography courses at another accredited radiography program but has not graduated from the program. The student has applied to Cox College and the ASR program. The student will be selected based on clinical capacity availability and they must complete the ASR transfer process per the ASR Transfer Policy.

ASR Enrolled Student

Any student who is currently enrolled and in good academic standing with both Cox College and the ASR program that is currently receiving academic instruction from Cox College and clinical experience training in an affiliated and accredited ASR clinical site. The ASR program faculty, clinical preceptors, any registered technologist employed by the clinical sites, and Cox College are responsible for their development as future radiologic technologists and adhering to the standards of practice set forth by the accrediting bodies.

Employed/Hired Student Intern (Student II)

Any Cox College ASR student who has been hired by a clinic, outside agency, medical office, Cox affiliated or non-affiliated for either paid or unpaid services. They must be provided their own dosimeter separate from the college issued one.

Cox College ASR Position Statement on Hired Students

Cox College, specifically the ASR program, is not affiliated with the process of hiring, determining or paying wages, administrative/human resource duties, and disciplining, etc. students for paid or unpaid positions at any CoxHealth affiliated clinic or hospital, outside agencies, non-CoxHealth affiliated clinics or hospitals, or clinical sites that may or may not be used by the ASR program. Neither Cox College, nor the ASR program, is responsible for the hired students' performance, attendance, behavior, or any negligence that may occur while under their duties as a student intern/student II/or other similar title or role.



Candidate/Future/Prospective

Student Information



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ASR Program Admission

Candidate Student

A student who has expressed interest in the ASR program and the career field. They are seeking apply to Cox College, applied to the ASR program, and is actively seeking enrollment in future cohort.

Program Admission

To be eligible for admission into the radiography courses of the ASR program, a candidate must:

1. Complete the admissions procedure to Cox College. Admissions file must be complete by the application deadline.
2. Complete the ASR program application by **January 15th** for the following fall semester entrance.
3. Complete 1 core science and 2 additional ASR specific general education courses. Core science and additional general education courses must total 10 credits or more.
4. From the list of required general education courses a minimum of 10 credit hours with a minimum cumulative GPA of 3.0 based on a 4.0 scale must be achieved. Balance of courses must be complete prior to starting ASR program courses.
5. Log a minimum of four (4) hours of job shadowing experience by the application deadline.
6. Successful completion of each general education course with a "C-" or above.
7. The Associate of Science in Radiography (ASR) program requires that the English and Mathematics General Education requirements can only be met by completion of the required courses with a grade of "C-" or better. Advanced Placement scores may be considered on a case-by-case basis. English credit to also be earned from a 22 on the ACT.
8. Submit two letters of reference.
9. Submit a personal resume (optional).

10. Submit a personal essay to include the following subjects:
 - Accomplishments that have given you the greatest satisfaction.
 - Your reasons for choosing to advance in the specific specialty imaging sciences.
 - Your plans and aspirations for the future.
11. Once the application and all documents are received, eligible candidates will be notified to schedule and complete an interview. More about the interview process can be found later in this handbook or by [clicking on this hyperlink](#).
12. Candidates that have received declined status into the ASR program twice are not eligible to reapply. Declined status does not include those given alternate status.
13. Admission into the ASR program is offered to the highest-ranking candidates in the applicant pool. Students awaiting admission into the ASR program may enroll in general education courses at Cox College.
14. Once a candidate has been notified of an offer for admission into the ASR program, a nonrefundable acceptance fee (covers the background check and drug screen costs) is required. Once received, the student will be registered for classes according to the Academic Calendar.
15. Recently accepted ASR students must attend the ASR New Student Orientation or make arrangements with the program director.
16. A positive drug screen or compromised background check may result in rescinding the student's acceptance into the program.



ASR Application Requirements

To apply to the ASR program, the candidate must have completed:

- **One of the core science courses** and
- **Two additional general education courses listed below.**
- Science and additional general education courses **must total 10 credits or more.**

Required General Education Courses (25 credit hours)

- BIOL 205 Human Anatomy*
- BIOL 206 Human Physiology*
- CHEM 103 Fundamentals of Chemistry or Physics
- ENGL 150 English
- BIOL 118 Medical Terminology
- INFM 160 Computer Recourses
- PSYC 101 Introduction to Psychology
- MATH 160 College Algebra

* Core science course

Substitutions may be accepted on a case-by-case basis for the pre-requisites listed above. For example, a different level course in English or Psychology could be accepted for the ASR requirements. However, the student may still be required to take the required entry-level equivalent for a bachelor's degree in the future.

All general education courses are prerequisites for the professional portion of the program and must be completed prior to beginning radiography program courses. **Applicants must have a minimum GPA of 3.0 for the required general education courses.**

Applicants not meeting the 3.0 threshold may still interview based on review of the student's file, academic record, interview performance, references, and approval from the department chair. Those students accepted into the program maybe be required to raise their GPA to and/or maintain a minimum GPA of 3.0 for formal acceptance into the program. Those who are accepted and do not reach the 3.0 minimum will be reviewed on a case-by-case basis for continued acceptance, or have their acceptance rescinded.

More information on the application process can be found on the program's website:
<https://coxcollege.edu/college-programs/radiologic-sciences-and-imaging-rsi/radiology/>

Or go to www.coxcollege.edu

- Select: Programs
- Select: Associate of Science in Radiography

In order to apply for the ASR program:

1. Complete the [Cox College application](#)
2. Submit all official transcripts
3. Submit a 1–2-page personal essay that includes:
 - 1) Accomplishments that have given you the greatest satisfaction
 - 2) Your reasons for selecting radiologic technology as a career
 - 3) Your plans and aspirations for the future
4. Have two letters of recommendation sent on your behalf to: admissions@coxcollege.edu
5. Complete a minimum of four hours of in-person job shadowing in a radiology department and interview a technologist you are shadowing.
 - a. Most of the four hours should be completed in diagnostic x-ray with minimal time spent in the specialty areas (i.e. CT, MRI, US, NM, etc.). Please note that job shadowing can be done at any healthcare facility. It does not have to be completed at a CoxHealth location.
 - b. If shadowing at a CoxHealth location, applicants must complete the required HIPPA and Infection Prevention education along with other required forms prior to shadowing. These steps and forms can be found on the program's website, [Cox College ASR](#), under Application Requirements. The CoxHealth Education Center's contact information is found in the job shadowing section of the program's website for when the applicant needs to call to schedule a time to shadow.
 - c. During the job shadowing experience, the applicant must interview a technologist they are shadowing using the questions listed on the [Job Shadowing Form](#).
 - d. To fulfill the job shadowing requirement, applicants must turn this form completed in its entirety to admissions@coxcollege.edu.
6. The application deadline is **January 15th** for fall admission into the ASR program



ASR Interview Process

In January, the completed applications will be reviewed for approval to be interviewed by the ASR program. Those who meet the requirements, or are close to meeting the requirements, will be invited to do an interview with the ASR faculty. The candidates will be asked to select a time slot for their interview.

Interviews are typically held in-person on Cox College's campus but may be scheduled virtually as needed. ASR faculty members, Cox College representatives, and clinical staff technologists represent the interview committee who will meet with the candidate. Expect at least two to four people as part of the panel interviewing the candidate.

The candidate is provided a tour of the campus as part of the interview process. A virtual tour can be arranged for those who are not able to attend an on-campus interview.

The entire interview process takes approximately one (1) hour to complete.

The candidate:

- Should wear professional attire to their interview and comfortable shoes for the tour portion of the interview. If you are coming directly from a job that requires the candidate to wear scrubs, that is acceptable as well.
- Please arrive about 10 minutes ahead of your scheduled interview time.
- Candidates will be met by an ASR representative or current ASR student and provided a tour of the campus and ASR facilities.
- The candidate will receive a Candidate Briefing Packet to review and sign at the interview. The packet contains information on the physical demands, the student health policy, the drug and background screenings, graduate data, the pregnancy policy, and clinical obligations.
- The interview focuses heavily on behavior-based and situational-based questions.
- If the college must close due to inclement weather, the interviews may be moved to virtual platforms to maintain the schedule.

Upon completion of the interview:

1. Interviews last throughout the month of January
2. Once all interviews are complete, all the candidates will be ranked based on their interview scores
3. Letters will be sent to each candidate based on their ranking and each candidate will receive one of the following three letters:
4. The top 18 - 24 scores will be sent *Acceptance* letters.
 - a. If the candidate accepts the seat in the program, classes will begin in August
 - b. Acceptance is contingent on the following criteria being met:
 - i. Completed background check
 - ii. Completed drug screen
 - c. If the candidate still has classes to take, successfully passing those courses with at least a C- and achieving the minimum GPA requirement must be met before the ASR program begins for final acceptance
5. Approximately the next 10 candidates will be sent *Alternate* letters.
 - a. Alternates regularly become accepted, as plans and life may have changed for candidates 1-24. So, be prepared for a call or e-mail at any time between February and August to be offered a spot
 - b. If the candidate still has classes to take, their potential acceptance is contingent on successfully passing those courses with the minimum GPA requirements met
 - c. Applicants who get alternate letters are encouraged to apply again next year. They receive a preferential score on their next interview for being an alternate the year before – however it **DOES NOT** guarantee acceptance.
6. The remaining candidates, will get *Decline* letters
 - a. This is not a negative thing; it just means there were scores higher than the candidates and there are some areas to improve upon.
 - b. This is a competitive program and sometimes it requires a higher GPA, healthcare experience, job experience, and a strong interview score to be accepted on the first try
 - c. Continue to work on items that could have impacted the score
 - d. Candidates who apply twice and receive two decline letters will not be allowed to apply again to the ASR program

7. The goal is for the letters to go out **VIA E-MAIL** on February 1st
- a. Contingent on the amount of interviews
 - b. Where the calendar days may fall for deadline
 - c. Weather-related delays
 - d. Candidates who were not able to interview due to extenuating circumstances in January and made prior arrangements with the ASR faculty

The ASR program follows [Cox College's non-discriminatory policy](#) with regards to the interview and selection process of students for the ASR program.



Distance Education Information for Future/Candidate Students

The ASR program at Cox College uses a blend of learning methods for the core courses for the program. There are courses that are taught exclusively online, some courses are taught using a blended method of online learning and in-class learning, and finally some courses are instructed primarily seated in-person with only some online components.

Any courses taught fully online will require interaction with classmates and the faculty member/s. The online courses are taught using asynchronous scheduling.

Hybrid courses require a significant amount of learning to be done online around the in-person classroom portion.

The use of hybrid courses and online courses allows for more flexibility for the student clinical experience, more efficient use of the students' classroom time with the faculty, and more hands-on learning experiences.

There are no additional costs for these courses within the ASR program for using hybrid or fully online components. Those fees are already part of the program fee schedule.

For the future, satellite campuses are being examined as potential to allow for more distance education to occur in the more rural areas of southwest Missouri.



ASR Course of Study

General Education Requirements:

Most students complete the prerequisite courses in one year or less. The radiography-specific program courses only require five semesters to complete. Substitutions may be accepted on a case-by-case basis for the pre-requisites listed below.

Required General Education Courses (25 credit hours)

- BIOL 205 Human Anatomy*
- BIOL 206 Human Physiology*
- CHEM 103 Fundamentals of Chemistry or Physics
- ENGL 150 English
- BIOL 118 Medical Terminology
- INFM 160 Computer Recourses
- PSYC 101 Introduction to Psychology
- MATH 160 College Algebra

* Core science course

These general education courses can be taken through any accredited college, to ensure the courses transfer correctly to Cox College, please refer to the transfer equivalent page: <https://coxcollege.edu/wp-content/uploads/2021/09/Gen-Ed-Transfer-Equivalents.pdf>

For additional questions regarding general education courses please reach out to the admissions team or visit their website at: <https://coxcollege.edu/admissions/>

Radiography Specific Course of Study

Radiography

First Year - Semester 1 (Fall)		Credit Hours
RAD 100	Patient Care in Radiography	3
RAD 110	Radiographic Anatomy	2
RAD 120	Imaging Procedures I	2
RAD 121	Imaging Procedures I Lab	3
RAD 141	Radiation Physics I	2
Semester Total		12

First Year - Intersession (Spring)		Credit Hours
RAD 101	Introduction to Clinical Practice	1

First Year - Semester 2 (Spring)		Credit Hours
RAD 122	Imaging Procedures II	3
RAD 123	Imaging Procedures III	2
RAD 142	Radiation Physics II	2
RAD 161	Image Production I	2
RAD 191	Clinical Practice I	2
Semester Total		12

First Year - Session 3 (Summer)		Credit Hours
RAD 192	Clinical Practice II	3
Semester Total		3

Second Year - Semester 4 (Fall)		Credit Hours
RAD 200	Radiographic Pathophysiology	2
RAD 250	Radiographic Image Analysis and Quality Control	2
RAD 262	Image Production II	3
RAD 270	Radiation Biology and Protection	3
RAD 293	Clinical Practice III	2
Semester Total		12

Second Year - Intersession (Spring)		Credit Hours
RAD 294	Clinical Practice IV	1

Second Year - Semester 5 (Spring)		Credit Hours
RAD 289	Professionalism and Ethics	3
RAD 299	Radiography Capstone	4
RAD 263	Image Production III	2
RAD 295	Clinical Practice V	2
Semester Total		12
General Education		25
Total Program Credit Hours		51



ASR Course of Study for Dual Degree BSDI/CT

For students interested in pursuing a bachelor's degree (BSDI) from Cox College in combination with the ASR degree and the CT pathway, there is an option for completing the BSDI, ASR, and be eligible to sit for both the ARRT registry exams in radiography and CT.

A student can potentially complete a CT pathway and a bachelor's with one additional semester.

If a student, does not want to pursue the bachelor's degree, they can be a non-degree seeking student and take the CT specific courses to be eligible for the registry. Being a non-degree seeking student makes the student ineligible for federal student loans for those courses after the ASR portion of the program is complete.

Cox College ASR/BSDI Dual Degree Track – CT Pathway

Students wanting to enroll in the BSDI Dual Degree program without the CT pathway can substitute electives in the place of CT courses and CT registry transfer credit.

The course of study below is for a student going from the beginning of their pre-requisite courses for the ASR portion, completing the ASR portion, and at the same time the CT/BSDI courses to earn a bachelor's degree (BSDI). As mentioned above, a student can elect not to pursue the bachelor's portion of the degree.

Pre-requisite Courses for ASR program

Pre-requisites		Credit Hours
BIOL 118	Medical Terminology*	3
BIOL 205	Human Anatomy w/lab*	4
BIOL 206	Human Physiology w/lab*	4
CHEM 103	Introduction to Chemistry (or Intro to Physics) w/lab*	4
ENGL 150	English Composition*	3
INFM 160	Computer Resources*	1
MATH 160	College Algebra*	3
PSYC 101	Introduction to Psychology*	<u>3</u>
Pre-requisite Total		25

Radiography Core Courses with BSDI

First Year - Semester 1 (Fall)		Credit Hours
RAD 100	Patient Care in Radiography	3
RAD 110	Radiographic Anatomy	2
RAD 120	Imaging Procedures I	2
RAD 121	Imaging Procedures I Lab	3
RAD 141	Radiation Physics I	2
ENGL 207	Expository Writing*	<u>3</u>
Semester Total		15

First Year - Intersession (Spring)		Credit Hours
RAD 101	Introduction to Clinical Practice	1

First Year - Semester 2 (Spring)		Credit Hours
RAD 122	Imaging Procedures II	3
RAD 123	Imaging Procedures III	2
RAD 142	Radiation Physics II	2
RAD 161	Image Production I	2
RAD 191	Clinical Practice I	2
SOCI 304	Global Awareness & Cultural Diversity*	<u>3</u>
Semester Total		14

First Year - Session 3 (Summer)		Credit Hours
RAD 192	Clinical Practice II	3
PSYC 230	Life-Span Development*	3
MATH 227	Introduction to Statistics*	<u>3</u>
Semester Total		9

Second Year - Semester 4 (Fall)		Credit Hours
RAD 200	Radiographic Pathophysiology	2
RAD 250	Radiographic Image Analysis and Quality Control	2
RAD 262	Image Production II	3
RAD 270	Radiation Biology and Protection	3
RAD 293	Clinical Practice III	2
BSDI Elective		<u>3</u>
Semester Total		15

Second Year - Intersession (Spring)		Credit Hours
RAD 294	Clinical Practice IV	1

Second Year – Semester 5 (Spring)		Credit Hours
RAD 289	Professionalism and Ethics	3
RAD 299	Radiography Capstone	4
RAD 263	Image Production III	2
RAD 295	Clinical Practice V	2
CTI 300	CT Physics and Instrumentation	3
SDI 302	Specialty Imaging Sectional Anatomy	<u>2</u>
Semester Total		16
Second Year – Summer 6		Credit Hours
CTI 302	CT Imaging Procedures	2
SDI 304	Specialty Imaging Pathology	2
SDI 410	Clinical Practice IV	3
BSDI Elective		<u>3</u>
Semester Total		10
General Education		25
Total Program Credit Hours		51
BSDI-CT Courses		12
BSDI General Education		12
BSDI Electives		6
Successful Completion of ARRT (CT) registry		<u>14</u>
Total Degree Credit Hours		120

**Class may be taken at any regionally accredited college or university.*

A student not looking to obtain their BSDI can take CT specific courses only and those can be discussed with their advisor. Those courses would be at a minimum:

- CTI 300
- SDI 302
- CTI 302
- SDI 304
- SDI 410

******Up-to-date information can be found in the BSDI handbook regarding these pathways******



ASR Course of Study for Dual Degree BSDI/MRI

For students interested in pursuing a bachelor's degree (BSDI) from Cox College in combination with the ASR degree and the MRI pathway, there is an option for completing the BSDI, ASR, and be eligible to sit for both the ARRT registry exams in radiography and MR.

If a student does not want to pursue the bachelor's degree, they can be a non-degree seeking student and take the MRI specific courses to be eligible for the registry. Being a non-degree seeking student makes the student ineligible for federal student loans for those courses after the ASR portion of the program is complete.

Cox College ASR/BSDI Dual Degree Track – MRI Pathway

Students wanting to enroll in the BSDI Dual Degree program without the MRI pathway can substitute electives in the place of MRI courses and MRI registry transfer credit.

The course of study below is for a student going from the beginning of their pre-requisite courses for the ASR portion, completing the ASR portion, and at the same time the MRI/BSDI courses to earn a bachelor's degree (BSDI). As mentioned above, a student can elect not to pursue the bachelor's portion of the degree.

Pre-requisite Courses for ASR program

Pre-requisites		Credit Hours
BIOL 118	Medical Terminology*	3
BIOL 205	Human Anatomy w/lab*	4
BIOL 206	Human Physiology w/lab*	4
CHEM 103	Introduction to Chemistry (or Intro to Physics) w/lab*	4
ENGL 150	English Composition*	3
INFM 160	Computer Resources*	1
MATH 160	College Algebra*	3
PSYC 101	Introduction to Psychology*	3
Pre-requisite Total		25

Radiography Core Courses with BSDI

First Year - Semester 1 (Fall)		Credit Hours
RAD 100	Patient Care in Radiography	3
RAD 110	Radiographic Anatomy	2
RAD 120	Imaging Procedures I	2
RAD 121	Imaging Procedures I Lab	3
RAD 141	Radiation Physics I	2
ENGL 207	Expository Writing*	<u>3</u>
Semester Total		15

First Year - Intersession (Spring)		Credit Hours
RAD 101	Introduction to Clinical Practice	1

First Year - Semester 2 (Spring)		Credit Hours
RAD 122	Imaging Procedures II	3
RAD 123	Imaging Procedures III	2
RAD 142	Radiation Physics II	2
RAD 161	Image Production I	2
RAD 191	Clinical Practice I	2
SOCI 304	Global Awareness & Cultural Diversity*	<u>3</u>
Semester Total		14

First Year - Session 3 (Summer)		Credit Hours
RAD 192	Clinical Practice II	3
PSYC 230	Life-Span Development*	3
MATH 227	Introduction to Statistics*	<u>3</u>
Semester Total		9

Second Year - Semester 4 (Fall)		Credit Hours
RAD 200	Radiographic Pathophysiology	2
RAD 250	Radiographic Image Analysis and Quality Control	2
RAD 262	Image Production II	3
RAD 270	Radiation Biology and Protection	3
RAD 293	Clinical Practice III	2
BSDI Elective		<u>3</u>
Semester Total		15

Second Year - Intersession (Spring)		Credit Hours
RAD 294	Clinical Practice IV	1

Second Year – Semester 5 (Spring)		Credit Hours
RAD 289	Professionalism and Ethics	3
RAD 299	Radiography Capstone	4
RAD 263	Image Production III	2
RAD 295	Clinical Practice V	2
MRI 331	MRI Imaging Production and Procedures II	2
SDI 302	Specialty Imaging Sectional Anatomy	<u>2</u>
Semester Total		15

Second Year – Summer 6		Credit Hours
SDI 304	Specialty Imaging Pathology	2
SDI 410	Clinical Practice IV	3
BSDI Elective		<u>3</u>
Semester Total		8

Third Year – Semester 7 (Fall)		Credit Hours
MRI 329	MRI Imaging Production and Procedures I	3
SDI 314	Patient Care and Safety	3
SDI 340	Clinical Practice I	<u>3</u>
Semester Total		9

General Education	25
Total Program Credit Hours	51
BSDI-MRI Courses	18
BSDI General Education	12
BSDI Electives	6
Successful Completion of ARRT (MRI) registry	<u>8</u>
Total Degree Credit Hours	120

**Class may be taken at any regionally accredited college or university.*

A student not looking to obtain their BSDI can take MRI specific courses only and those can be discussed with their advisor.

*****Up-to-date information can be found in the BSDI handbook regarding these pathways*****



ASR Progression Statement

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.

Student Discipline Policy

Probation, Suspension, Dismissal

Cox College reserves the right to place a student 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 85% at any point in time during a semester.
1. 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 Program Handbook

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. Please refer to the unauthorized x-ray exposure policy.
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).



Tuition and Fees

The most recent tuition and fees for Cox College are kept on the Cox College website and is linked here: <https://coxcollege.edu/admissions/financial-aid/tuition-fees/>



Cox College
Associate of Science in Radiography (ASR)
(Based on Tuition & Fee Costs for Academic Year 2023-24)

<u>Semester 1</u>				
<u>Course #</u>	<u>Course Name</u>	<u>Credit</u>	<u>Per Credit</u>	<u>Total Cost</u>
ENGL 150	English Composition	3	\$435.00	\$1,305.00
MATH 160	College Algebra	3	\$435.00	\$1,305.00
BIOL 205	Human Anatomy (LAB)	4	\$435.00	\$1,740.00
BIOL 118	Medical Terminology	3	\$435.00	\$1,305.00
Total Credit Hours:		13		
Student Services Fee (per credit hour)		\$110.00	13	\$1,430.00
Clinical/Lab Fee		\$185.00	1	\$185.00
Total Estimated Semester Cost (tuition and fees):				\$7,270.00

<u>Semester 2</u>				
<u>Course #</u>	<u>Course Name</u>	<u>Credit</u>	<u>Per Credit</u>	<u>Total Cost</u>
CHEM 103	Intro to Chemistry (or intro to Physics) (LAB)	4	\$435.00	\$1,740.00
BIOL 206	Human Physiology (LAB)	4	\$435.00	\$1,740.00
INFM 160	Computer Resources	1	\$435.00	\$435.00
PSYC 101	Intro to Psychology	3	\$435.00	\$1,305.00
Total Credit Hours:		12		
Student Services Fee (per credit hour)		\$110.00	12	\$1,320.00
Clinical/Lab Fee		\$185.00	2	\$370.00
Total Estimated Semester Cost (tuition and fees):				\$6,910.00

<u>Semester 1 Radiography Program</u>				
<u>Course #</u>	<u>Course Name</u>	<u>Credit</u>	<u>Per Credit</u>	<u>Total Cost</u>
RAD 100	Patient care in Radiography	3	\$375.00	\$1,125.00
RAD 110	Radiographic Anatomy	2	\$375.00	\$750.00
RAD 120	Imaging Procedures I	2	\$375.00	\$750.00
RAD 121	Imaging Procedures I (LAB)	3	\$375.00	\$1,125.00
RAD 141	Radiographic Physics I	2	\$375.00	\$750.00
Total Credit Hours:		12		
Student Services Fee (per credit hour)		\$110.00	12	\$1,320.00
Clinical/Lab Fee		\$185.00	1	\$185.00
Trajecsyst				\$150.00
MyClinicalExchange Fee				\$25.00
Total Estimated Semester Cost:				\$6,180.00

Semester 2 Radiography Program

<u>Course #</u>	<u>Course Name</u>	<u>Credit</u>	<u>Per Credit</u>	<u>Total Cost</u>
RAD 101	Introduction to Clinical Practice	1	\$375.00	\$375.00
RAD 191	Clinical Practice I (LAB)	2	\$375.00	\$750.00
RAD 122	Imaging Procedures II	3	\$375.00	\$1,125.00
RAD 123	Imaging Procedures III	2	\$375.00	\$750.00
RAD 142	Radiation Physics II	2	\$375.00	\$750.00
RAD 161	Imaging Production I	2	\$375.00	\$750.00
Total Credit Hours:		12		

Student Services Fee (per credit hour)	\$110.00	12		\$1,320.00
Clinical/Lab Fee	\$185.00	1		\$185.00
MyClinicalExchange Fee				\$25.00

Total Estimated Semester Cost (tuition and fees): **\$6,030.00**

Summer Session

<u>Course #</u>	<u>Course Name</u>	<u>Credit</u>	<u>Per Credit</u>	<u>Total Cost</u>
RAD 192	Clinical Practice II (LAB)	3	\$375.00	\$1,125.00
Total Credit Hours:		3		

Student Services Fee (per credit hour)	\$110.00	3		\$330.00
Clinical/Lab Fee	\$185.00	1		\$185.00

Total Estimated Semester Cost (tuition and fees): **\$1,640.00**

Semester 4 Radiography Program

<u>Course #</u>	<u>Course Name</u>	<u>Credit</u>	<u>Per Credit</u>	<u>Total Cost</u>
RAD 200	Radiographic Pathophysiology	2	\$375.00	\$750.00
RAD 250	Radiographic Image Analysis & QC	2	\$375.00	\$750.00
RAD 262	Imaging Production II	3	\$375.00	\$1,125.00
RAD 270	Radiation Biology & Protection	3	\$375.00	\$1,125.00
RAD 293	Clinical Practice III (LAB)	2	\$375.00	\$750.00
Total Credit Hours:		12		

Student Services Fee (per credit hour)	\$110.00	12		\$1,320.00
Clinical/Lab Fee	\$185.00	1		\$185.00
MyClinicalExchange Fee				\$25.00

Total Estimated Semester Cost (tuition and fees): **\$6,030.00**

Semester 5 Radiography Program

<u>Course #</u>	<u>Course Name</u>	<u>Credit</u>	<u>Per Credit</u>	<u>Total Cost</u>
RAD 294	Clinical Practice IV	1	\$375.00	\$375.00
RAD 295	Clinical Practice V (LAB)	2	\$375.00	\$750.00
RAD 289	Professionalism and Ethics	3	\$375.00	\$1,125.00
Rad 263	Imaging Production III	2	\$375.00	\$750.00
RAD 299	Radiography Capstone	4	\$375.00	\$1,500.00
Total Credit Hours:		12		

Student Services Fee (per credit hour)	\$110.00	12		\$1,320.00
Clinical/Lab Fee	\$185.00	1		\$185.00
RadTech Boot Camp Fee				\$115.00

MyClinicalExchange Fee	\$25.00
ARRT Application Fee	\$225.00

Total Estimated Semester Cost (tuition and fees): **\$6,370.00**

Total Estimated Program Cost (tuition and fees) - ASR **\$40,430.00**

****This total number includes pre-requisite/general education course estimated costs****



Financial Aid Services

Cox College offers scholarships and can help with the process of receiving financial aid through federal student loans, private student loans, grants, and other sources. Cox College participates in work-study programs as well.

For the most comprehensive and up-to-date financial aid information please continue to their website: <https://coxcollege.edu/admissions/financial-aid/>

The Financial Aid Office is located on the third floor of Cox College.

Personnel is available Monday – Friday 7:30 a.m. – 4:00 p.m.

Appointments are encouraged, but not necessary. Please stop at the front desk to check the availability of the Financial Aid Counselors.

To contact the financial aid office, please email the team at: FinancialAid@coxcollege.edu

Contact Personnel:

- **Steve Nichols**, Director of Financial Aid, Rm #312, (417) 269-3045
- **Leesa Taylor**, Financial Aid Counselor (Verification/Scholarship/Access Missouri), Rm #313, (417) 299-8238
- **Angela Duvall**, Financial Aid Counselor (Federal Loans/Sub/Unsub/Grad Plus/Private Loans), Rm #311, (417) 299-5147
- **Tina Neff**, Default Prevention Specialist and Counselor (Pell Grants, Return to Title IV, Deferments, Work-Study), Rm #310, (417) 299-5185
- **Email:** FinancialAid@coxcollege.edu



Program Clinical Obligations

The clinical obligations regarding travel, weekend rotations, 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 and Branson, 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, Cox Branson, 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, Trajecsyst, to track students' clock-in and clock out records in the classroom as well as in the clinical sites. In addition to the clocking feature, the ASR program uses the Trajecsyst 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 billed to your student account at the beginning of the first fall semester.



ASR Degree Requirements

Every candidate for the associate degree is responsible for meeting all the requirements for graduation. The deadline for applying for graduation is published on the Academic Calendar available on the Cox College website. 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 (summer of second year).
- Successfully complete all program required competency and proficiency evaluations.
- Successful completion of all [ASR programmatic progression requirements](#).
- 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 \(ARRT\) Standard of Ethics](#).

Graduates will be eligible to sit for the American Registry of Radiologic Technologists (ARRT) radiography certification examination. For more information about the ARRT registry, please follow the link: <https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/exam/examination-requirement>



Student Services Provided by Cox College

Cox College is proud to offer a variety of services for those students who choose to attend classes at Cox College. Services provided to distance education students as well as on-campus students.

On-Campus Coffee Store

Cox College has a branch of Primrose Perk at the main entrance of the college. Primrose Perk serves freshly made coffee and tea drinks, in addition they serve grab-and-go food items, drinks, and Cox College merchandise.

On-Campus Cafeteria and Eating Options

Cox North hospital has a cafeteria that serves the employees of CoxHealth North, the students of Cox College, visitors, and patients to the hospital and college campus. There is a Subway across the street from the Cox North Emergency Room. Commercial Street and downtown Springfield have a variety of restaurants and coffee shops within a short distance of the campus.

Computer Lab

Cox College has a lab on the second floor that students have 24/7 access to, including black and white and color printers using their student accounts.

High Speed Internet

Cox College provides the students on campus with free access to high-speed internet access.

Meeting and Study Spaces

There are a variety of spaces for individuals or groups to come study at Cox College.

Simulation and Skills Centers

State of the art simulation and skills centers are available for students to practice their skills 24/7.

Library Services

Cox College students have access to the library services offered through CoxHealth.

Tutoring Services

The Students Resource Center offers a wide range of tutoring, testing, and study services.

Student Resource Center

The Student Resource Center (SRC) has a website that can be located by clicking on the hyperlink: <https://coxcollege.edu/academics/academic-resource-center/>

The Student Resource Center (SRC) at Cox College provides support for students in academics and personal and social development. The SRC aids students in developing transition-to-college foundations such as study strategies, note-taking tips, test-taking proficiencies, time management skills, learning styles assessments, and relaxation techniques, as well as providing guidance in dealing with stress, anxiety, and personal concerns. All students are encouraged to use the support services available through the SRC and may suggest additional ideas or make comments via a suggestion box.

Students are encouraged to seek counseling help when they first experience signs of distress or have other issues that they would like to discuss in a confidential setting. Cox College offers free counseling services to current students. To schedule an appointment, please email Dr. Raquel Morrow, EdD, LPC at Raquel.Morrow@coxcollege.edu.

Off-campus community counseling and treatment services are available from the [following resources](#).

Pregnancy & Parenting Assistance

Pregnant and Parenting students have certain protections under Title IX. (For our purposes, “parenting” students are those with newborn children. Qualifying circumstances may allow for extended support when deemed medically necessary.) Title IX coverage extends to pregnant students and new mothers because pregnancy is a phenomenon only experienced by women.

If you are a student, or know a student, who you believe falls under Title IX Pregnant and Parenting protection, please email Dr. Raquel Morrow at Raquel.Morrow@coxcollege.edu for assistance.

Disability Services

In support of the college’s mission, vision and core values, the Disability Support Services Office commits to collaborating with faculty, staff, students, and the community to encourage a college environment in which individuals are viewed on the basis of ability, not disability.

We are thrilled you have chosen to pursue your educational goals at Cox College, and we look forward to serving and supporting you in your endeavors.

The Disability Support Services Office personnel continue to be available remotely by phone, email, or Zoom online videoconferencing as well.

To get started, please email us at: Disabilityservices@coxcollege.edu

Student Emergency Fund

Cox College provides current students with emergency funds through a request that can be made by the student or other individual on behalf of the student through the CARE team's website. <https://coxcollege.edu/academics/behavioral-intervention/>

Funds can be requested for food, transportation, medical, or other reasons.



Student Leadership Provided

Student leadership is encouraged through the Radiologic Sciences Student Association (RSSA) and through opportunities through the Cox College Ambassador program.

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

Cox College ambassadors participate in community events held on Cox College's campuses and off campus representing Cox College. The students are nominated and selected for these positions. Information about the program is sent out annually by the admissions and advising department who oversees this role.



Cox College ASR Transfer Process

Cox College's ASR program is willing to accept transfer credits from another certificate, associates, or bachelors of radiography program curriculum. Courses will be reviewed on a case-by-case basis to determine the course of study for the incoming transfer student.

The student wanting to transfer into the ASR program should begin the process before the next Cox College semester begins. We cannot accept mid-semester transfers.

Cox College ASR defines a transfer student as a student who has not graduated from another educational program in radiography but has received some coursework for which the student has earned credit or clock hours towards a degree or certificate in radiography. The student is asking for the Cox College ASR program to recognize credits earned through prior education to complete the degree program with us. Not all credits will be guaranteed to be recognized or counted. Some courses and their equivalents may be required for the student to re-enroll in once attending Cox College.

Transfer students may be accepted dependent on clinical capacity at the time. If there is no clinical capacity, we cannot accommodate the request.

The process of transferring to Cox College's ASR program:

1. Using this [link here](#). An e-mail template will populate for correspondence with these ASR program representatives: the ASR program director, the ASR advisor, and the ASR admissions counselor.
2. Please provide as much information about your situation as possible when contacting us including:
 - a. Full name and a regular checked e-mail address
 - b. Phone number
 - c. Program currently attending
 - d. Current place in the program (semester, quarter, module, etc.)
 - e. Standing in the program (academically and clinically)
 - f. Unofficial transcripts would be very beneficial to attach
3. Apply and be accepted into Cox College by [applying to Cox College here](#).
 - a. Submit all official college transcripts, you may include unofficial transcripts for initial review, but official will be required before final admittance is approved.

- b. Additional official college transcripts from other institutions may also be required to be sent to Cox College.
4. Apply to the ASR program *after* acceptance to the college. Instructions will be provided after acceptance to the college has been finalized.
5. Submit the course syllabi for each course being transferred for review and approval.
6. We may ask for further information, such as your current school's course descriptions, official transcripts, letters of recommendation, a personal essay, etc.
7. Complete and sign the Transfer Course Request Form.
8. The ASR program will review individual transcripts and situations to provide the transfer student an individualized course of study.
9. Once the ASR faculty have reviewed the courses, a program representative will reach out to the transfer student candidate with their individualized course of study and information to help the student make a decision.
10. Transfer students may be required to complete a course final exam to ensure competency in that subject before credit may be awarded.
11. Students will be required to be interviewed by the ASR faculty before final acceptance is offered.
12. Students may also be required to come to campus for a tour of the facilities.

Transfer Candidates Should Note:

1. The transfer student candidate must meet the Cox College ASR program's minimum GPA requirement.
2. General education requirements shall be equitable to those accepted and required for current Cox College ASR students. This may require the transferring student to take additional general education courses to meet this requirement.
3. All students transferring to Cox College's ASR program must complete the same equivalent course and clinical requirements as students currently enrolled in the program.
4. Transferring students are required to pay for and submit to a background check and drug test before final acceptance may be offered. Failure of the drug test or background check could result in the acceptance offer being rescinded.

5. All clinical competencies completed previously do not transfer. That is an ARRT and JRCERT requirement. The student will be required to complete all of the Cox College clinical competencies while performing clinicals as a Cox College student. Cox College requires specific competencies that may not be required or mandatory at other institutions.
6. To be issued a degree, 51% or more of your college course/credits/hours must be completed at Cox College, which could require additional courses to be taken by the transfer student.
7. Once accepted into the program, you will be calculated into our program effectiveness data.



Cox College Admissions and Transfer Policies

Admission Standards

As policies may change between publications of this handbook, current Cox College admissions policies, please refer to the following link: <https://coxcollege.edu/admissions/>

Regular Admission – First Time Undergraduate Student

- Official high school transcript, GED or HiSET certificate
- Composite ACT of 18 or SAT combined score of 940 or higher
- High school cumulative GPA of 2.0 or higher or proof of having successfully passed the GED or HiSET

***NOTE:** If the applicant presents a GED or HiSET, they must also have a composite ACT of 18 or SAT combined score of 940 or higher.

Regular Admission – Transfer Student

- Official high school transcript, GED or HiSET certificate*
- Must have passed 12 college hours of 100 level courses or above with a grade of “C-” or higher
- Have a college cumulative GPA of 2.0 or higher

***NOTE:** Possible exceptions apply. Please see Admissions Steps for details.

Transfer GPA

The Admissions Department will calculate transfer GPA for admission, based on credits earned by the student at regionally accredited institutions and institutions with whom Cox College has articulation agreements (all exempt or repeated courses are eliminated from the calculation).

Provisional Admission

Provisional admission will be offered to students who do not meet the minimum GPA or ACT/SAT requirements for admission. Provisional admission is designed to assist in supporting students toward their academic success. All students must meet and maintain certain standards of success for academic progress. Please refer to the “academic probation/suspension” portion of the catalog for detailed information.

Graduate Admission

Please refer to the specific program of interest for admission requirements and procedures.

ACT/SAT

Applicants submitting their ACT or SAT for admissions must have taken the exam within the last five (5) years from date of application to the college. If the student has not taken the ACT or SAT exam in the last 5 years, the student can be considered for provisional admissions.

Recommended Admission Steps

- **Submit an Application:** Submit a completed online application, with a \$50 nonrefundable application fee at coxcollege.edu
- **Request Official Transcripts:**
 - High School Equivalency*
 - Official High School transcript
 - Home School Transcript
 - GED
 - HiSET
 - All Official Secondary Education Transcripts

*Note *High school transcripts, GED, or HiSET are NOT required if an applicant has either an earned associate or bachelor's degree from a regionally accredited institution, an institution that Cox College has an articulation agreement with, or earned at least 60 semester (73 trimester or 90 quarter) hours.

- **Review of Documents:**

The admissions department will review required documents and keep the student updated of their admission status.

Apply for Financial Aid:

Complete the FAFSA application at www.fafsa.ed.gov, School code 013877. Contact our Financial Aid department at 417-269-3401 for assistance.

- **Apply to the Specific Program:**

Some programs may require additional application steps. Please see the program section in the catalog for details.

Transfer of Credit

General Education Transfer Credits

Cox College welcomes transfer students and awards transfer credit as laid out in this policy.

Cox College accepts transfer credits completed at regionally accredited institutions. Courses will be evaluated based on their similarity to courses required at Cox College. This evaluation will be completed initially by using course descriptions and titles from the previous institution. If a course meets the credit hour requirement and is substantially similar from a regionally accredited institution, credit will be awarded at the value of credit earned at the previous institution. Additional conversions will be made for schools not on a semester calendar. Please see the “Credit Hour Conversion” section of this policy. Only courses required for the specific program track at Cox College will be transferred to Cox College. Please see program specific requirements located in the program specific sections of the Cox College Catalog.

If similarity of a course from a regionally accredited institution is unable to be determined by the course description and title alone, a syllabus may be provided for further review.

Transfer credit is typically not awarded for courses completed at non-regionally accredited institutions. These courses will be evaluated on a case-by-case basis. This process is only available to admitted Cox College students and will only be awarded if:

- An agreement exists between Cox College and the other institution allowing specific credit transfer
- An appeal process is completed and credit approved. To appeal the transferability of a course from a non-regionally accredited institution, the student must:
 - Complete the “Transfer Credit Request Form”
 - Submit a syllabus and/or other supporting materials to the General Education Chair and Program Chair of the program for which the course is required. The two department chairs will collaborate with the Registrar’s office and other appropriate personnel in making the decision

The student will be informed of the decision upon completion of the review. All approved transfer credit will be posted to the student’s record with both grade and credit hours earned. Only grades of C- or higher will be eligible for transfer to Cox College. Programs may award credit for prior degrees, licenses, and/or experiences. These specifications can be found in the program specific sections of the Cox College Catalog.

Coursework earned at the graduate level may be evaluated on a case-by-case basis by the program to be awarded as undergraduate general education credit.

Credit Hour Conversion

Cox College awards transfer credit in the following ways for courses completed at institutions not operating on a semester calendar:

- For credit offered at an institution operating on a quarter calendar, credit hours will be awarded at a 0.67 (two-thirds) conversion
- For credit offered at an institution operating on a trimester calendar, credit hours will be awarded at a 0.83 conversion

International Credit

Transfer coursework from international institutions may be accepted. If transferring credits from an international college or university, the transcript must be evaluated by World Education Services (WES). If evaluated by a service other than WES, it will be up to the discretion of the admissions department as to whether the transcript meets their requirements. The evaluation must provide the following:

- Certifying degree similarity
- English translation (if applicable)
- GPA
- Detailed report of courses completed
- Course by course evaluation
- Course credit hours

A review of syllabi may be requested on a case-by-case basis.

Credit Awarding

Advanced Placement (AP) Credit

Applicants who have completed advanced work in high school and have taken the AP tests given by the College Board may be awarded college credit for designated subjects, provided their AP test score is three or above.

College Level Examination Program (CLEP)

Applicants who have successfully passed the College Board's CLEP examinations (50th percentile or higher) may be awarded college credit for designated subjects.

DANTES Subject Standardized Test (DSST)

Applicants who have successfully passed the DSST examinations, may be awarded college credit for designated subjects.

International Baccalaureate (IB)

Applicants who have a score of four or higher on the International Baccalaureate examination and a score of five or higher on the International Baccalaureate higher-level examination may be awarded college credit for designated subjects.

English and Mathematics Test Out Options

Students admitted to Cox College may test out of English and Mathematics in one of the following ways:

- ACT Math score of 22 or higher or an SAT Math score of 540 or higher.
- ACT English score of 22 or higher or an SAT Writing and Language score of 29 or higher.
- TEAS Mathematics score of 70% or higher
- TEAS English and Language Usage score of 70% or higher

*Note: Please program requirements can vary. Please see the program section in the catalog for programmatic requirements.

Program-Specific Transfer Credits

Students desiring to transfer program-specific credits must:

- Complete the Cox College Admissions Process
 - Complete the Cox College Application
 - Submit the \$50 application fee
 - Submit all official college transcripts
- Submit program specific application
- Submit the course syllabi for each course being transferred for review and approval
- Complete and sign the *Transfer Course Request Form*

COVID-19 Transfer Policy

Cox College recognizes the disruption that students have experienced due to the COVID-19 pandemic. The College offers the following guidance on pass/fail grades earned at other colleges and universities:

- Due to programmatic admission standards, Cox College strongly encourages students to choose the traditional grading scale offered by the grade-awarding institution.
- If a student chooses the pass/fail option for a course from the grade-awarding institution, the pass/fail will be transcribed as such on the student's official transcript, credit will be awarded, but GPA points will not be awarded. For admission purposes/decisions, the "P" or Pass grade will be viewed as a "C" grade.

Transfer Credit Limit

Students are required to take last semester credit hours through Cox College. Before the final semester, students are required to provide official transcripts from all institutions from which they wish to transfer credit.

Students with extenuating circumstances may file a request to take last semester credit hours at other regionally accredited institutions. For approval, students must complete, sign, and submit the *Transfer Exception Request Form* to the appropriate Department Chairperson. If approved, the Chairperson will forward to VPAA/VPSN, and the VPAA/VPSN to the Registrar. The student will be notified of the decision by the Chairperson.

Students to whom approval has been granted must provide official transcripts to Cox College prior to graduation. Transcripts provided after the anticipated graduation date will not have the degree conferred until the next graduation date.

Minimum Credit Hour Requirement

All degrees conferred require a minimum of 25% of all credits taken for any program offering

Transfer of Credits		
Program Name	General Education Transfer Credits	Program Specific Transfer Credits
ASR Associate of Science in Radiography <i>(Transfer credit cannot exceed maximum total of 57 credit hours.)</i>	All 25 credit hours for required general education, with varying case-by-case evaluation. The average GPA for required general education must be at a 3.00 or higher. Core science transfer courses (Anatomy and Physiology) must have been completed no later than five (5) years prior to matriculation.	Evaluates Each Request
BSDI Bachelor of Science in Diagnostic Imaging <i>(Transfer credit cannot exceed maximum total of 90 credit hours.)</i>	Up to 12 credits	Evaluates Each Request

through Cox College.

Cox College Internal Transfer Credit

When a Cox College student completes credit that is needed for more than one degree, any internal transfer credit will be listed in a “Cox College Internal Transfer” term on the transcript.



VACCINES AND IMMUNIZATIONS

Please Make Note of the Cox College Student Health Policy:

CoxHealth requires that the students have an up-to-date set of vaccines and immunizations before they are permitted into the clinical setting.

Some clinical sites can mandate their own health requirements.

Students should be aware that at any time additional vaccinations or boosters 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.

The CoxHealth list includes:

1. **Tetanus/Diphtheria/Pertussis** – Current Tetanus/Diphtheria (TD) immunization status (booster required every ten years) AND documentation of one dose of adult pertussis vaccine (Tdap)
2. **Varicella** – Initiation or completion of vaccine series OR laboratory confirmation of immunity
3. **Hepatitis B** – Initiation or completion of vaccine series OR laboratory confirmation of immunity
4. **Measles/Mumps/Rubella (MMR)** – Initiation or completion of vaccine series OR laboratory confirmation of immunity.
5. **Tuberculosis Screening (TB)** – Documentation of current TB screening
6. **Annual Influenza (seasonal flu)**
 - a. If student has not gotten the updated one for the past year, that is permitted, the student will just have to get it in the fall when those shots start being providing again

7. COVID-19 vaccine(s)

- a. If you are requesting an exemption, it must be done in writing/email through the proper channels. Please contact us for further help with this process.

8. 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. <https://cpr.heart.org/en/courses/basic-life-support-course-options>

Make sure the image of the vaccine records shows the following information clearly:

- Your name must be on the document
- Your DOB must be on the document
- The office/location of who administered the vaccine/immunization, or who is providing the record
- A signature (real or electronic) from the provider

The student will be given an account on *MyClinicalExchange* at orientation to upload the documents to.



DRUG/ALCOHOL SCREENING

The Associate of Science in Radiography (ASR) program is sponsored by Cox College. Your patient care learning experiences occur within facilities that are part of CoxHealth. As a student in the Radiography program, you will deliver direct patient care, and are required to abide by CoxHealth policies regarding drugs and alcohol in the workplace.

CoxHealth is committed to providing a drug-free and safe working environment. All persons entering the Radiography program will be accepted contingent upon passing a drug screening.

The procedure is as follows:

- All candidates selected for admission into an educational program under the Associate in of Science in Radiography were notified in writing when you received the acceptance letter and paid the \$175.00 fee.
- Candidates selected for admission will be required to submit a random drug screening with the timing of that unannounced screening being at the discretion of the program director.
- The medical officer to evaluate for prescription drugs or other causes will review any positive test results.
- Upon review by the medical officer, positive test results determined to be due to use of illicit drugs or illicit use of legal drugs (e.g. prescription drugs) will result in ineligibility for admission into any of the programs in Cox College.
- Medical marijuana (even with a valid Missouri medical marijuana card) is federally an illicit drug and if is detected during the random drug screening could cause ineligibility for admission.
 - Recreational marijuana is legal in the state of Missouri as of February 2023, but it is still CoxHealth policy that our staff who provides care to our patients comply with federal law. Therefore, any detection of marijuana during the random drug screening could cause ineligibility for admission to the program.
- The ASR program and Cox College will follow the guidance of the CoxHealth policy.



Current Student Information



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Current ASR Student Definition

Current ASR Student

Any student who is currently enrolled and in good academic standing with both Cox College and the ASR program. The individual is currently receiving academic instruction from Cox College and clinical experience training in an ASR affiliated and JRCERT accredited clinical site.

The ASR program faculty, clinical preceptors, any registered technologist employed by the clinical sites, and Cox College are responsible for their development as future radiologic technologists and adhering to the standards of practice set forth by the accrediting bodies.



ASR Course of Study

ASR Course of Study:

Radiography

First Year - Semester 1 (Fall)		Credit Hours
RAD 100	Patient Care in Radiography	3
RAD 110	Radiographic Anatomy	2
RAD 120	Imaging Procedures I	2
RAD 121	Imaging Procedures I Lab	3
RAD 141	Radiation Physics I	2
Semester Total		12

First Year - Intersession (Spring)		Credit Hours
RAD 101	Introduction to Clinical Practice	1

First Year - Semester 2 (Spring)		Credit Hours
RAD 122	Imaging Procedures II	3
RAD 123	Imaging Procedures III	2
RAD 142	Radiation Physics II	2
RAD 161	Image Production I	2
RAD 191	Clinical Practice I	2
Semester Total		12

First Year - Session 3 (Summer)		Credit Hours
RAD 192	Clinical Practice II	3
Semester Total		3

Second Year - Semester 4 (Fall)		Credit Hours
RAD 200	Radiographic Pathophysiology	2
RAD 250	Radiographic Image Analysis and Quality Control	2
RAD 262	Image Production II	3
RAD 270	Radiation Biology and Protection	3
RAD 293	Clinical Practice III	2
Semester Total		12

Second Year - Intersession (Spring)		Credit Hours
RAD 294	Clinical Practice IV	1

Second Year - Semester 5 (Spring)		Credit Hours
RAD 289	Professionalism and Ethics	3
RAD 299	Radiography Capstone	4
RAD 263	Image Production III	2
RAD 295	Clinical Practice V	2
Semester Total		12
General Education		25
Total Program Credit Hours		51



ASR Course Descriptions

RAD 100 Patient Care in Radiography (LEC and LAB courses) 3 Credit Hours

Prerequisites: ENGL 150, MATH 160, BIOL 118, BIOL 205, BIOL 206, CHEM 103 or Introduction to Physics w/lab, PSYC 101, INFM 160

Corequisites: RAD 110, RAD 120, RAD 121, RAD 141

An introduction to patient care in radiography to include: patient assessment, monitoring, communication, patient safety, infection control, medical emergencies, pharmacology, and medication administration. This course uses a combination of labs and lecture in a hybrid model. (2 theory, 1 lab)

RAD 101 Introduction to Clinical Practice 1 Credit Hour

Prerequisites: RAD 100, RAD 110, RAD 120, RAD 121, RAD 141 or equivalent and/or with advisor and program director approval

An introduction to the radiologic technology field including orientation to the clinical education settings and program policies. Clinical observations and rotations will be used to acclimate the students to the clinical setting. Additional training will be required to be completed for clinical setting compliance.

RAD 110 Radiographic Anatomy 2 Credit Hours

Prerequisites: ENGL 150, MATH 160, BIOL 118, BIOL 205, BIOL 206, CHEM 103 or Introduction to Physics w/lab, PSYC 101, INFM 160

Corequisites: RAD 100, RAD 120, RAD 121, RAD 141

An introduction to human anatomy with a detailed study of the structure of the human skeletal system with special emphasis on radiographic landmarks. This course uses a combination of labs and lecture in a hybrid model.

RAD 120 Imaging Procedures I 2 Credit Hours

Prerequisites: ENGL 150, MATH 160, BIOL 118, BIOL 205, BIOL 206, CHEM 103 or Introduction to Physics w/lab, PSYC 101, INFM 160

Corequisites: RAD 100, RAD 110, RAD 121, RAD 141

An introduction to radiographic procedures and terminology. This course emphasizes routine

radiographic procedures. Includes image analysis, image critique, radiation protection, and demonstrations of positioning. This course uses a combination of labs and lecture in a hybrid model.

RAD 121 Imaging Procedures I Lab

3 Credit Hours

Prerequisites: ENGL 150, MATH 160, BIOL 118, BIOL 205, BIOL 206, CHEM 103 or Introduction to Physics w/lab, PSYC 101, INFM 160

Corequisites: RAD 100, RAD 110, RAD 120, RAD 141

Lab demonstrations, lab practice, and lab evaluations of the basic radiographic positioning including routine and specialized positions of the extremities, chest, bony thorax, spine, cranium, and skull. Clinical observations will take place late in the semester as part of immersion process into the field.

RAD 122 Imaging Procedures II (Lab and Lecture)

3 Credit Hours

Prerequisites: RAD 100, RAD 120, RAD 121 or equivalent and/or with advisor and program director approval Corequisites: RAD 123, RAD 142, RAD 161, RAD 191

An advanced study of radiographic procedures and terminology. This course emphasizes fluoroscopic and special procedures. Includes image analysis, image critique, radiation protection, and demonstrations of positioning. (2 theory, 1 lab)

RAD 123 Imaging Procedures III

2 Credit Hours

Prerequisites: RAD 100, RAD 120, RAD 121 or equivalent and/or with advisor and program director approval Corequisites: RAD 122, RAD 142, RAD 161, RAD 191

An advanced study of radiographic procedures and terminology. This course emphasizes special views of bony anatomy. Includes image analysis, image critique, radiation protection, and demonstrations of positioning. (1 theory, 1 lab)

RAD 141 Radiation Physics I

2 Credit Hours

Prerequisites: ENGL 150, MATH 160, BIOL 118, BIOL 205, BIOL 206, CHEM 103 or Introduction to Physics w/lab, PSYC 101, INFM 160. or equivalent and/or with advisor and program director approval Corequisites: RAD 100, RAD 110, RAD 120, RAD 121

An introduction to the fundamental principles of energy, physics, and electromagnetic radiation as they relate to radiographic imaging. Special consideration is given to radiation classifications, exposure factors, radiation production, basic biological effects, and essential principles of radiation safety. This course uses a combination of labs and lecture in a hybrid model.

RAD 142 Radiation Physics II

2 Credit Hours

*Prerequisites: RAD 141 or equivalent and/or with advisor and program director approval**Corequisites: RAD 122, RAD 123, RAD 161, RAD 191*

An advanced discussion on principles of energy, physics, and electromagnetic radiation as they relate to radiographic imaging. Special consideration is given to advanced concepts on radiation classifications, exposure factors, interactions in matter, as well as radiation doses, units, and conversions. This course uses a combination of labs and lecture in a hybrid model.

RAD 161 Image Production I

2 Credit Hours

*Prerequisites: ENGL 150, MATH 160, BIOL 118, BIOL 205, BIOL 206, CHEM 103 or**Introduction to Physics w/lab, PSYC 101, INFM 160 or equivalent and/or with advisor and program director approval* *Corequisites: RAD 122, RAD 123, RAD 142, RAD 191*

An introduction to radiographic image production. The course includes an overview of the concepts and components used in radiographic imaging, especially their role in image formation, image quality, and patient exposure. This course uses a combination of labs and lecture in a hybrid model.

RAD 191 Clinical Practice I

2 Credit Hours

*Prerequisites: RAD 101 or equivalent and/or with advisor and program director approval**Corequisites: RAD 122, RAD 123, RAD 142, RAD 161*

Initial clinical education for first-year radiography students, conducted under direct and indirect supervision of registered radiologic technologists with rotations in a variety of clinical education settings. Experience leads to completion of competencies in general radiography exams and procedures. A minimum amount of clinical hours is required each clinical practicum with a range of 110-150 clinical hours per credit hour of clinical practicum.

RAD 192 Clinical Practice II

3 Credit Hours

*Prerequisites: RAD 191 or equivalent and/or with advisor and program director approval**Corequisites: None*

Continuation of clinical education for first-year radiography students, conducted under direct and indirect supervision of registered radiologic technologists with rotations in a variety of clinical education settings. Course includes a review of content from the first year in the program which is completed online and additional online assignments aimed at helping the student grow professionally. Students will learn about advanced modalities through didactic lessons, followed up with observation in the different advanced modalities provided at the clinical sites. Experience leads to completion of competencies in general radiography exams and procedures. Emphasis is placed on image analysis and quality control. A minimum amount of clinical hours is required each clinical practicum with a range of 110-150 clinical hours per credit hour of clinical

practicum. (2 clinical and 1 theory.)

RAD 200 Radiographic Pathophysiology

2 Credit Hours

Prerequisites: RAD 110 or equivalent and/or with advisor and program director approval

Corequisites: RAD 250, RAD 262, RAD 270, RAD 293 or equivalent and/or with advisor and program director approval

Normal structure and function of human systems with emphasis on related radiographic examinations and a study of the etiology and processes of human trauma and disease. Emphasis is placed on radiographic pathology of the body systems and the manifestations of the pathology. This course is offered fully online.

RAD 250 Image Analysis and Quality Control

2 Credit Hours

Prerequisites: RAD 141, RAD 142, RAD 161 or equivalent and/or with advisor and program director approval *Corequisites: RAD 200, RAD 262, RAD 270, RAD 293*

An advanced study of radiographic image quality, including receptor exposure, image contrast, spatial resolution, and distortion. The course also emphasizes image analysis, quality control, and factors influencing radiographic image quality. This course uses a combination of labs and lecture in a hybrid model.

RAD 262 Image Production II

3 Credit Hours

Prerequisites: RAD 161 or equivalent and/or with advisor and program director approval *Corequisites: RAD 200, RAD 250, RAD 270, RAD 293*

An advanced study of radiographic image production. The course includes an in-depth study of the concepts and components used in radiographic imaging, especially their role in image formation, image quality, and patient exposure. This course uses a combination of labs and lecture in a hybrid model.

RAD 263 Image Production III

2 Credit Hours

Prerequisites: RAD 262 or equivalent and/or with advisor and program director approval *Corequisites: RAD 289, RAD 295, RAD 299*

Continued study of advanced principles in radiographic image production. The course includes an in-depth study of the concepts and components used in radiographic imaging, especially their role in image formation, image quality, and patient exposure. This course uses a combination of labs and lecture in a hybrid model.

RAD 270 Radiation Biology and Protection

3 Credit Hours

Prerequisites: RAD 142 or equivalent and/or with advisor and program director approval
Corequisites: RAD 200, RAD 250, RAD 262, RAD 293

An in-depth study of radiation biology, to include the effects of ionizing radiation on living tissues, organs and systems. Advanced study of radiation protection principles and regulations. This course uses a combination of labs and lecture in a hybrid model.

RAD 289 Professionalism and Ethics

3 Credit Hours

Prerequisites: RAD 100 or equivalent and/or with advisor and program director approval
Corequisites: RAD 263, RAD 295, RAD 299

An introduction to professional advancement, professional credentialing, and professional organizations in the radiologic sciences. Includes discussions of medico-legal concepts, terminology, and analyses of potential medical ethical dilemmas. This course is taught using a hybrid method of instruction.

RAD 293 Clinical Practice III

2 Credit Hours

Prerequisites: RAD 192 or equivalent and/or with advisor and program director approval
Corequisites: RAD 200, RAD 250, RAD 262, RAD 270

Continuation of clinical education for second-year radiography students, conducted under direct and indirect supervision of registered radiologic technologists with rotations in a variety of clinical education settings. Experience leads to completion of competencies in general radiography exams and procedures. A minimum amount of clinical hours is required each clinical practicum with a range of 110-150 clinical hours per credit hour of clinical practicum.

RAD 294 Clinical Practice IV

1 Credit Hour

Prerequisites: RAD 293 or equivalent and/or with advisor and program director approval
Corequisites: None

Continuation of clinical education for second-year radiography students, conducted under direct and indirect supervision of registered radiologic technologists with rotations in a variety of clinical education settings. Includes additional rotations in specialty imaging modalities, to include interventional radiology, cardiac cath lab, computed tomography, nuclear medicine, diagnostic medical sonography, radiation therapy, mammography, and magnetic resonance imaging as requested. Additional online components and assignments will be utilized to prepare the students for their final semester of clinicals. A minimum amount of clinical hours is required each clinical practicum with a range of 110-150 clinical hours per credit hour of clinical practicum. (.5 clinical and .5 theory.)

RAD 295 Clinical Practice V

2 Credit Hours

*Prerequisites: RAD 294 or equivalent and/or with advisor and program director approval**Corequisites: RAD 289, RAD 263, RAD 299*

Continuation of clinical education for second-year radiography students, conducted under direct and indirect supervision of registered radiologic technologists with rotations in a variety of clinical education settings. Includes continued rotations in specialty imaging modalities if requested, to include interventional radiology, cardiac cath lab, computed tomography, nuclear medicine, diagnostic medical sonography, radiation therapy, mammography, and magnetic resonance imaging. Students entering their advanced modality training pathways early may complete additional observation hours as part of their clinical experience. A minimum amount of clinical hours is required each clinical practicum with a range of 110-150 clinical hours per credit hour of clinical practicum.

RAD 299 Radiography Capstone

4 Credit Hours

*Prerequisites: All program courses must be complete except for RAD 289, RAD 263, & RAD 295 or equivalent and/or with advisor and program director approval**Corequisites: RAD 289, RAD 263, RAD 295*

A comprehensive overview of the program curriculum in preparation for the ARRT certification examination in Radiography. The course uses a combination of third-party resources, didactic review of previous taught content, and mock examinations to prepare the student for success on the national registry. This course is taught using a hybrid method of instruction and requires assignments and work to be completed outside of seated classroom time.



Progression Requirements and Statement Policy

Cox College ASR program uses cohort style classes, with a new cohort of students beginning each fall semester. The number of students selected each year is based upon the number of approved clinical sites, the number of applicants, and the quality of the applicants. The students progress through the same courses and practicums on the same schedule together. The total length of the program is scheduled for completion in roughly 22 months. There are situations where a student may have to complete the program over a longer period of time. Those are usually due to a leave of absences (LOA) being granted by the program or if the student does not meet the requirements for the capstone course (RAD 299) in their second semester.

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.



ASR Program Grading Scale

Grading Scale

Grades are assigned using the following scale:

Grade **Percentage** **Quality Points**

A	93.0% - 100%	4.0
A-	90.0% - 92.99%	3.7
B+	87.0% - 89.99%	3.30
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%	1.00
D-	60.0% - 64.99%	0.7
F	0% - 59.99%	0.0

W Passing

WP Withdraw

WF Withdraw Failing

WN Withdraw Not Passing*

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.



Cohort Progression

First Semester (Fall) – “Introductory Period”

The first year ASR students begin with an introductory session during the cohort’s first fall semester of 16 weeks. This semester includes didactic instruction and lab demonstration with simulations for radiographic positioning. Students will also be introduced to the clinical setting during this semester through early clinical immersion days. These early clinical immersion days consist of half days spent observing a second-year student and working with technologists in the clinical setting. First semester students undergo HIPAA training before they begin the clinical immersion experience.

Classes and labs are held Monday through Thursday during the first fall semester of the cohort, with Fridays being alternative learning days as needed. Didactic classes are generally held on Tuesday and Thursday, with positioning lab instruction on Monday, Tuesday, and Wednesday. Fridays are reserved for the student who need additional support in the lab and classroom setting, as well as alternative instruction days as needed.

During this introductory period, the students are learning the basic physics associated with radiography in RAD 140, radiographic anatomy in RAD 110, general routine positioning skills in RAD 120 and 121, and patient care in RAD 100. In RAD 100, labs are done where the students get experience with the C-arm, patient lifting and moving, the portable machine, patient history, IV/phlebotomy, and a brief introduction to fluoroscopy.

Technique selection is not heavily emphasized in the introductory period as the students are often trying to focus on the understanding the basics of positioning and using the equipment. As well as the fact that techniques vary so widely from clinical site to clinical site and technologist to technologist. Techniques are progressively introduced into the student’s lab evaluations in RAD 121 as well as being added to the requirements in RAD 123 positioning labs in the spring.

Class times may begin as early as 8:00 a.m. and end as late as 4:00 p.m. this semester.

The students must pass all courses in the first semester successfully, based upon the [ASR Progression Policy](#).

Second Semester (Spring)

Upon completion of the introductory session, the first-year student is progressed to the clinical practicum component of the program. Their clinical experience begins for the student during the spring intersession, which immediately follows the college's winter break. Generally, the first two weeks of January before the spring semester begins. The course during the two-week intersession, RAD 101, is a one-credit clinical introduction course.

The intersession course consists of site-specific orientations, patient lifting/moving refresher with nurse education staff, discussions with supervisors and technologists from different departments, tours of the facilities, as well as other pertinent training and discussion related to clinicals. Clinical rotations begin towards the end of the intersession with second-year students aiding in the transition into the clinical setting for the first-year students.

The students are taught about MRI safety through a discussion and PowerPoint with an MRI technologist, given a MRI safety quiz to complete, watch a video on MRI safety, and are screened for MRI safety by a level two MRI technologist upon completion of the ***MRI Screening Form***. This screening of the first-year students is completed ***before*** they may enter clinicals. The screening is necessary in case they are called to help in an MRI suite at any point of their clinical experience. The MRI screening form is completed at the beginning of each semester the student is in the program, including the first fall. The form is then repeated in each subsequent semester as part of their practicum course. The students sign an agreement that it is their responsibility to notify the program if their status on the screening sheet shall change for any reason. The MRI screening sheets are reviewed by level 2 MRI technologists and forwarded to the MRSO for additional review.

After the intersession course concludes, the spring semester of their first year begins with alternating class and clinical days. The first-year students attend class on Monday and Wednesday, while performing clinicals as part of RAD 191 on Tuesday, Thursday, and Friday. Class times may begin as early as 8:00 a.m. and end as late as 3:00 p.m. this semester. Having the cohorts on different class days allows the ASR faculty more time to focus on each individual cohort during the spring semester. The two cohorts are only in clinicals on Fridays together, when most of the second-year students are doing additional specialty modality observations and rotations.

Generally, all shifts are scheduled for 7.0 clinical hours per day, with a maximum of 10.0 allowed per day. Clinical shifts on the weekend are scheduled up to 10.0 hours per day. The clinical times vary based on the location's peak volume times and providing the student with the most opportunity for experience. The day shift can begin as early as 6:30 a.m. or as late as 9:00 a.m. The day shift can end from 1:30 p.m. up to 4:00 p.m. The evening shift typically begins at 2:30 p.m. and the latest at 8:00 p.m. and can end at 9:30 p.m. up to 2:00 a.m. The students are allowed at least a 30-minute lunch break on each shift. Most sites allow students at least a 45-minute lunch break. Clocked hours for the spring semester including the intersession course equals approximately 375 clinical hours with an additional 125 hours spent in the classroom.

The 45-minute break has been agreed upon in the past by the sites, students, and program faculty based on feedback from all parties of interest. Due to the large volume of employees in line and a long walking distance at some sites it was recommended for 45-minutes. Sites that do not have on-site food options (such as Jordan Valley, or the Martin Center) have allowed students to take up to an hour lunch break at their discretion.

Students are discouraged from not taking a lunch break, as they are not to be used to staff the department. However, they are told taking a later lunch, or earlier lunch due to workflow, being involved in a surgical case they cannot leave, completing a competency exam, patient care, etc. is permissible as long as they are getting a break at some point.

Not taking a lunch, just to leave early is NOT allowed, unless they previously arranged the situation with the clinical coordinator. If a student misses lunch due to legitimate reasons, the technologist working with that student shall contact the clinical coordinator with the reason and explanation. A student who misses lunch during an entire shift will be given compensation for that time lost by the clinical coordinator.

The shift times are based on the locations ability to have a Clinical Instructor/Preceptor scheduled as well. The student is encouraged to communicate with the Clinical Coordinator regarding any schedule needs they may have. Starting and ending hours may be adjusted for the student due to childcare or other reasonable circumstances arranged through the Clinical Coordinator and/or Program Director.

Any additional time that the student accrues for clinical experience that is past the regular end of a shift, they may use it to reduce their time on another shift during the same practicum grading period. The students are limited to no more than a total of forty (40) hours of combined clinical and classroom clocked time per week in accordance with the JRCERT Standards of Accreditation. The students generally do not exceed 35 hours of scheduled time.

However, if the student fills out an ***Over 40 Time Exemption Form*** which is found on Trajecsys and submits it to the Clinical Coordinator and is approved to go over the 40 hours for the week by the Clinical Coordinator and/or the Program Director. Despite the over 40 exemption form, the student is not allowed to do more than 10 clocked hours, not counting lunch/dinner break(s), unless they complete the ***Over 10 hour per day time exemption form***, also found on Trajecsys. These are to be used ***only in rare and extenuating instances*** and the student should not rely on submission of the forms meaning guaranteed approval.

The second semester, or spring semester of their first year, the students take a course, RAD 123, on specialty views, trauma positioning, and other required positioning exams by the ARRT. The clinical sites are encouraged to provide the faculty with views commonly done at their location, that may not be currently taught in either the routine procedures course (RAD 120) or the advanced imaging course (RAD 123). This second semester is also when the students are introduced further into the components of the equipment, such as AEC and grids in RAD 161. Techniques are emphasized more in both RAD 123 and RAD 161. RAD 122 is the first time the students are formally studying fluoroscopy and the exams related to that area of discipline. The students are exposed to fluoroscopy in the clinical setting sometimes before they learn about it in

the classroom setting. So, please be cognizant of that when they are in their first semester of clinicals.

Third Semester (Summer)

During the first-year cohort's summer semester, the students are in clinical practicum RAD 192. The summer semester follows the [Cox College Academic Calendar](#) and is generally 8-9 weeks in length. The students only attend clinicals for 35 hours per week during this semester and they perform online assignments related to their clinical experience as well.

These assignments include refresher quizzes on material from the first-year courses, quality assurance, technique selection, a resumé, specialty modality research, as well as clinical site and preceptor surveys.

The students will begin their specialty observation education in the second half of this semester after learning of the different modalities through course instruction. Clocked hours for the summer semester equal approximately 275 clinical hours with additional hours spent working on course assignments in the online environment.

Fourth Semester (2nd Fall)

During this semester, the second-year students are performing clinicals in RAD 293 on Monday, Wednesday, and Friday of each week, with classes being held on Tuesdays and Thursdays. Some classes are hybrid. The students' didactic coursework is their heavier content semester. They have coursework focusing on radiation protection in RAD 270, digital imaging in RAD 262, and quality assurance and control in RAD 250. Additionally, they take pathophysiology in RAD 200, which is a fully online course. Students interested in a specialty area that may have an earlier deadline for its application process are encouraged to contact the clinical coordinator to arrange additional observations in that area during their second fall semester. Clocked hours for the summer semester equal approximately 325 clinical hours with additional classroom hours of approximately 96 hours. Class times may begin as early as 8:00 a.m. and end as late as 3:00 p.m. this semester. Clinical times vary and are similar to previous semesters and arranged by the clinical coordinator.

Fifth Semester (2nd Spring)

There is an intersession course (RAD 294) for the two weeks before the spring semester begins. This course immediately follows the winter break. The dates for this course are dependent on the college academic calendar. The second-year students perform clinicals for the days the college is open during that intersession. The students also complete online assignments related to their clinical experience during the intersession course.

The spring semester begins after the intersession ends, with the second-year students having two days of didactic classes and three days of clinicals for the first eight weeks of the semester. The second-year students have clinicals in accordance with their spring practicum clinical schedule in RAD 295. This practicum allows for the students to explore the specialty modalities further,

through observations in many of the different modalities. Times for the shifts in the specialty areas may vary. We work closely with the different areas to allow students to see multiple areas even within one modality.

Class days in the second spring semester can begin as early as 8:00 a.m. and go until as late as 4:30 p.m. based upon the number of credit hours per semester. These courses in the first 8-weeks cover the circuit and instrumentation in RAD 263, ethics and professionalism in RAD 289, as well as the review and introductory portion of RAD 299 capstone course. During the second eight-weeks of the RAD 299 course, one day is used as virtual learning or alternative learning methods, where the students can study and take mock exams off-campus if they would like. The virtual day may be removed from the cohort or individuals as deemed necessary by the ASR faculty.

The ASR Radiography Capstone, RAD 299, course in the spring of the student's second year will consist of structured content review. The students will have a variety of reviews covering all topics discussed in the program, followed by mock exams, independent study, and focused testing in preparation of their ARRT registry.



ASR 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
- 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.



Financial Aid Services

Cox College offers scholarships and can help with the process of receiving financial aid through federal student loans, private student loans, grants, and other sources. Cox College participates in work-study programs as well.

For the most comprehensive and up-to-date financial aid information please continue to their website: <https://coxcollege.edu/admissions/financial-aid/>

The Financial Aid Office is located on the third floor of Cox College.

Personnel is available Monday – Friday 7:30 a.m. – 4:00 p.m.

Appointments are encouraged, but not necessary. Please stop at the front desk to check the availability of the Financial Aid Counselors.

To contact the financial aid office, please email the team at: FinancialAid@coxcollege.edu

Contact Personnel:

- **Steve Nichols**, Director of Financial Aid, Rm #312, (417) 269-3045
- **Leesa Taylor**, Financial Aid Counselor (Verification/Scholarship/Access Missouri), Rm #313, (417) 299-8238
- **Angela Duvall**, Financial Aid Counselor (Federal Loans/Sub/Unsub/Grad Plus/Private Loans), Rm #311, (417) 299-5147
- **Tina Neff**, Default Prevention Specialist and Counselor (Pell Grants, Return to Title IV, Deferments, Work-Study), Rm #310, (417) 299-5185
- **Email:** FinancialAid@coxcollege.edu



Student Services Provided by Cox College and CoxHealth

Cox College is proud to offer a variety of services for those students who choose to attend classes at Cox College. Services provided to distance education students as well as on-campus students.

On-Campus Coffee Store

Cox College has a branch of Primrose Perk at the main entrance of the college. Primrose Perk serves freshly made coffee and tea drinks, in addition they serve grab-and-go food items, drinks, and Cox College merchandise.

On-Campus Cafeteria and Eating Options

Cox North hospital has a cafeteria that serves the employees of CoxHealth North, the students of Cox College, visitors, and patients to the hospital and college campus. There is a Subway across the street from the Cox North Emergency Room. Commercial Street and downtown Springfield have a variety of restaurants and coffee shops within a short distance of the campus.

Computer Lab

Cox College has a lab on the second floor that students have 24/7 access to, including black and white and color printers using their student accounts.

High Speed Internet

Cox College provides the students on campus with free access to high-speed internet access.

Meeting and Study Spaces

There are a variety of spaces for individuals or groups to come study at Cox College.

Simulation and Skills Centers

State of the art simulation and skills centers are available for students to practice their skills.

Library Services

Cox College students have access to the library services offered through CoxHealth.

Tutoring Services

The Students Resource Center offers a wide range of tutoring, testing, and study services.

Student Resource Center

The Student Resource Center (SRC) has a website that can be located by clicking on the hyperlink: <https://coxcollege.edu/academics/academic-resource-center/>

The Student Resource Center (SRC) at Cox College provides support for students in academics and personal and social development. The SRC aids students in developing transition-to-college foundations such as study strategies, note-taking tips, test-taking proficiencies, time management skills, learning styles assessments, and relaxation techniques, as well as providing guidance in dealing with stress, anxiety, and personal concerns. All students are encouraged to use the support services available through the SRC and may suggest additional ideas or make comments via a suggestion box.

Students are encouraged to seek counseling help when they first experience signs of distress or have other issues that they would like to discuss in a confidential setting. Cox College offers free counseling services to current students. To schedule an appointment, please email Dr. Raquel Morrow, EdD, LPC at Raquel.Morrow@coxcollege.edu.

Off-campus community counseling and treatment services are available from the [following resources](#).

Pregnancy & Parenting Assistance

Pregnant and Parenting students have certain protections under Title IX. (For our purposes, “parenting” students are those with newborn children. Qualifying circumstances may allow for extended support when deemed medically necessary.) Title IX coverage extends to pregnant students and new mothers because pregnancy is a phenomenon only experienced by women.

If you are a student, or know a student, who you believe falls under Title IX Pregnant and Parenting protection, please email Dr. Raquel Morrow at Raquel.Morrow@coxcollege.edu for assistance.

Disability Services

In support of the college’s mission, vision and core values, the Disability Support Services Office commits to collaborating with faculty, staff, students, and the community to encourage a college environment in which individuals are viewed on the basis of ability, not disability.

We are thrilled you have chosen to pursue your educational goals at Cox College, and we look forward to serving and supporting you in your endeavors.

The Disability Support Services Office personnel continue to be available remotely by phone, email, or Zoom online videoconferencing as well.

To get started, please email us at: Disabilityservices@coxcollege.edu

Student Emergency Fund

Cox College provides current students with emergency funds through a request that can be made by the student or other individual on behalf of the student through the CARE team's website.

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

Funds can be requested for food, transportation, medical, or other reasons.

Off-Campus Counseling & Treatment Services

Burrell Behavioral Health

1300 Bradford Parkway
Springfield, MO
(417) 761 5000

The Burrell Center is for outpatient mental health benefits. Payment is based on co-pay and insurance, proof of income, etc.

Burrell Center Crisis Assist Team: (24-hour Hotline)

(417) 761 5555
1 (800) 494 7355

Carol Jones Recovery Center for Women

2411 W. Catalpa
Springfield, MO
(417) 862 3455

Center for Addictions

1423 N. Jefferson
Springfield, MO
(417) 269 2273

Cox North Hospital

1423 N. Jefferson
Springfield, MO
(417) 269 3000

Cox South Hospital

3801 S. National
Springfield, MO
(417) 269 6000

Marian Center

1235 E. Cherokee
Springfield, MO
(417) 820 2000
(417) 820 7440

Mercy Behavioral Health

1312 E. Lark
Springfield, MO 65804
(417) 820 3707

Mercy Clinic Psychology
2030 S. National, Suite 105
Springfield, MO 65804
(417) 820 9590

Mercy Hospital
1235 E. Cherokee
Springfield, MO
(417) 820 2000

MSU Center City Counseling Clinic
Park Central Office Bldg. (Corner of South and McDaniel)
(417) 836 3215

MSU Counseling Center
901 S. National
Springfield, MO
(417) 836 5449

Murney Clinic
1322 South Campbell
Springfield, MO
(417) 865 8943

Ozarks Counseling Center
1550 E. Battlefield, Suite A
Springfield, MO
(417) 869 9011

Sigma House Recovery Center
800 S. Park Ave.
Springfield, MO
(417) 862 3339

The Victim Center:
819 N. Boonville Ave.
Springfield, MO
(417) 863 7273
(417) 864 7233 (Hotline)
Open 8:00 a.m.-6:00 p.m. Monday-Thursday.

Springfield Police Department
911 or (417) 864 1810

Sheriff Greene County
(417) 868 4040

Cox Medical Center South Emergency Department

3801 S. National

(417) 269 6000

Mercy Hospital Emergency Department

Corner of National and Sunshine

(417) 820 2000



ASR Program 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 for additional information.

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).
 1. The current ARRT Standards of Ethics can be found here: [arrt-standards-of-ethics.pdf \(kc-usercontent.com\)](https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-requirements) or through the ARRT website: <https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-requirements>
7. The ASRT provides additional Practice Standards of care that should be followed and can be found here: <https://www.asrt.org/main/standards-and-regulations/professional-practice/practice-standards-online>



DRESS CODE POLICY

The ASR program follows the CoxHealth policy for dress code. In addition to this policy, students are reminded that they must abide by the dress code policy at the clinical site they are assigned to that may not be CoxHealth affiliated. The in-services for those facilities should cover their specific policy.

For lecture class days, students may wear “street clothes” that are appropriate for the classroom. During RAD 121 and RAD 100 labs, students may be required to wear Cox College navy blue scrubs.

Cox College ASR Adopted Policies

1. Whether wearing uniforms or street attire, all clothing should be clean, free of stains, unwrinkled and fit appropriately.
2. I agree that my attire will cover chest, midriff, and bottom etc. at all times. Clothes that are too tight or revealing are not acceptable and I may be asked to go home and change.
3. Jewelry should be worn in moderation within the following restrictions:
 - a. No dangling earrings longer than one inch.
 - b. No hoops larger than two inches.
 - c. No earrings larger than a quarter in diameter.
 - d. 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.)*
 - e. 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.
4. Extreme fashions and hairstyles/colors are not acceptable. Employees/students may not display gang or satanic paraphernalia.
5. Tattoos considered offensive by co-workers or any hospital personnel, must be covered while at work/clinical.

6. Employees/students should bathe or shower regularly and use an effective body deodorant and breath freshener.
7. Perfumes and/or scented lotions are not permitted to be worn by employees/students in patient care areas.
8. Nail polish is permitted but should not be chipped. Artificial nails are not permitted and nail length should be less than ¼”.
9. I understand that my hair must be pulled back off of my shoulders at all times in labs and patient care areas.

Cox Health’s Dress Code Policy

Non-Clinical and Clinical Areas

A. Work Attire – General Standards

1. Whether wearing uniforms or street attire, all clothing should be clean, free of stains, unwrinkled and fit appropriately. Clothes that are too tight or revealing are not acceptable.
2. Exercise and athletic wear are not permitted. This includes yoga pants, sweatshirts, sweatpants, and hoodies.
3. T-shirts are not permitted as a primary garment unless a department is predominantly exposed to the elements, such as warehouse and Grounds). In limited circumstances, Administration may designate special events – *for example: athletic teams for playoff purposes, etc. If this occurs, employees will be notified in advance of this provision.*
4. T-shirts should not be worn under a jacket, scrub jacket, or lab coat.
5. Leggings are permitted only when worn as hosiery.
6. Denim material, in any color, is not acceptable attire.
7. Hemlines of skirts must present a conservative, business-like image.
8. The length of pants for all employees should be to the ankle.
9. Sleeveless dresses or shirts are acceptable when presenting a professional appearance. It is not appropriate or acceptable to wear any kind of tank top, a top with spaghetti straps, halter top, or crop top.
10. Shirts and pants combined will at all times cover the midriff area.
11. Shoes should be clean, polished and in good repair. Shoes with moderate heels are preferred. The style of shoe acceptable may vary between departments, based on the directive to maintain a professional appearance and regulatory compliance.
12. However, the following types of footwear are not permitted in any department:
 - a. Flip-flops
 - b. Slippers
 - c. Vented rubber ‘cros’ and similar styles that have vented holes on dorsal surface

- d. Toe shoes, a/k/a ‘five finger’ shoes, ‘foot fingers,’ ‘foot gloves,’ or ‘barefoot shoes.’
12. Jewelry should be worn in moderation within the following restrictions:
- a. No dangling earrings longer than one inch.
 - b. No hoops larger than two inches.
 - c. No earrings larger than a quarter in diameter.
 - d. Employees 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.*)
 - e. Employees 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.
13. Extreme fashions and hairstyles/colors are not acceptable. Employees may not display gang or satanic paraphernalia.
14. Tattoos considered offensive by co-workers or any hospital personnel, must be covered while at work.
15. Employees should bathe or shower regularly and use an effective body deodorant and breath freshener.
16. Perfumes and/or scented lotions are not permitted to be worn by employees in patient care areas. Employees in non-patient care areas may wear them, but they may be asked to refrain if doing so has a negative effect upon fellow employees or patients/guests.
17. Nail polish is permitted but should not be chipped.

Clinical Areas Only

- 1. Male employees may be required to be clean shaven if necessary for proper tuberculin (TB) masking fitting.
- 2. Long hair should be secured to avoid dangling on to patients.
- 3. Wearing hospital provided scrubs is restricted to the following areas:
 - a. Surgical Services, including Surgery Holding, PACU, Sterile Processing, and any personnel entering a surgical suite for any purpose (i.e. Radiology or equipment vendor).
 - b. Labor and Delivery

- c. Cardiac Catheterization Laboratory
 - d. Interventional Radiology, including Radiology nurses
4. Employees are expected to wear their own clothing to and from the hospital. Scrubs are not to be removed from the hospital for any reason.
 5. Scrubs are not to be altered in any way. Examples of prohibited alternations include:
 - a. Hemming of pants or shortening by cutting
 - b. Cutting of side seams
 - c. Removal of pockets

Holiday Attire – General Standards for Clinical and Non-Clinical Areas

1. Holiday attire is appropriate only for the following holiday periods as recognized by the organization:
 - a. Valentine’s Day – the week before and the day after
 - b. St. Patrick’s Day – the week before and the day after
 - c. July 4th – the week before and the day after
 - d. Halloween – the week before and the day after
 - e. Thanksgiving – the week before and the day after
 - f. Christmas – December 1st through December 31st
2. Holiday attire must be tasteful at all times. Coloring of hair in a holiday theme is not acceptable.
3. Costumes worn in conjunction with Halloween will be allowed in a department as approved by the department manager and respective Vice President for the area.
4. Holiday sweatshirts are permitted if approved by the department manager and respective Vice President for the area.

Department Dress Standards

This policy is not meant to be all-inclusive. Health system leaders may prohibit attire or fashions not specifically identified by this policy that are inconsistent with the intent of this policy to maintain a professional appearing workforce.

Variations from this policy, specifically more stringent guidelines, may be determined appropriate based on specific patient or safety requirements. Department-specific variations must be recommended by the department manager, in writing, and approved by the appropriate Vice President and the Vice President of Human Resources. Any other exceptions to this policy should be reviewed with Human Resources.

Compliance

Adherence to the dress code applies whenever employees are at work, in any capacity, including educational sessions.

It is the responsibility of the direct supervisor to address dress code violations. If an employee is found to be in violation of any aspect of this policy, the direct supervisor may require the employee to leave the premises until he/she is compliant with these standards. Violations of this policy may lead to disciplinary action, up to and including separation.



NOTIFICATION OF PREGNANCY PROCEDURE

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 Associate of Science in Radiography program 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. Changes to the clinical schedule may be made to remove the pregnant student from higher exposure areas.
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.

**While the Cox College ASR program follows the guidelines from the CoxHealth pregnancy policy as provided above, the ASR program provides additional options compared to the health system's policy. Students who become pregnant can provide a written notice of voluntary declaration. The student may provide a written letter of withdrawal from the program, or they may request for a leave of absence (LOA). If a student chooses a LOA, they can return with the next cohort at the point where they left their current cohort semester wise. Students may continue in the program with clinical component options mutually agreed upon by the college and the student and in accordance with Title IX. The student may continue without modification to their clinical components. The ASR program wants to assure that radiation exposure to the student and the fetus are kept as low as reasonably achievable (ALARA).*



ASR Breastfeeding/Pumping Policy

A nursing mother, who is a Cox College ASR student, is allowed to pump breast milk as needed for her child(ren). The student **will not** be penalized for her missed clinical time, lab time, or class time for having to pump. The student and the faculty will need to coordinate with the student support services department to provide the best possible and reasonable accommodations for the student.

Cox College will provide a safe, private, and secure environment for the student who needs to pump, in accordance with the Cox College and CoxHealth policies. This will be provided at both the college campus and clinical sites.

In accordance with federal law in the Patient Protection and Affordable Care Act amended section 7 of the Fair Labor Standards Act (FLSA), the student will be provided a private room that is not a restroom during the school/clinical day. The student will also be given break(s) to express milk separate from and in addition to the meal break given to all students during the day.

The room(s) and accommodations of the schedule will be arranged after discussion between the student, faculty, clinical coordinator, the Title IX office, clinical supervisors, and student support services staff.



RADIATION SAFETY POLICY FOR STUDENTS

CoxHealth provides the ASR students with dosimeters at no cost to the student. Unless the dosimeter is lost, then there is a replacement cost.

ASR students must wear this dosimeter:

- **Anytime they are near radiation exposure:**
 - In an energized lab room, or other facility x-ray room, simulation operating room with the c-arm, or when working with the portable machines and exposures will be made.
- **Anytime the student is in the clinical setting.**

If the student is hired as an employee of a radiology department, they must wear a separate dosimeter for that job and not their student monitor. They should not wear both at the same time either.

If a student loses their radiation monitor, they must notify the clinical coordinator for a replacement. **The student will not be allowed to attend clinicals if they do not have their dosimeter badge.** The clinical coordinator will contact the radiation safety officer to receive a replacement badge. The student may have to use their absences, or other acquired time off to supplement for the missed clinical time.

If a student is declaring pregnancy, they will receive a fetal badge. If they have questions regarding the fetal badge and the process, they can refer to the [fetal monitoring section](#) in this handbook, or discuss it with the clinical coordinator.

Student Dosimeter Badge Reports

ASR students will receive their individual dose reports quarterly, once they are made available to the program. To make it easier for the student to view all their dose reports at any time and to keep individual privacy, the readings are entered onto the student's Trajecs account. The student is required to view and electronically sign off on the report that they viewed the report. This report is for college-issued dosimeters, not for any dosimeters provided by employers or

other organizations. For those reports, the student shall contact the supervisor or radiation safety officer for the issuing institution.

Elevated Dosimeter Report Reading Procedure

If a student receives a high, or elevated, reading on their quarterly dose report:

- The clinical coordinator and/or radiation safety officer will discuss the reading with the student to determine if the reading may have been erroneous or accurate.
 - If the dose is found to be inaccurate:
 - The clinical coordinator and/or radiation safety officer will provide additional care instructions for the dosimeter badge (i.e. not to leave it in car)
 - The clinical coordinator will provide documentation to the radiation safety officer explanation of the reading.
 - If the dose is found to be accurate:
 - The clinical coordinator and/or radiation safety officer will review radiation safety measures with the student, to ensure the student is providing themselves with the maximum amount of personal protection from radiation, while maintain patient care standards.
 - The clinical coordinator and/or radiation safety officer may observe the student during clinicals.
 - The student may be pulled from working in clinical rotations per CoxHealth policy on high, or elevated readings.
 - The clinical staff may be given additional guidance and training on radiation safety, especially when students are working alongside them.
 - The clinical coordinator may contact the radiation safety officer for further instructions and guidance.
- The clinical coordinator will report to the program director and radiation safety officer the findings after discussion with the student as well as the plan of action taken by the student, clinical site, and/or clinical coordinator.

Adapted from Cox Health's Policy

As part of this review, the RSO and Radiation Safety Coordinator identify individuals whose quarterly and/or yearly occupational dose has exceeded any ALARA Investigational Levels established by the RSC and NRC.

The RSO and Radiation Safety Coordinator investigates each time an ALARA Level II is exceeded with that individual and/or the individuals' supervisor. The RSO or Radiation Safety Coordinator evaluates whether the measured dose correctly represents the individual's occupational dose.

- If the measured dose is correct, education, discussion and/or observation may be completed.
- If the measured dose is not correct, they will describe why the measured dose is not the correct occupational dose and provide justification and an estimated dose to change the individuals' permanent dose record.
- The investigation is documented and reviewed by the RSC. Recommended changes to an individual's permanent dose record or ALARA categories are decided by the RSO or Radiation Safety Coordinator and reported to the Radiation Safety Committee.
- For the situation where individuals in one group consistently exceed ALARA levels and doses are deemed reasonable, the RSO may recommend that the group be changed to a different dose calculation.

CoxHealth ALARA Occupational Worker Exposure Levels:

Reports of Exposures Less Than ALARA Level I:

- Except when deemed appropriate by the RSO or Radiation Safety Coordinator, no action will be taken and no reports made in those cases where an individual's dose is above the minimum detected by the personal monitoring device, but less than the CoxHealth ALARA Level I limits.

Exposures Greater than ALARA Level I but less than Investigation Level II:

- The RSO or Radiation Safety Coordinator shall report the exposure to the Radiation Safety Committee,
- The Radiation Safety Committee will review each exposure higher than Level I but less than Level II to compare it with the exposure histories of others performing similar tasks as an index of ALARA compliance. No additional action related to the exposure is required unless deemed appropriate by the RSC.

Reports of Exposures Greater than Investigation Level II:

- The RSO or Radiation Safety Coordinator shall notify via e-mail the participant and participants Supervisor of exposure exceeding CoxHealth ALARA Level II.
- An investigation to determine the cause of the exposure should be reported to the Radiation Safety Coordinator and participant should take any necessary corrective action.
- The RSO or Radiation Safety Coordinator shall report the exposure to the Radiation Safety Committee, Hazardous Materials Committee as well as the PE Committee.
- A copy of the notification letter shall be attached to the RSC meeting minutes beginning February 2019.

The following is adapted from the CoxHealth Radiation Safety Policy:

Radiation Worker

All employees who operate radiation producing equipment or perform procedures involving radiation should:

- Maintain radiation exposure, ALARA, for patients and staff.
- Wear personnel radiation monitor(s) correctly and be compliant with timely return of monitor(s) if assigned.
- Be responsible for reporting loss of monitors or erroneous exposures to monitor.
- Use appropriate personal protective equipment (PPE) to include lead shielding when appropriate.
- Be able to locate the policies, procedures and manuals pertaining to their work duties.
- Follow the radiation safety instructions and procedures outlined in this Radiation Safety Program.
- Report unsafe conditions involving radiation to the Radiation Safety Coordinator and RSO.
- Know the appropriate response to emergency situations involving imaging/therapeutic equipment.
- Safely operate radiation producing equipment.
- Complete annual radiation safety training as assigned.

Student Radiation Worker

Students training in a specific field of radiation shall:

- Be expected to adhere to the Radiation Safety Program guidelines.
- Complete the training modules and or education on radiation safety before beginning clinical rotations and annually when assigned.
- Maintain radiation exposure As Low As Reasonably Achievable (ALARA) for patients and staff.
- Wear a personnel radiation monitor(s) correctly and be compliant with timely return of monitors. Responsible for reporting loss of monitors or erroneous exposures to monitor.
- Is able to locate the policies, procedures and manuals pertaining to their work duties for each department they rotate through.
- Report unsafe conditions involving radiation to the Radiation Safety Coordinator.
- Follow the radiation safety instructions and procedures outlined in this Radiation Safety Program.
- Know the appropriate response to emergency involving diagnostic imaging equipment.
- Safely operates radiation producing equipment.

CoxHealth ALARA Student II Occupational Worker Exposure Levels:

JRCERT changed its requirements for Student exposure levels;

- Student monitors are only to be worn during a student's clinical rotations
- Student monitors are not to be worn while student is working as a CoxHealth employee. Students will have a separate monitor to wear during their working hours.
- The student annual limits are 10% of the regulatory limits, and consistent with the regulatory requirement on Occupational dose limits for minors.
- Corresponding ALARA levels were calculated using methodology consistent with Categories A and B.
 - See Table 1 for ALARA Category C

Table 1 CoxHealth ALARA Investigational Levels for Occupational External Doses (mrem)

Dose Category	ALARA Category	Level 1 Quarter	Level 2 Quarter	Level 1 Year	Level 2 Year
Whole body (deep dose of body badge DDE)	A	125	375	500	1500
	B	250	750	1000	2500
	C	12.5	37.5	50	150
Lens of Eyes ("lens" dose of body badge LDE)	A	125	375	500	1500
	B	250	750	1000	2500
	C	37.5	112.5	150	450
Skin of whole body ("shallow" dose of body badge, SDE)	A&B	1250	3750	5000	15000
	C	125	375	500	1500
Extremities ("shallow" dose of ring or other extremity badge)	A&B	1250	3750	5000	15000
	C	125	375	500	1500

Category subgroups:

Category A – All employees whose external dose could be in excess of 10% of occupational dose limits.

Category B – Radiation Workers whose primary job is fluoroscopy.

Category C- Cox College Radiology Students- Clinical hours only

Fetal Monitoring

It is the policy of CoxHealth to assure that all reasonable steps are taken to protect an unborn child during radiological exams.

The purpose of this program is to inform the female Occupational Worker of the NRC, NCRP and CoxHealth Radiation Safety Committee recommendations, to create an awareness of the potential of some increased risk to the embryo/fetus, to remind her of the importance of following radiation safety procedures, and to let her know the options.

Occupational Workers should be aware and understand the special precautions concerning exposure during pregnancy. In keeping with the ALARA philosophy, the fetal monitor exposure of the expectant mother should not exceed 50 mrem per month or 500 mrem for the entire gestation period. If an anticipated fetal dose is expected to be less than 100 mrem for the gestational period, supplementary fetal monitors may not be required. During your pregnancy, you are encouraged to monitor your radiation exposure via the fetal monitor, which are made available to **workers who frequently work near radiation**. Upon declaration, you will be provided a second monitor to be **worn at your waist (under your lead shield device)**. This fetal monitor will be read monthly. It is the employees' responsibility to wear the fetal monitor and turn it in appropriately so exposure readings are kept current.

Sensitivity of Fetus to Radiation

A number of studies have indicated that the embryo / fetus is more sensitive to ionizing radiation than an adult, especially during the first three months of gestation. The NCRP and NRC have recommended that special precautions be taken to limit exposure when an occupationally exposed woman could be pregnant. Specifically, the NCRP and NRC have recommended the maximum permissible dose to the fetus from occupational exposure of the expectant mother should not exceed 500 mrem (5rem). This is approximately one-tenth of the maximum permissible occupational dose limit.

Declaration of Pregnancy

When you learn you are pregnant, you should inform your supervisor immediately. We at CoxHealth are interested in you and your baby and want you to know your options. If you are exposed to ionizing radiation, your supervisor will ask if you want to declare your pregnancy. **Declaring your pregnancy is strictly voluntary** (see Declaration form). A separate written declaration should be submitted for each pregnancy. Once you have declared your pregnancy, a fetal monitor may be assigned to you.

Pregnant Occupational Worker Safety Practices

If you work in an area where the anticipated dose **is less than 500 mrem to the fetus** over the period of gestation, you are able to continue to work in this area with

no restrictions. Your work assignments will be under the direction of your supervisor. However, the Radiation Safety Officer may make certain recommendations to further reduce the dose to the fetus.

- Based on past experience, no areas in CoxHealth have been identified which would be considered likely to result in a dose to the fetus exceeding 500 mrem, if the established radiation safety procedures are practiced.
- If a situation is identified in which the anticipated dose to the fetus over the gestation period would be **more than 500 mrem**, the following alternatives listed below are possible:
 - You may be assigned to another area involving less exposure to ionizing radiation.
 - You may continue to work in the area with certain restrictions to limit exposure of the fetus to less than 500 mrem. The Radiation Safety Coordinator, Radiation Safety Officer or your Supervisor may provide recommendations

During your pregnancy, you are expected to perform your assigned duties as an occupational worker, unless the Radiation Safety Officer places certain restrictions upon you or the area where you work.

- Occupational Workers who are pregnant are not prohibited from working overtime.
- Occupational Workers who are pregnant may also operate sources of ionizing radiation and handle radioactive materials such as those that are present in Radiation Oncology and in Nuclear Medicine.
- Occupational Workers who are pregnant **may** be prohibited from working in or frequenting certain radiation/radioactive areas which will be documented by the Radiation Safety Officer.
- If you are unwilling to accept the increased risk to your unborn child due to your current level of radiation exposure, you may request reassignment to an area involving less exposure to ionizing radiation. CoxHealth will make a good faith effort to accommodate your request in accordance with the hospital's general policy for reassignments. Please be aware that transfer to another area may result in a change of working hours and take-home pay. If it is not possible or practical to grant your request, after a good faith effort has been made, then it may be necessary to place you on unpaid leave of absence in accordance with the hospital's general policies.

Radiation Safety Officer can be reached at 269-6115

Radiation Safety Coordinator can be reached at 225-9795 or Meghan.Elet@coxhealth.com



ASR UNAUTHORIZED USE OF IONIZING RADIATION

1. A student can be dismissed from the ASR program if they 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. Whether under direct supervision or during clinical rotations appropriate radiation protection measures must be utilized to protect the patient, the student, and others.
3. The student 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:
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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.
 - i. This goes for a c-arm or portable machine the program may use for student education, not just the equipment in the laboratory rooms.
4. 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.
5. 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.

6. Students are responsible for those guests that they bring into the rooms with them for the equipment and other items used in the laboratory rooms.
7. 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)



ASR PROFESSIONALISM PROBATION AND DISCIPLINE

The ASR degree is a pre-professional program and one of the goals of the program is to ensure that students conduct themselves as professionals. This requires the students to act according to the standard of ethics that all ARRT radiologic technologists abide by and the CoxHealth code of conduct which can be found on the [CoxHealth website](#).

- [ARRT Standards of Ethics](#)
- [ARRT Code of Ethics](#)
- [Title IX Complaints](#)
- [Student Code of Conduct for Cox College](#)

A student who has violated the code of conduct, code of ethics, or Title IX will be disciplined by the ASR program. The severity of the violation will warrant appropriate disciplinary actions by the college and program.

The discipline of a student could include all or any of the following actions:

- An in-person discussion and write-up
- Professionalism probation in their practicum course(s), which can result in loss of points in the course
- Referral to the student resource center
- Ongoing counseling with faculty, outside resources, or other professionals
- Referral to the Cox College and CoxHealth Title IX representatives for their review and process
- A request for a leave of absence from the program
- Dismissal from the program.
- Additional actions could be determined through the review process

Classroom academic and behavioral expectations along with the participation in the clinical setting in the health sciences programs at Cox College are used for preparation for professional practice.

Students in a professional program are held to professional standards. Therefore, it is expected that the student demonstrates professional behaviors in all aspects of the courses and clinicals. Academic integrity and professional conduct are also expected of all students.

Inappropriate behavior or behavior judged by faculty to be disruptive to the educational environment will not be tolerated. Classroom learning is a social activity. We integrate new experiences and alternative viewpoints with our previous understanding to develop new understanding and perspective. Accordingly, much emphasis is placed on active participation, sharing of ideas and the use of critical thinking skills in each course. It is expected that each student be respectful of the faculty member, classmates, and clinical technologists.

This respect extends beyond the classroom setting, to include, but is not limited to, social media, communication applications, clinical sites, and other public forums.

Ways to remain professional:

- Treat your peers, the clinical staff, and the faculty with respect
- Demonstrate ethical and professional behavior in all aspects of the program
- Be respectful of all communications with students, clinical staff, faculty, patients, and other staff
- Do not violate any HIPAA and/or FERPA rights

Faculty reserve the right dismiss students from class for failure to respond to faculty's directions, incivility, disruptive behavior or otherwise distracting from the learning environment.

There is no tolerance for disrespectful communication or incivility towards faculty or other students.

Behaviors considered disruptive, unruly or behavior that interferes with the ability of the instructor to teach effectively may include:

- Intimidating behavior
- Behavior that interferes with the ability to teach effectively, for example; disruptive behavior, persistent argumentation, refusal to comply with a direct request, and disrespectful behavior
- Gross and/or inappropriate behavior such as foul and/or inappropriate language, comments
- Any threats made against faculty, students, or others and disrespectful conduct will be reported to the VPAA which may result in further penalties to the student.



ASR BEREAVEMENT LEAVE POLICY

The ASR program follows the CoxHealth Bereavement and Funeral policy:

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.

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.

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.

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.

It is the student's responsibility to arrange with the faculty and the clinical sites, or clinical coordinator for the 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.



ASR Leave of Absence Process

The ASR program follows the Cox College process for requesting a Leave of Absence (LOA). This process is started by the student, or with the recommendation of the ASR faculty. The student will first discuss the options with the program director, academic advisor, and other ASR faculty and make the best decision for their future.

A leave of absence can be requested for personal reasons, medical reasons, pregnancy, or military leave. The student shall be in good standing with the college, clinical sites, and program before a LOA will be accepted for the program to hold their position in the future cohort. Per Cox College policy, no more than one LOA may be granted to a student admitted into a college program.

Students should complete the **Request for Leave of Absence Form**, accessible through the student or faculty portals. If requesting a LOA for a semester the student is currently registered for courses, the student must also submit a **Change of Course Schedule Form** in order to drop or withdraw from semester courses per the Academic Calendar deadlines.

Cox College recognizes LOA's for one semester. However, since the ASR program progresses in a cohort style, the student must return at the same point in the program that they had left, but at the beginning of that semester. For example, if the student leaves in March of their second semester, they will be required to return in January for the start of that second semester in the year they choose to return.

Leave of Absences from programs, departments, and/or the college will be approved by the Department Chair and Vice President of Academic Affairs (VPAA).

Students should also be aware that when returning from an LOA they will be expected to follow the policies and requirements of the new cohort they are entering. For example, if ARRT comp requirements have changed, they will be required to abide by the new competencies.

Impact of Leave of Absence (LOA) on Student Loans

Students must be aware that the Leave of Absence (LOA) from the department, program or college does not refer to the Title IV financial aid conditions. "A school may grant a student an LOA that does not meet the conditions to be an approved LOA for Title IV purposes."

The LOA must be reported to the Student Loan Clearinghouse as a student having withdrawn from the college, effective from the last date of attendance and is subject to all loan repayment deadlines.

A LOA may cause a student to fail financial aid satisfactory academic progress standards which would require a student to use the financial aid appeal process to regain financial aid eligibility for future semesters. All LOA's granted to students eligible for federal financial aid must comply with federal regulations.

Students are strongly encouraged to contact the Financial Aid Office and the Bursar prior to completing the Leave of Absence form.

Failure to register for courses the semester immediately following the LOA will be considered a withdrawal from Cox College. A college and a program application will be required for re-admission.



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.

Simulation for competency may be used in place of competency evaluations on patients as determined by the plan enacted. This is dependent on several factors, including, but not limited to, accrediting bodies responses, timing in the program, projected length of plan of action, and student performance or prior demonstration of proficiency.

Activating Contingency Plan

The contingency plan can be enacted at the discretion of the program director, department chair, ASR faculty members, and/or the college administration are in agreement the situation meets the requirements for the contingency plan.

Informing Clinical Sites and Instructors

Once the college or program decides to activate portions or all of the contingency plan components, the ASR program director will notify the clinical sites with regard to the plans going forward. The program director will detail the plan of action and how it will affect the students and the clinical sites.

Informing Students

Students will be notified in a timely manner if the contingency plan is being enacted by the program, or college. They will be notified by the program director through text, e-mail, Remind messages, Canvas messages, or phone calls.

Students will be given information on the plan and what resources they will be utilizing during this period of time. Students must be aware that the process is fluid and may be adjusted during the time the plan is in place.

Energized Lab/C-arm OR Suite

At the discretion of Cox College, students and faculty may be able to use the energized lab on campus, but there may be restrictions put in place regarding the access to the college and those rooms.

Classroom Spaces

If the college remains open for classes to occur on campus, there may be restrictions in place that may lead to classes and clinicals being held outside of “normal” operation. Classroom and clinical times may be adjusted. Students may be restricted to come to campus or clinicals in larger groups, PPE’s may be required to be worn by students and faculty in the classroom or on clinical campuses, or other restrictions/limitations may be required.

Faculty Offices

If physical offices are not available, the faculty will announce to the students their virtual office hours if there are restrictions of being on campus. Virtual office hours can be done through Zoom, Google Meet, or Microsoft Teams. Students may always schedule appointments directly with the faculty member.

Resources

Unless the contingency plan involves restricted or no internet access, students will continue to have access to Canvas LMS, Office 365, and other software during the time period covered under this plan. Students and faculty will need to find reliable internet service.

Didactic Instruction

If students cannot be on campus, the faculty reserve the right to hold synchronous class lectures via virtual methods. These lectures may be held using Zoom, Microsoft Teams, or Google Meet. The faculty may use digital formats of notes and handouts through Google or Microsoft products. Each student is given an Office 365 account as part of their enrollment in courses at Cox College. Faculty may make use of simulation software or use other resources to continue active learning outside of the classroom.

Faculty Training

If the contingency plans require major changes in the normal operation of the courses and curriculum, the faculty will be allowed adequate time to be trained and prepared before classes, clinicals, or labs resume. Faculty will maintain FERPA standards during virtual learning through using individual meeting codes for individual students, or breakout rooms which are restricted to only certain participants. The faculty have been given annual training on online educational methods, processes, and safety as part of their training for distance education.

Responsibilities

The faculty and administration shall meet at least weekly, during the event to make adjustments as needed to the contingency plan, to assure the program is operating as appropriately as possible. Continued feedback from students, faculty, and clinical staff is encouraged to help the process be as beneficial as possible.

Program Leadership and/or administration responsibilities

The program director shall communicate with the clinical sites, the college administration, regulatory agencies, students, faculty, and accreditors during the event. The program director should maintain open communication with the faculty, students, and clinical staff regarding the status of the contingency plan and any deviations from the plan. The program director will use several avenues of communication with all parties, including cell phone, Microsoft Teams, e-mails, Remind messages, and social media.

The leadership of the program and the college shall provide contact information of resources available to help the faculty or students during this time. Local, state, or federal emergency agencies can be provided to the ASR program members to use.

Sponsoring Institution

Cox College will provide the students with information regarding financial aid requirements due to the interruption of coursework. The college will determine if grades, or the grading scale will be adjusted due to the catastrophe and provide the program with guidance on any alterations to program sequence. The college shall provide funding to maintain student support, meet the needs of the students, and help provide resources for the faculty to continue the learning process for the students. The college will maintain wellness support and other student and faculty services during the catastrophe.

Resume to Normal Operations

The faculty, program director, and college administration will meet to determine the return to normal, or recovery from the contingency plan. Updated schedules will be provided to the students for clinicals and classroom instruction. Clinical sites will receive updated information and details on any adaptations to clinical requirements made by the ASR program.

After returning to normal operations, The ASR faculty will meet as a staff, but also with the students to see how the process went and what could be done differently in the future.



DISTANCE EDUCATION INFORMATION FOR CURRENT STUDENTS

Some components of distance education are being utilized by the ASR program. The students are advised to be fully prepared to be instructed using these methods. A majority of the ASR program is a hybrid model, where the classroom lectures and reading are done on the student's time while the in-person portion of the classroom time is dedicated to more active learning activities. There is one fully online course and several courses that heavily rely on the online learning management system, Canvas, to deliver additional content.

Why Distance Education?

Properly designed courses can be just as beneficial and effective as seated classroom instruction, while offering a world of flexibility to the student and faculty.

What can the student Expect?

Some courses will be [asynchronous, and some will be synchronous](#).

Group interaction will be required as well as interaction with the instructor. Some of this can be done through discussion boards, group projects, or video conferencing.

There may be certain technical requirements for the computers used. The college has laptops you can sign out and a computer lab if your computer is not able to perform as needed. The technical requirements can be found on the Cox College website at this link:

<https://coxcollege.edu/academics/technology/online-technical-requirements/>

What should the student do to help their Success?

Distance learning does require self-discipline and motivation from the student. Students must be able to have good time management skills to be successful in the distance learning environment. Have a plan in place to help you succeed.

Stay in contact with the instructor(s) if having issues or need help, just as if in a seated course.

The student shall pay attention to the requirements of the course, making sure they are aware of due dates, assignment instructions, and testing requirements.

Have a reliable internet connection.

Have a reliable computer, laptop or PC with room to install Respondus Lockdown Browser, Respondus Monitor, and other required software.

Have access to an **external** webcam (additional cost to student) to use with proctoring of testing.



ONLINE EXAMINATION POLICY

To ensure academic integrity during online testing, this program uses three features:

1. Respondus LockDown Browser - This is a special internet browser that must be used for all online tests.
2. Respondus Exam Monitor - This is a program that records the student while testing. Suspicious behavior is flagged and reviewed.
3. An **External** webcam (at student's own cost) – This is a webcam that must be used to demonstrate the environment around your testing area. Including the screen of the computer you are taking the exam on, the keyboard, the desk, the area behind the computer screen, and a 360-degree brief video of the rest of the room environment.

Students must abide by the following expectations while taking an online test:

1. Students cannot use books, notes, smart watches, web browsers, phones, sticky notes, additional computers/laptops/tablets, or other aids without the express permission of the instructor or anything other than the assignment guidelines
2. If a calculator is needed, the on-screen Respondus one shall be made available by the instructor.
3. Any **permitted** items such as a white board, scratch paper, pen/pencil, markers, eraser, etc. must be displayed clearly front and back in the pre-test video
4. Students' face and eyes should be in clear view of the web camera
5. Students should keep their eyes on the computer screen during testing
6. Students should contact the instructor with explanations for any flags or violations during testing
7. Students should take the test in a private room. If this is not possible, the student must contact the instructor before the test
8. Students should not leave the room during testing

9. Student should not have drinks, watches, phones, or other objects in view during testing
10. If the student violates any of these policies while testing or demonstrates any other suspicious behavior, the faculty receives the right to assign a zero to the exam. The incident will be reported to the department chair and additional disciplinary actions may be taken.
11. Students shall not mute or decrease sound during the assignment/test
12. Students must work in a quiet and uninterrupted space to complete the assignment. 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 assignment
13. Faculty reserves the right to review all videos for suspicious behavior, even those not flagged
14. Flagged videos will be reviewed and evaluated
15. If there are violations of the testing policy or other demonstrations of suspicious behavior, the faculty will report the incident to the ASR Program Director. The ASR Program Director will assess each violation and proceed with disciplinary action according to the following violation procedures.

Please note disciplinary actions are based off the severity of the offense and could escalate directly to a higher level of offense at the discretion of the Program Director.

- Violation Procedure 1- written warning
- Violation Procedure 2- proctored re-take for 85% credit
- Violation Procedure 3- proctored re-take for 75% credit
- Violation Procedure 4- zero assigned for exam with no re-take available and possible academic probation or dismissal from the program



COX COLLEGE GRIEVANCE POLICY – NON-CLINICAL

For non-clinical complaints/grievances, the ASR program encourages students to follow the Cox College process which can be found in the college catalog, or provided below:

Cox College

ACADEMIC AFFAIRS

POLICY: Complaint and Grade Resolution Process

SUBMITTED BY: Institutional Effectiveness and Research Council

REVIEWED BY: Faculty Senate, Policy and Compliance Council

APPROVED BY: Leadership Cabinet 5/17/2016

NEXT REVIEW: 5/2019

REVISED: 5/2018

Purpose: Cox College encourages students to communicate with faculty and administration to report problems, request assistance, and seek clarification of any issue or dispute affecting their well-being or academic progression. The purpose of this policy is to ensure due process and due diligence in the event of a student complaint. To the extent possible and when appropriate, decisions will be made within the context of existing college policies.

Grounds for Bringing a Complaint: The *Complaint Resolution Process* includes, but is not limited to, situations in which students allege to have been:

1. Denied opportunities provided to other students.
2. Held to standards different from those applied to other students in the same course or clinical group.
3. The recipient of the unequal or erroneous application of a departmental or Cox College policy; and/or
4. Disciplined or dismissed from Cox College, or an academic program, without due process.
5. Awarded an incorrect final grade.

Students must bring an academic grievance forward within the first three (3) instructional weeks of the College's subsequent semester. Complaints alleging discrimination and/or harassment will be addressed using the College's *Non-Discrimination/Harassment Policy and Complaint Procedures*. Complaints related to billing will be addressed with the College's *Billing Appeals Policy*.

Complaint Resolution Processes

Informal Complaint Resolution. A student should attempt to resolve the complaint informally with the person(s) against whom they have the complaint. To the extent a student believes such attempt at resolution with a particular individual is possible (e.g., the complaint involves the behavior of the person against whom they have the complaint). If this is not possible, the student shall then contact his or her advisor or Chair for guidance. If the complaint cannot be satisfactorily resolved using informal means, only then may the student utilize the Formal Complaint Resolution Process.

Formal Complaint Resolution. If informal resolution was unsuccessful, the student may request a formal review by submitting a written complaint to the Department Chair/Director. The written complaint must include:

1. Specific details about the student's complaint
2. Documentation supporting the complaint
3. Indicate the student's desired outcome

The Department Chair/Director will respond to the student and *appropriate persons* in writing within seven (7) business days with a recommendation or a decision.

If the student is not satisfied with the recommendation/decision of the Department Chair/Director, the student has seven (7) business days to submit a letter of appeal to the Vice President for Academic Affairs (VPAA). *The VPAA has the discretion to appoint a committee of three (3) ranked faculty members to review the student's appeal and provide a written recommendation to the VPAA.* The Vice President has seven (7) business days to respond to the student, Chair and appropriate persons.

If the student is not satisfied with the Vice President's decision/recommendation, the student has seven (7) business days to appeal the decision to the President. The President has fourteen (14) days business days to respond to the student via email with a recommendation/decision. The decision of the President is final.

Those students having completed the complaint process with the school may contact the Missouri Department of Higher Education and Workforce Development to file a formal complaint:

Missouri Department of Higher Education and Workforce Development
301 West High Street
PO Box 1469
Jefferson City, MO 65102-1469
Phone: 573-751-2361



ASR ACADEMIC PROBATION

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 that could potentially lead to academic, then a face-to-face, or virtual 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 when the academic concern will be re-evaluated.

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. Progression in the ASR program requires 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.
 1. Academic probation can decrease the student's clinical practicum grade.
 2. No incomplete grades will be given in the coursework, with the exception of RAD 299. All coursework must be completed successfully by the last day of the semester to progress in the ASR program unless mitigating circumstances arise. Which is reviewed on a case-by-case basis and complies with the college's policy for incomplete grades.
 3. 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.

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 and RSI chair.

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.



ASR MRI SAFETY SCREENING PROCESS

ASR students may be required to work around the strong magnetic field of MRI departments and the safety of our students, staff, and patients is very important to the program. Some sites have smaller facilities and MRI departments are close to the diagnostic (x-ray) department, students and technologists may be asked to help with patient care in MRI departments, etc.

During the first few weeks in the first semester of the program, the students are provided with a link to an MRI screening sheet in which they complete. Since our students do not go to clinicals for several months, we wait until classes begin to screen them for MRI safety. This screening of the first-year students is completed *before* they may enter clinicals.

During the patient care course in the fall and during the first spring intersession course the students are taught about MRI safety. Additional information is provided through a discussion with an MRI technologist, the viewing of a video on MRI safety, a PowerPoint lecture on MRI safety, and subsequently an exam on MRI safety.

The MRI screening form is completed at the beginning of each semester the student is in the program, including the first fall. The form is then repeated in each subsequent semester as part of their practicum course. The students are screened for MRI safety by a level two MRI technologist upon completion of the **MRI Screening Form**. Which the files are then forwarded to the MRSO for additional review.

The students sign an agreement that **IT IS THEIR RESPONSIBILITY** to notify the program if and when their status on the screening sheet shall change for any reason from when they complete the form to the next one.

Students should be prepared to complete additional screening sheets at sites, as the MRI technologist at that site may require their own form to be reviewed.



ASR MAMMOGRAPHY ROTATION POLICY

Following the JRCERT's guidance for mammography observations for students. Cox College's ASR program

Under the revised policy students may request the opportunity to participate in clinical mammography rotations. The program will make every effort to place students in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to students. Students are advised that placement in a mammography rotation is **not** guaranteed and is at the discretion of a clinical setting.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 and October 2021 meetings. The JRCERT position statement is also available on the JRCERT Web site, www.jrcert.org, Program Faculty, Program Resources.



Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312.704.5300
www.jrcert.org

Position Statement on Breast Imaging Clinical Rotations

Adopted by the JRCERT Board of Directors (October 2021)

The JRCERT Board of Directors has received numerous inquiries to update and generalize the language in the Position Statement on Breast Imaging Clinical Rotations.

With regard to breast imaging, the JRCERT has determined programs must make every effort to place students in a breast imaging clinical rotation/procedure if requested and available. However, programs will not be expected to attempt to supersede clinical site policies that restrict breast imaging rotations/procedures to students. Students should be advised that placement in a breast imaging rotation is not guaranteed.

The JRCERT reiterates that it is the responsibility of each clinical site to address any legal challenges related to a program's inability to place students in a breast imaging rotation. All students should be informed and educated about the various employment opportunities and potential barriers that may affect their ability to work in a particular clinical staff position.



Student Clinical Performance Reviews

Student Performance

Students will be given at minimum a program review with at least one member of the ASR faculty at the end of the first semester (4 months) usually during the intersession period, at the end of 6 months of clinical experience (10 months into the program) usually at the end of the summer semester, and after 18 months of clinical experience (just prior to the end of the Capstone course). The ASR program maintains an open-door policy for all students. With reasonable notice, a student may review their records or request an updated transcript at any time through Cox College.

Student feedback collected at the ASR Quarterly Roundtable meetings will be shared with the student via Trajecsyst.

Rotational Performance Reviews (RPR's) are available to the students and the faculty to review on the Trajecsyst platform at any time. For students, Trajecsyst has a minimum of three RPR's must be entered before the platform will display the results to you. The faculty will try to share any information on those first couple RPR's with you in a timely manner.

If there are any areas where the student has consistently scored at or below average, those areas are discussed with the student as soon as possible. Sometimes the faculty will wait until they see a pattern of reports or seek out feedback from additional sites before speaking with the student.

RPR's are highly effective in helping the students and the ASR program understand if there are patterns to performance issues, or when students excel. The reviews are anonymous to the students. The technologists should provide both positive feedback and constructive criticism as needed. There is a link on Trajecsyst of how to complete the RPR form. Also, more information for the technologist can be found in the technologists' section of this handbook.

If there is an issue that needs more immediate attention, or a situation that needs to be addressed outside of an RPR, the technologist is encouraged to contact the clinical coordinator and/or the program director through email or a direct phone call to their cell phones.



Clinical Requirements/Responsibilities

- Arrive to clinicals at the time based on the clinical schedule provided by the clinical coordinator. There is not a time window, like what the technologists may get, where time is rounded up or down.
- Clock in and out using the Trajecsyst reporting system of a computer located in the control room of the clinical site is preferred for location accuracy. If students are not allowed to access a computer, a personal cell phone may be used. You may connect your phone to the clinical site Wi-Fi or use cellular data. If using your phone, you **must include the option for GPS information to be shared.** If GPS information is not provided, the clock-in/out will be rejected and counted as a tardy, or clocking error, based on the clinical practicum grading sheet.
- If no computer is available, no cell service to clock in or out, or the student forgets to clock in/out, a technologist may e-mail the clinical coordinator the time the student arrived or left to allow the clinical coordinator to correct the time report.
- If the student is going to be absent, the student shall **call** the clinical site and then send the clinical coordinator an e-mail stating their absence. Clinical phone numbers are provided in the Canvas practicum courses, or can be found in this document in the [clinical affiliation sites section](#).
- Students will be required to keep an examination log of their daily participation. Instructions on how to complete the daily log are found in the practicum course and on Trajecsyst. Students will be required to report during each of their clinical rotations the amount and type of exams they observed, assisted in, performed, or completed a competency on.
- Document/Log participation in a pre-determined average number of clinical exams per day on the Trajecsyst reporting system. The clinical exams per day requirement for the summer (semester 3) and second spring (semester 5) is reduced generally due to the fact that often the student is in a majority of their specialty observation areas in this second spring semester and summer. The clinical coordinator will set the clinical requirements each semester and it will be expressed in the practicum course.
- Maintain the levels of [clinical supervision](#) with the technologists.
- Comply with the [repeat policy](#) and procedure. Failure to do so, could lead to dismissal from the program.

- Comply with the [no-hold policy](#) when acting as a Cox College ASR student in clinical rotations.
- Follow policies and procedures of the health system the clinical site is associated with, as well as the Cox College policies and procedures.
- Respect technologists, supervisors, fellow students, faculty, and all employees of the site.
- Provide proper and quality patient care and within the scope of our practice.
- Show respect to all patients regardless of the situation.
- Contribute to the needs of the clinical site including: transporting patients as needed, stocking supplies, maintaining a clean work environment, communicate with all as employees as needed, and maintaining a respectful and safe work environment.

Any failure to follow any of the requirements/responsibilities listed may affect the student's clinical grade and/or lead to clinical probation.



Repeat Radiograph Policy

1. In support of professional responsibility for provision of quality patient care and radiation protection, unsatisfactory images shall be repeated only in the presence of a qualified radiographer, regardless of the student's level of competency.
2. Students need to learn and assimilate the concepts that produce a diagnostic radiograph.
3. To learn these parameters in the clinical area the student needs to view the radiographs taken and discuss them with the R.T. (radiologic technologist) and/or Clinical Instructor/Preceptor as to diagnostic value and quality.
4. When a radiograph needs to be repeated the student should always be accompanied by a supervising R.T. Clear and precise explanations and directions should be given by the supervising R.T. as to what changes need to be made to produce a diagnostic radiograph.
5. The R.T. must then be present to observe that the correct changes are made to the image/radiograph.
6. Students failing to comply with the repeat policy will be reported to the clinical coordinator by the tech working with the student and also indicated on the student's RPR that they did not adhere to the policy.
 - a. The ASR program maintains a procedure in place for students who do not comply with the repeat policy while working as an ASR student.
 - b. A student not in compliance with this policy may at a minimum receive a verbal or written warning, they may be placed on clinical probation, and as severe as dismissal from the program based on the situation.



Student “No Hold” Policy

In order to comply with JRCERT standards, under no circumstance, should a radiography student hold a patient or IR during an exposure while acting as an ASR student. Immobilization devices and CR/DR plate holders should be utilized first. If an exam requires someone to hold the patient, or IR during the exposure non-radiation (and non-pregnant) workers should be employed first. Students are allowed in fluoroscopy, C-arm, and portable exams, but should utilize the three cardinal radiation principles: time, distance, and shielding.

This policy shall not affect their ability to perform, or be allowed to complete, an ARRT or Cox College competency evaluation, proficiency evaluation, or other evaluation.



Clinical Competencies

Evaluation Period

The ASR students in their second semester of the program, first semester in clinicals, will not be allowed to do ARRT or Cox College ASR required competencies until the Monday after spring break. This allows the students time to focus on their development in the clinical setting and the flow of the departments, rather than competency exam numbers.

The exceptions to this include:

- If the student is in a rotation that performs surgery, or c-arm sterile exams, they may comp on the following before the start date:
 - C-arm Machine Competency
 - C-arm sterile field orthopedic case
 - C-arm sterile field non-orthopedic case
- If the student is in a rotation that performs non-sterile c-arm procedures, they may comp on the following types of cases before the start date:
 - Endoscopic cases
 - ERCP
 - Pain injections
- If the student is in a rotation that is considered an evening shift rotation, that checklist/comp may be completed before the start date.
 - Required that two of these forms be completed during the course of the entire ASR program
- If any exam listed in the ARRT Skull/Cranium section is requested at the site the student is performing clinicals, then they may perform the exam for a clinical competency, due to the limited number of cranium exams.

The students are encouraged to have all their required competencies successfully completed by the Friday before the spring break of their second spring semester, or fifth, and final semester in the program. This date may be altered at the discretion of the ASR faculty under extenuating circumstances. Failure to complete competencies by this time will reduce their practicum grade.

Students will be required to complete a certain number of competencies each practicum, in order to keep them on track to complete the program's required competencies by the goal of their second spring break.

The students are provided with a link to a document that is a checklist of their required competencies for their class. Trajecsyst is not always accurate with the "M" (mandatory) exams list, as sometimes two different cohorts that are progressing at the same time may have different requirements. Students should refer to their practicum courses for the up-to-date requirements for their cohort.

Completion before spring break is encouraged to allow the students to focus on the registry the last eight weeks of the program without the concern for completing their competencies. Not having the competencies completed will decrease the student's practicum grade significantly in their last semester in the program.

Clinical Competencies

Following the guidelines set forth by the ARRT standards, that became effective as of January 1, 2021, Cox College ASR has adapted their required competencies to comply with these new standards. The ARRT standards for clinical competency can be [found here](#).

In addition, to the ARRT required exams, Cox College ASR students are required to do additional exams, checklists, and requirements to be eligible to sit for the registry. Failure to complete these requirements (Cox College and ARRT) will delay their ability to take the registry in a timely manner.

Competency exams are available on the online platform Trajecsyst (www.trajecsyst.com) for the clinical preceptor, clinical instructors, or technologists to complete.

The students, clinical preceptors, clinical instructors, and technologists should familiarize themselves with the most up-to date list for competency requirements for the cohort is found on Trajecsyst or in the student's Canvas practicum course.

Non-clinical preceptors/instructors can also complete competencies on Trajecsyst or on paper for the students in the following areas:

- C-arm sterile field (orthopedic surgery or non-orthopedic surgery)
- C-arm non-sterile field (pain injections, endoscopy)
- C-arm machine competency form
- Evening Rotation/Weekend Rotation
- Charge/Lead Tech rotation
- Cranium exams (due to the lack of exams)

Clinical Competencies are completed on exams that students have at least learned in class, practiced in the lab setting, and been evaluated on in the clinical setting. This is another beneficial component of our students having labs only for the first semester as many of the

exams they learn, practice, and are evaluated on before they fully enter the clinical setting. This is unique to our program.

A minimum of three (3) positions of an exam from a category are generally required, but that is based on site protocol. Exceptions may be made for certain exams that only require two (2) views or one (1) view. This will be up to the discretion of the program guidelines and evaluator based upon patient condition. Another view from a different exam may be required to make the evaluation complete.

Only one student per patient will be allowed to do an evaluation. A patient with multiple exams may not be used for more than one student's evaluations. However, a student can do multiple competency exams on the same patient.

A student may request the clinical preceptor, clinical instructor, or an ASR faculty member to do an ARRT or Cox College clinical competency evaluation of them.

The clinical preceptor or instructor will critique all radiographs performed as part of the student evaluation for competency.

All positioning, machine manipulation, technique selection, patient care, image analysis, anatomy review, as well as pre- and post-exam paperwork (if applicable) must be adequately and satisfactorily displayed by the student. They shall not obtain a score below the minimum in the automatic failure portions of the competency scores.

Quick Facts About Competencies

- Students must demonstrate competency in all clinical rotations
- The required number of competencies as outlined on the clinical practicum form will have a specific date to be completed
- All American Registry of Radiologic Technologists (ARRT) competencies and Cox College ASR Program specific competencies must be completed in order to graduate and sit for the ARRT certification examination
- To perform a clinical competency examination, the student must have satisfactorily performed and logged the examination on Trajecsyst
- Students are encouraged and instructed to at minimum observe the exam, assist with the exam, and then perform the examination on their own, or with little help at the clinical setting, before attempting an examination for clinical competency
- When the student performs an examination for competency, they must inform the technologist of their intentions **prior** to beginning the exam
- The competency evaluation begins when the student receives the requisition for the examination

- The student must perform all radiographic positioning and set appropriate techniques to achieve clinical competency
- If the radiologic technologist feels a repeat radiograph will result, they may make corrections to prevent unnecessary exposure to the patient
- Repeat radiographs must be supervised and documented by the supervising technologist with written comments entailing the reason for the repeat radiograph. A repeat is **not an automatic failure**, unless the technologist feels the student caused the repeat by poor performance
- Once the exam is complete, the appropriate paperwork is completed, and the patient is returned to their respective location. *(If applicable based on the site protocol)*
- When the radiographs have been completed, ***a minimum of three anatomy questions*** will be asked of the student by the radiologic technologist, a student cannot fail a competency due to performance on the anatomy review
- The radiologic technologist and the student will review the radiographs together
- After the examination is complete, the radiologic technologist will complete the evaluation form on the Trajecs system
- If adjustments were made by the radiologic technologist for positioning or technique, they must be documented on the competency exam form
- Technologists are strongly encouraged to comment on a student's competency directly on the competency exam form on Trajecs

Pediatric Competencies

To complete pediatric competency, it is mandatory to complete at least one chest exam must be performed per the 2021 ARRT standards. In addition, one abdomen exam, one mobile/portable exam, and one upper or lower extremity exam may be performed and count towards the student's elective total required by the program.

These exams must be clinically evaluated on a child from the age of **0 to 6 years old**.

Pediatric patients may require assistance in the completing of examinations, due to this age group's potential lack of cooperation and comprehension. Therefore, the completion of the competency will need to be determined by the evaluator using the student's awareness and ability to change radiographic technique, exposure time, positioning, use of positioning aids, and in the interaction with the patient and their family. The student cannot hold the patient.

Intensive care nursery (NICU) patients may be done for competency evaluation. These patients will always require the assistance of an RT(R) as well as NICU staff. Students will not perform mobile/portables in this area without an RT(R) present. Completion of the competency will need to be determined by the evaluator based upon the students' judgment and ability to deal with the exam and the patient. It is fully understood that there will be other staff required to aid in the examination.

Failing a Clinical Competency

If the competency is failed, a subsequent attempt will be required. This will consist of doing ***another patient*** for the same exam. Failure to pass the second attempt due to the same mistakes or errors from the first attempt will require counseling with the ASR faculty staff.

If a student fails a position, the evaluator is to explain the student's error(s) and demonstrate correctly how the position should be performed. The student should then demonstrate back to the evaluator that they understand how to correctly perform the position. When the competency is failed, based on 85% or less, or if the technologist feels the student was not ready, or did not perform well enough, they should still fill out a form on Trajecsys. They should grade them and select ***Not Approved*** at the bottom of the competency form.

When the student feels competent, they may request that the failed evaluation be repeated.

Simulations

The ASR program does not encourage simulations for competency and will require the student to do everything in their control to perform the exam on a true patient before they will be allowed to sit for the ARRT registry. The student's grade is affected during their practicums if they cannot complete the competency exams by deadlines set in each practicum course. Radiographic exams that are not performed frequently yet are essential to the student's clinical training may be simulated for verification or competency. Fluoroscopic and c-arm competencies will not be eligible for simulation, unless determined by the ASR faculty that there are not enough opportunities for the student to perform these types of exams.

Simulation exams consist of the student demonstrating proper positioning on a phantom, instructor, staff technologist, college staff member, or classmate. If the phantom is used, the student will be asked to make radiographic exposures and produce radiographs that can be further evaluated. When a classmate, instructor, or technologist is utilized for simulation, the student will be asked to set the radiographic exposure without producing a radiograph. The student may be asked questions concerning their radiographic exposure or about the exam in general. Simulated exams earn a maximum score of 90%.

If any exam needs to be simulated for verification of competency, students will inform the clinical coordinator to receive verification that arrangements will or will not be made to accommodate the student. After the first semester and with ASR program faculty approval, students may perform a maximum of two simulations during the rest of the program based upon the frequency of the examinations. It is strongly recommended student simulation be used to

practice competency for infrequently performed radiographic exams before the student attempts to evaluate on the exam.

As part of our [contingency plan](#) for students not able to complete their ARRT competencies, we will use simulation as necessary. The program may also reduce the amount of required Cox College ASR competencies for the cohort(s) as necessary.



LEVELS OF CLINICAL SUPERVISION

The following levels of student supervision in the clinical facility will be in effect:

I. During Introductory Positioning Labs:

Direct Supervision - No student is allowed to expose in an energized room, or with an energized piece of equipment without proper R.T. supervision and direction. The students must adhere to the Energized Lab Policy, which they are provided to sign and can access on Canvas or Trajecsys.

II. During Introductory Rotations (clinical immersion days)

For the first-year students, these rotations will require **Direct Supervision** - which is defined as the student supervision following these parameters:

- A 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 physically present during the procedure
- Reviews and approves the images
- Is ***physically present*** during the student performing any repeat of any unsatisfactory radiograph, the repeat must be discussed with the student before it is taken

III. During Clinical Rotations

- A. Until the student has demonstrated and proven competency on a procedure, the student must be **directly supervised** until competency is achieved
- B. **Direct supervision** is the R.T. physically providing supervision at all times.
 - a. All clinical assignments shall be carried out under the supervision of qualified radiographers and not other staff
 - b. **Direct Supervision** is required for all procedures that require a **c-arm/mobile fluoroscopic machine**, such as, but not limited to surgery, or endoscopy - regardless of the student's clinical competency
 - c. **Direct Supervision** is required for all procedures performed with a **mobile x-ray machine or portable** – regardless of the student's clinical competency

d. The parameters of **direct supervision** are:

- i. A qualified R.T. reviews the procedure for the radiographic examination in relation to the student's achievement to determine the capability of the student to perform the examination with reasonable success
 - ii. To determine if the condition of the patient contraindicates performance of the examination by the student
 - iii. The R.T. should be physically present in the procedure room during the performance of the examination
 - iv. The qualified radiographer reviews and approves the procedure and images for technical quality **prior to the dismissal** of the patient
 1. Any unsatisfactory radiographs/images **shall be repeated only in the presence of a qualified radiographer**, regardless of the student's level of competency
 2. A qualified radiographer must be physically present during the conduct of a repeat image and **must approve the student's procedure prior to re-exposure**
1. This ensures patient safety

C. **Indirect supervision**

- a. Once a student has successfully demonstrated competency, they may perform those procedures with ***indirect supervision*** based upon patient condition and situation
 - b. **Indirect supervision** is provided by a qualified radiographer **immediately available** to assist the student regardless of the level of student achievement
 - c. ***Immediately available*** is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed
1. This availability applies to all areas where ionizing radiation equipment is in use

If you have any questions regarding the supervision of students, please contact the Cox College
ASR Faculty



Proficiency Evaluations

Proficiency examinations were developed to ensure students maintained their skills, their involvement in the department workflow, and to actively increase their learning. These proficiency exams are performed only in their second year in the program.

Staff technologists, evaluating technologists, or clinical preceptors will administer proficiency evaluations on examinations students have already demonstrated competency in. The student must have a minimum 85% score for each proficiency evaluation given to be considered proficient on the examination. These proficiency evaluations are based upon objectives each student should strive to achieve during a rotation or on an examination.

A required number of proficiency evaluations must be completed per practicum course. The required number will be described in the corresponding practicum course grade sheet with a due date when they need to be completed as well.

- Can be performed by any willing technologist and are completed on Trajecsyst.
- *If the technologist is need of a Trajecsyst login or has issues, they should contact the clinical coordinator*
- It is up to the discretion of tech if the patient condition, workload, etc. allows for the exam to be counted as a proficiency, as with any exam, patient care comes first!
- The Proficiency Exams tab can be found on the Trajecsyst system, much like a Rotational Performance Review (RPR)
 - The technologist may refer to the links on their homepage on Trajecsyst for additional help regarding Trajecsyst items, or contact the clinical coordinator or program director additional help
- The student must proclaim ahead of time they are doing it for a proficiency
- Proficiency exams are more about the ability to do the exam from start to finish as opposed to their perfection of their skills, that is what the competency exam should have already demonstrated
- The student should be able to manage the exam as a whole, including positioning, patient care and communication, giving instructions, setting technique, manipulation of the x-ray tube, etc. Paperwork, both pre- and post-exam is clinical site dependent.

- Another goal of the proficiency exams is to keep the students involved and experience in all types of exams not just ones they have to eval on per ARRT or the program specific exams
- 25 proficiency evaluations are due by mid-term, the Friday before fall break of the student's second year
- A total of 50 (including the previous 25) proficiency evaluations are due by the Friday before finals of the student's second fall semester
 - Extra proficiency evaluations, beyond the 50 required, completed will NOT roll over to following semester
- 25 proficiency evaluations are due by mid-term, the Friday before Spring Break
 - There are no additional proficiency evaluations due the last half of the student's second spring semester
- Any exam can be counted as a proficiency, it does not matter what type, or how many views
- The technologist should provide the name of the exam on the competency exam form based upon its anatomical part or type of exam (for fluoro/surgery)
 - 2 view trauma foot = Foot
 - Pediatric 3 view elbow = Elbow
 - SBS = SBS
- Surgical C-Arm = surgery, endo, pain injection, etc.
 - Surgery/C-Arm they must run the C-arm and be in control of the C-arm for a majority of the case or all of it
- Standard Protocol views per exam ordered
 - Portable Chest – 1 view
 - Hip – 2 views
- The students have 7 categories that can fulfill exams from:
 1. Skull/Cranium
 2. C-arm (sterile/non-sterile)
 3. Upper Extremity
 4. Lower Extremity
 5. Vertebral Column

6. Thorax/Abdomen
7. Fluoroscopy

- No more than 5 proficiency exams per one anatomical part
- 5 chests and no more chest of any type
 - For example, 4 portables and 1 PA/LAT would be 5 chest proficiencies
- Must **include 1** proficiency from at least **5 of the 7** categories
- The students are provided a checklist to help them keep track of their exams



Rotational Performance Reviews - RPR's

During their clinical rotations, students generally perform 2–3-week rotations at each location. Later in the program the number of weeks/days per rotation may be reduced, so the student can ensure their ability to complete required competencies as well as observe in specialty rotations.

Rotational Performance Reviews (RPR's) are used to evaluate the student's performance at that site and provide feedback to the program of their performance. Monthly, while the students are in clinicals, the clinical coordinator will send an e-mail to the different clinical sites requesting feedback on those students that had been at that site recently.

All staff, including clinical instructors, staff technologists, clinical preceptors, and supervisors are encouraged to and are able to fill out these rotational performance reviews. The clinical coordinator can help with access to the Trajecsyst platform to complete RPR's. The technologist can contact the clinical coordinator for help. Forgotten passwords/username, can also be reset by the clinical coordinator.

The RPR forms are found online on the Trajecsyst system. The feedback is anonymous and is expected to be constructive and/or complimentary. Any feedback a technologist would like to provide the program, but not have the student see is asked to e-mail or call the clinical coordinator or program director.

Since the RPR feedback is anonymous to the students, the Trajecsyst platform does not allow the students to see their RPR feedback/scores until there have been three completed on that individual. The ASR faculty monitor the RPR's and notify the students of praise and potential issues as they see necessary.

In addition to the feedback on RPR's, technologists, clinical instructors, clinical preceptors, and supervisors are welcome to join the ASR Quarterly Roundtable Discussion meetings and provide feedback directly to the ASR faculty. The ASR faculty, then provides that feedback to the student via Trajecsyst in anonymized manner.



Clinical Practicum Grading

As per the ASR progression policy, all clinical practicums require a final score of 85% or higher to progress and complete the ASR program. The scores on the clinical competencies do not count towards the students' practicum grade, but the amount performed per semester is factored into their grade.

Attendance/Absences

Students are allowed to miss two (2) personal days a semester for a 16-week course (fall and spring) and one (1) personal day for an 8-week course (summer). Any time missed beyond these allotted days, must be made up during the semester in which the time was missed, unless previous arrangements have been made with the Clinical Coordinator and/or Program Director. Excessive absences may result in verbal or written warnings, clinical probation, or possible dismissal from the program. Class attendance is mandatory and is part of the student's professional grade in the practicum courses or RAD 121 during the first semester of the program.

Clinical practicums require a minimum amount of clocked hours to complete the course successfully. See the respective practicum grading sheet and information in Canvas for details of each course.

Students are not allowed to be in clinicals on any days that Cox College is closed. Any make-up of clinical time during college breaks, while the college is open or closed, must be pre-approved and is at the discretion of the faculty, facility, and the college administration. This should be used only in extenuating circumstances. JRCERT does not allow students to perform clinicals on holidays.

The college typically observes most major holidays and closes on college-wide convocation days. Refer to the academic calendar on the [Cox College website](#) for the most up-to date observed holidays and the college schedule.

- Labor Day
- Fall Break (usually the entire 2nd week in October)
- Thanksgiving week (entire week the holiday falls during)
- Winter Break (usually after the 2nd week of December and through the New Year's holiday)
- Martin Luther King, Jr. Day
- Spring Break (usually the entire 2nd week of March)
- Good Friday (Friday before Easter)
- Memorial Day

- Juneteenth (June 19th)
- Independence Day (July 4th)

Students who are absent from clinicals are required to **call the clinical site** **AND** e-mail/Remind Message the Clinical Coordinator. Failure to do so, can result in further grade reduction in the practicum, warnings, clinical probation, or possible dismissal from the program. The students are provided with phone numbers to the different departments in their practicum courses.

Student absences are based upon “periods of absence”, this policy is due to the flu epidemic that occurred a few years ago and the hospital required employees/students to stay away from work for a period of time, similar to the Covid response of 2020. If a student misses clinicals based upon the flu, Covid, or other extended circumstance the student may be required to make up those hours after the semester or on breaks if approved by the college.

Bereavement/Funeral Leave Time

The ASR program follows the CoxHealth systems policy for bereavement/funeral leave. See the [RSI Funeral/Bereavement policy page](#). The students do not have to make up time that is missed within the time frames allowed by the bereavement policy. Anything outside of the allowed days will need to be made-up. The clinical coordinator will track bereavement leave days on Trajecsyst for the student.

Tardiness

The students are expected to demonstrate promptness to the clinical and classroom settings. They are considered tardy if they are one-minute late to their assigned time. They do not have the luxury of the rounding like Kronos allows. We are trying to engrain good habits into them. If they arrive and forget to clock in, if a computer is not available, or the student gets busy as soon as they arrive, any technologist can send the clinical coordinator an e-mail verifying they were at the site on time. A tardy is counted for any reason they arrive late; traffic, weather, parking, alarm clock issues, etc. are all reasons tardies are counted. Unless specified on weather related days, or late start days, the student will be marked tardy.

For the students, their practicum grade is affected by the amount of tardies. Depending on the semester, much like absences, they are allowed 3 tardies before affecting their grade in a 16-week course and 1 tardy in an 8-week course (summer). Tardies for class and clinicals count in this total.

Clinical Preceptor and Clinical Site Surveys

The student is required to complete clinical site surveys on four clinical sites during a 16-week semester and on two clinical sites in an 8-week semester. The site surveys are to be conducted on the site as a whole. The student will discuss non-clinical preceptors/instructors, the variety of exams, the work flow, and other components of the clinical experience. This information will be shared with the site supervisor by the program director on a semi-annual basis.

Low Census (AKA “Slow Days”) Dismissal

If a clinical site is extremely slow and not beneficial to the students learning, where they are sending staff home as well, the students are allowed to leave clinicals. The technologists working that day are allowed to let them go at their discrepancy. The student can do a time exception on Trajecsyst for their originally scheduled shift end time.

The clinical site technologist, preferred a clinical instructor, clinical preceptor, or clinical supervisor, should contact the clinical coordinator in this instance. The student should also note the low census day and supervising technologist in the time exception they submit on Trajecsyst.

Inclement Weather Procedure (Snow/Ice Days)

In cases where the college cancels classes, or clinicals, the **Cox College** name will appear on the school closings list on TV, radio, social media, and the internet.

The students can opt in to be notified via messages on Canvas, or through the Rave Alert System (if they have signed up through the *college* for those notifications - not the same as the one for their ASR classes). The faculty will also try to send out information on Facebook, Remind, and Canvas as well.

Cox College will typically follow Springfield Public Schools (SPS) cancellations for inclement weather only. If SPS cancels school for cold temperatures and bus route difficulty then the president will **not** close Cox College.

The College has stated that usually it will not determine the status until around **5:30 am**. Unfortunately, that could mean a student has already left, or made it to clinicals before the college closes. In that case, once the school has notified them that it is closed, the student should clock out and determine when it is safe to travel to leave clinicals. The student is not allowed to work in clinicals when the college is closed due to weather.

Per Cox College, students **cannot** be in clinicals on days in which Cox College was canceled **regardless** of the area/state in which the student lives.

In cases where the college does **NOT** cancel classes, but weather conditions are poor to travel in, the RSI department and ASR program can make their own determination about canceling classes, or clinicals. The program/department may also **opt to do a late start** for the day to allow the road conditions to improve, or for safer travel for the students.

In addition, if the student lives in an area heavily impacted by weather, compared to Springfield, they may have to use one of their absences to stay home that day. If students travel to more outlying areas with more dangerous road conditions, they may go to clinical sites closer to their home. They need to let the inform the clinical coordinator decision, so

one site is not overloaded with students. If a site will be overloaded, they may be asked to go to another site, or use an absence instead.

If travel is unsafe, then the ASR program highly encourages the students to use their best judgment and stay home.

Generally, tardies will not be counted on the days there is inclement weather and the college does not close. This is to encourage students to arrive safely. However, it is recommended that students leave earlier to allow more time and try to still arrive at their clinical start time.

If a student is on evening clinicals and the college cancels clinicals, or classes for the evening, but was open during the day, those students will NOT be negatively impacted on their total hours or grade sheet for the missed time of clinicals.

“No Lunch” Taken

This cannot occur on a regular basis, the accrediting body does not find this an acceptable practice. Hospital staff are also highly discouraged from this practice and supervisors are held responsible in some cases if it is a regular occurrence.

If the students needs to adjust their schedule, due to work, or an appointment, they can arrange to make up the time in other ways with the clinical coordinator.

Such as:

- Come in a few minutes early, or stay late at another site, or date a little later. The time adds up quicker than you think.
- If he/she has to miss several hours, come in on one of the days off and complete it in one day, or even a half day, or one of the class days, go in afterwards and make-up some additional time.

We encourage the student to communicate with the clinical coordinator about when and the schedule can be adjusted as necessary. Some sites are further away and we understand students have jobs to get to. In general, communication with the clinical coordinator and the clinical sites will make the process easy and the total required clinical time easy to reach.

Now, if the "no-lunch taken" is truly due to evaluating, or workflow, as we know this does occur from time to time. The procedure is that a technologist **MUST contact the clinical coordinator** and let them know that it was for a legitimate reason.



ASR Student Clinical Grievance Procedure

If an ASR student is experiencing an issue with a clinical site, technologist, or support staff of the clinical site, the ASR program encourages the student to resolve/discuss the issue with the person(s) with whom they are having an issue. The ASR program encourages students to discuss concerns within 24-48 hours of first experiencing the concern. If the resolution is not possible, then students should utilize the following clinical grievance procedure:

1. The student has five (5) business days from the date of discussing the issue with the technologist to contact a clinical preceptor (CP), clinical instructor (CI), or clinical supervisor (different than the directly affected staff member if another one is at that location)
 - a. Students should outline their concerns in writing:
 - b. What communications have they had thus far with the parties involved
 - c. Should they also express in writing what resolution they desire
 - d. The resolution from the clinical staff should occur within seven (7) business days of notification from the student unless a different time frame is discussed with the student.
 - e. This resolution will be in writing and provided to the student, the technologist involved, the clinical supervisor, and the clinical coordinator.
2. If the student feels the resolution is unsatisfactory, the student has five (5) business days to contact the Clinical Coordinator for the ASR program.
 - a. The student should meet with the clinical coordinator in person, and a written formal complaint should be established with the clinical coordinator. Included will be:
 - b. The original complaint and details regarding the complaint
 - c. The attempts to resolve the issue previously
 - d. The desired outcome of the student
 - e. The written resolution offered from the clinical coordinator in conjunction with the program director should occur within seven (7) business days of notification from the student unless a different time frame is discussed with the student
 - f. If the student feels the resolution is not satisfactory, the student has five (5) business days to contact the RSI Department Chair

- g. The written resolution offered by the RSI Department Chair should occur within seven (7) business days of notification from the student, unless a different time frame is discussed with the student
- 3. If the student feels the resolution is not satisfactory, the student has five (5) business days to contact the college's VPAA in writing.
 - a. The student should provide, in writing, to the VPAA the following information:
 - b. Specific details of the original complaint
 - c. Documentation of efforts to resolve the outcome to this point
 - d. Indicate the student's desired outcome
 - e. The VPAA has seven (7) business days to respond to the student complaint in writing, and the decision of the VPAA is final
- 4. The grievance policy for college-specific items, not related to clinicals, can be found in the Cox College college catalog.



ASR Student Clinical Orientation Process

Students rotating through clinical sites will be required to complete and submit proof of completion of their orientation to the new clinical rotation. Some locations do formal presentations to the students during the intersession course, however, the students are still required to complete the ASR Clinical Rotation Orientation Form.

A clinical staff technologist, clinical preceptor, clinical instructor, or supervisor should accompany the student and answer the questions for the student and provide them with a tour of the facility.

The student should also be provided additional department specific protocols regarding emergency procedures.

Below is the current checklist used for the clinical orientation process, which must be completed and then submitted to the clinical coordinator. The student can locate copies of this form in their clinical practicum courses to print.

ASR Clinical Site Orientation Safety Checklist

Name of Clinical Site: _____

1. **HIPAA:** I was given training, as part of my Cox College course RAD 100 and the assigned online clinical orientation modules, which was to encompass the minimum expected HIPAA protocols at all Cox and non-Cox Clinical sites.
 - Yes
 - No

2. **All-Hazard Flip Chart:** I located the Cox Health or clinical site specific safety chart in the department and reviewed the information found in it.
 - Yes
 - No
 - N/A

3. **Fire:** What number do I dial in case of fire within the department?
 - _____

4. **Fire:** I know where to locate fire alarm pull stations.
- Yes
 - No
5. **Fire:** I know where to locate the fire extinguishers and MRI Safe fire extinguishers (if applicable)
- Yes
 - No
6. **Fire:** I know the evacuation plan and route from the department through either the flip chart or posted emergency route plans. (Also located in flip chart)
- Yes
 - No
7. **Tornado/Hazardous Weather:** I know how to get patients and myself to designated shelter area in case of tornado/hazardous weather. (Also located in flip chart)
- Yes
 - No
8. **AED:** I know where the AED is located.
- Yes
 - No
9. **Code Cart:** I know where to locate the adult and pediatric (if applicable) code carts.
- Yes
 - No
10. **Medical Emergency:** In case of a medical emergency, the number I dial for appropriate response is:
- _____
11. **Hazards:** I have read the information pertaining to the hazards including chemical, electrical, hazardous material, intruder, bomb threats, etc.
- Yes
 - No
12. **Eye Wash Station:** I know where to locate the closest eyewash station.
- Yes
 - No
 - N/A
13. **Standard Precautions:** I know where I can find hand sanitizer, gloves, gowns, masks, and other personal protection equipment (PPE) if necessary.
- Yes

- No

14. **Radiation Protection:** I know what radiation protection to use for myself, the patient, and any other people that may be exposed to ionizing radiation, and where it can be found.

- Yes
- No

15. **Badge Access:** I have verified the badge access (as needed) is working appropriately:

- Yes
- No

16. **Personal:** I know where I can find the restroom to use.

- Yes
- No

17. **I have been instructed about the patient flow, the role, and the expectations of the students at this site:**

- Yes
- No

18. **What is the lunch policy at this location?** _____

19. **I can store my personal belongings in:** _____

20. **Where should students be located, do they have a dedicated area for students to sit, etc.?** _____

21. **I should park and enter the building/department:** _____

22. **The clinical preceptor(s) at this site is/are:** _____

23. **Phone number:** What is the phone number for this department if/when I need to contact them? _____

Acknowledgement: By signing this form, I acknowledge that the answers given are truthful to the best of my knowledge. ***I have went over each of these safety checklist statements with a registered technologist.*** If I have any questions regarding any of the information we went over, I am to speak with a technologist, clinical preceptor, clinical instructor, or supervisor of the

clinical site to find the information needed to clarify. If they are unable to answer any questions I may have, I am to contact the ASR program faculty to help with the answers.

Student Name (PRINT): _____

Student Signature: _____

Date: _____

Name of Technologist that helped with the orientation: _____

**Please make a copy, or take a picture for your own records of this document
before returning the signed form to the clinical coordinator.**



ASR Student Clinical Emergency Process

Students are asked at their program orientation to provide the ASR program with two emergency contacts. The student shall provide the names, phone numbers, and relations to the student in case they need to be contact by the ASR program or the clinical site.

The information is comprised into a spreadsheet and then shared to all the clinical sites' supervisors by the clinical coordinator.

In the event of a medical emergency, the clinical staff shall provide any immediate care needed, just as they would with a patient, or other staff member in need. They may activate EMS as needed.

If the student cannot respond appropriately, the facility can provide the emergency contact information to EMS and/or contact the emergency contact(s) listed for the student.

The students are adults, but they have signed understanding that potential health (HIPAA) and potential (FERPA) information may be provided to their emergency contacts.

The clinical site should notify the clinical coordinator when they are able to regarding the emergency situation. This does not have to be done until after the student has been cared for. As the health and safety of the student is priority.



Student Technologist/Hired Student Defined and Position Statement

Student Technologist or Employed/Hired Student Intern (Student I or II) Definition

Any Cox College ASR student who has been hired by a health system, hospital, clinic, outside agency, imaging center, imaging service, or medical office that is either CoxHealth affiliated or non-affiliated with CoxHealth for either paid or unpaid services.

The student is assisting and performing with x-ray, or other modality, exams based on that facilities requirement for their job.

Cox College ASR Position Statement on Hired Students Definition

Cox College, specifically the ASR program, is not affiliated with the process of hiring, determining or paying wages, administrative/human resource duties, and disciplining, etc. students for paid or unpaid positions at any CoxHealth affiliated clinic or hospital, outside agencies, non-CoxHealth affiliated clinics or hospitals, or clinical sites that may or may not be used by the ASR program.

Neither Cox College, nor the ASR program, is responsible for the hired students' performance, attendance, behavior, or any negligence that may occur while under their duties as a student intern/student I or II/or other similar title or role.

The college is willing to share with the students when jobs are available, but they are not involved in the employment process beyond that aspect.

ASR Dosimeter Policy for Student Technologists

If they are working around radiation, the student must be provided their own **employer-issued dosimeter separate from the college issued one.**

The student must **wear only their employer-issued dosimeter when working and only their student dosimeter when they are in clinicals.**



Clinical Technologist Section



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Clinical Technologist Defined

A clinical technologist, is any ARRT registered technologist currently working at a clinical site affiliated with Cox College ASR students. Employees making exposures (such as medical assistant or nurses for example) and graduates who have not successfully completed their ARRT registry should not be assigned to work solely with students.

The technologist is responsible for overseeing the student in their clinical experience while they are performing exams, thus providing a safe environment for both the student and the patient. The technologist should be prepared to work with students and feel comfortable working with students.

All technologists are invited to complete feedback on the students through Trajecsyst, or directly contacting the ASR faculty. In addition, the clinical staff may provide feedback during the ASR clinical roundtables that are held quarterly. They may attend these meetings in-person or through a virtual format.

All clinical technologists will also receive feedback from the students through Trajecsyst. Technologists have access to those comments and ratings at any time, see the [Technologist's Trajecsyst Help Guide](#) for additional help in locating and reviewing these items.

The program director, provides the clinical technologist and their direct supervisor the Trajecsyst feedback bi-annually via e-mail, or in-person.

The different roles a technologist can hold are defined in the subsequent sections of the handbook.



CLINICAL PRECEPTOR DESCRIPTION

Clinical Preceptor (CP)

This is a role for those working extensively with the ASR students. There will be a limited number of clinical preceptor(s) designated at each clinical site. The number designated will depend on the number of students rotating in those settings. The Clinical Preceptor will be the one(s) who handle the on-site issues immediately as the first level of leadership for the students at the clinical site.

Qualifications

1. Is recommended by students and supervisors for the role.
2. Successfully applies for the position of clinical preceptor with the ASR program for that specified clinical site.
3. Holds an American Registry of Radiologic Technologists certification or equivalent and active registration in the pertinent discipline qualifications.
4. Shall be a radiographer proficient in supervision, instruction, and evaluation. Preferred someone who has worked as a clinical instructor in the past, but not required.
5. Shall document the minimum equivalent of two years full-time professional experience as a radiographer.
6. Shall meet the criteria for the position as established by the sponsoring institution.
7. Has completed the *Vector Solutions* or *HealthStream* mandatory education for clinical preceptors.
 - a. Clinical preceptors will have additional training related to their role provided to them in addition to the annual clinical technologist training modules
 - b. Clinical preceptors will be provided additional educational materials related to the clinical preceptor role by the ASR faculty

8. Submit proper documentation of their qualifications to the ASR faculty to report to the JRCERT
9. This role is eligible for the RISE Program at CoxHealth. Refer to the RISE program assessment tool and policy for details of eligibility.

Clinical Preceptor (CP)

Responsibilities

1. Serve as a mentor and positive influence for the Cox College students.
2. The clinical preceptor(s) shall act as a liaison for the students and address any issues they may have with other clinical technologists, supervisors, clinical instructors, staff, providers, and the clinical site itself.
3. The clinical preceptor(s) shall be knowledgeable of the program goals, clinical objectives, and clinical evaluation system.
4. The clinical preceptor(s) shall ensure that students are being provided appropriate and adequate clinical instruction/supervision.
5. The clinical preceptor(s) shall maintain competency in the professional discipline, instructional, and evaluative techniques through continuing professional development.
6. They shall maintain current knowledge of program policies, procedures, and student progress.
7. The clinical preceptor(s) shall provide feedback to the ASR program and the students in the form of Rotational Performance Reviews (RPR's). They shall gather any feedback from other clinical staff that needs to be relayed to the program and to the student.
8. The clinical preceptor(s) shall attend, in-person or virtually, at least **three** of the four ASR Quarterly Roundtable Clinical Meetings when they are held and actively provide feedback in those meetings.
9. The clinical preceptor(s) shall be available to complete competency exams, clinical site orientations, clinical checklists, proficiency evaluations, and other necessary forms for the students that may be required by the program and/or the JRCERT, or ARRT
10. The clinical preceptor(s) should communicate regularly with the clinical coordinator, and/or with the program director as needed.
11. Roles are reviewed annually, and re-education, remediation, or revocation of current role may be discussed with the technologist and their supervisor.



CLINICAL INSTRUCTOR DESCRIPTION

Clinical Instructor (CI)

Qualifications

1. Holds an American Registry of Radiologic Technologists certification or equivalent and active registration in the pertinent discipline qualifications.
2. Shall be a radiographer proficient in supervision, instruction, and evaluation.
3. Shall be in good standing with their immediate supervisor.
4. Shall meet the criteria for the position as established by the sponsoring institution.
 - Recommendation and approval from supervisors
 - Recommendation from students
 - At least 12-months of post-graduate experience
5. Submit proper documentation of their qualifications to the ASR to report to the JRCERT.
6. Has completed the *Vector Solutions* or *HealthStream* mandatory education.
7. This role is eligible for the RISE Program at CoxHealth. Refer to the RISE program assessment tool and policy for details of eligibility.

Responsibilities

1. To maintain a beneficial clinical education to the students, clinical sites will use these clinical instructors to also aid in the completion of clinical competency examinations, checklists, proficiency evaluations, and other necessary forms for the students that may be required by the program and/or JRCERT, or ARRT.
2. The clinical instructors are to provide feedback to the clinical preceptor and shall provide feedback to the ASR program and the students in the form of Rotational Performance Reviews (RPR's).
3. Serve as a mentor and positive influence for the Cox College students and help train the students on all aspects of the job.

4. Maintain current knowledge of program policies, procedures, and student progress.
5. Roles are reviewed annually, and re-education, remediation, or revocation of current role may be discussed with the technologist and their supervisor.



CLINICAL TECHNOLOGIST DESCRIPTION

Clinical Technologist

Qualifications

1. Holds American Registry of Radiologic Technologists certification or equivalent and active registration in the pertinent discipline qualifications.
2. Shall be a radiographer able to supervise a student and benefit their learning experience.
3. Has completed the *Vector Solutions* or *HealthStream* mandatory education.
4. This role is **NOT** eligible for RISE points at CoxHealth, however after gaining ample experience in the profession and working with students, clinical technologists are strongly encouraged to become a clinical instructor (CI) to gain the benefits of being a CI or CP in the future.

Responsibilities:

1. Understand the clinical competency system.
2. Understand requirements for student supervision, both direct and indirect supervision.
3. Support the educational process.
4. Maintain current knowledge of program policies, procedures, and student progress.
5. Provide feedback to the ASR program and the students in the form of Rotational Performance Reviews (RPR's). Communicates with the Clinical Preceptor, Clinical Coordinator, or Program Director as needed.
6. Be available to perform checklists, site orientations, proficiency evaluations, and other necessary forms for the students that may be required by the program and/or JRCERT, or ARRT.



CLINICAL LIASION ROLE

The clinical liaison role was created in the summer of 2023 by the CoxHealth Radiology administration and supervisors and is not an employee of Cox College. However, the person in that role is someone that has been asked by the health system to help with student issues, performance, and competencies during clinical rotations when faculty are on campus and not as readily available to provide immediate assistance.

They work hand-in-hand with the ASR program and the CoxHealth administration to ensure the student experience is enhanced and developing successful graduates from the program. Their priority is focused on the Cox South campus and help be the point of contact as the students are in clinicals. The person will collaborate closely with the Cox College Clinical Coordinator and other members of the ASR team.

This person should be familiar with the JRCERT, ARRT, and Cox College specific policies and requirements in addition to the CoxHealth policies and processes.

The ASR Clinical Coordinator will still handle the scheduling, Trajecsyst requirements, and the day-to-day operations of the students in all clinical settings.

A job description for the role can be found through the CoxHealth website.



CLINICAL PRECEPTORS/SUPERVISORS/INSTRUCTORS

The clinical preceptors and clinical instructors of Cox College's ASR program are educated on program policies and procedures as well as proper coaching techniques to ensure each student receives a well-rounded clinical education experience. Each clinical preceptor and clinical instructor must undergo structured onsite evaluation conducted by either a clinical coordinator or the program director. This training consists of a one-on-one evaluation demonstration with a current student and program official, as well as a written test regarding program policies and procedures pertinent to a clinical preceptor/instructor.

As a teaching institution, CoxHealth expects all employees to readily teach and help students, i.e., Laboratory, Nursing, Radiology, Residents, Respiratory, etc. However, for uniformity and fairness in evaluations, selected individuals are trained and responsible for the clinical evaluations. This does not exclude input from the staff, which will come from Rotational Performance Reviews (*formerly Bi-weekly Evaluations*) evaluation forms provided on the *Trajecsys* website throughout the students' clinical rotations. These evaluation forms are considered valuable information and are used along with academic evaluation, G.P.A.s, and individualized clinical competency evaluations to provide periodic reviews and evaluations. These periodic reviews are used to keep the student informed and updated as to their progress in the program.

The program director will provide semi-annually provide feedback on the clinical instructors and preceptor's performance provided by the students. This feedback will also be shared with the clinical instructor/preceptor's immediate supervisor. Clinical site feedback will be collected from the students and bi-annually reported to the clinical site supervisor for review by the program director.

Continuity in feedback and evaluations allows for a smoother flow of information to the student concerning their clinical performance.

The following is the current list of designated clinical preceptors/instructors and clinical site supervisors for each area.

Bone and Joint Center

Pat Raley - *clinical instructor (also at MORH)*

Aerial Luchsinger - *clinical instructor*

Cindy Kittrell - *clinical instructor*

Caleb Reaves - *clinical instructor*
Rachel Thomas - *clinical instructor*

Citizens Memorial Hospital – Bolivar, MO

Gayla Hankins – *clinical supervisor and clinical instructor*
Jessica Breesawitz – *clinical instructor*

CoxHealth - Branson

Alexis Fulkerson - *clinical instructor*

CoxHealth - Monett

Patrick Blamey – *clinical supervisor and clinical instructor*
Kara Briggs – *clinical instructor*
Jacob “Jake” Murphy – *clinical instructor*
Frankie Smith – *clinical instructor*

CoxHealth - North

David DePriest - *clinical instructor*
Brandi Jenkins – *clinical supervisor and clinical instructor*
Courtney Locke - *clinical instructor*
Amanda Loewenberg - *clinical instructor*
Lauren Richardson - *clinical instructor*

CoxHealth - South

David Calton – *clinical supervisor and clinical instructor*
Cheyanne Hagler – *clinical supervisor and clinical instructor*
Josh Cramer - *clinical instructor*
Robin Evans – *clinical instructor (retired 2023)*
Shelly Foster – *clinical instructor*
Jessica Glover - *clinical instructor*
Rebecca (Becky) Ownby – *clinical instructor*
Zach Pellham – *clinical instructor*
Pauline Rogers – *clinical instructor*
Sean (Terry) Sekscinski - *clinical instructor *also at Superclinics/urgent cares*
Sarah Sheley – *clinical instructor (now at the VA, but still PRN in Cox System)*
Cynthia (Cindy) Sippy - *clinical instructor*
Kristina (Krissi) Spence – *clinical instructor*
Payton Spence – *clinical instructor*
Alicia Spies – *clinical instructor*
Susie Yates – *clinical instructor*

CoxHealth Superclinics/Urgent Cares

Kenneth (Kenny) Goodman - *clinical instructor *also at Cox South*
Deanna Lawson – *clinical instructor*
Janet Miller - *clinical instructor (retired)*
Sean (Terry) Sekscinski - *clinical instructor *also at Cox South*

Ashley Mumford – *clinical supervisor and clinical instructor - applied summer 2023*
Aubrey Looney – *applied summer 2023*
Sheila Perez – *applied summer 2023*
Melissa Jansen - *applied summer 2023*
Katie Estes – *will apply in fall of 2023 after maternity leave*

Ferrell Duncan- FDC

Patricia Sivils – *clinical instructor*
Emily Schmidt - *clinical instructor*

Jared Neuro - JNC Imaging & Neurosurgery Clinic (within South campus)

Grant Glor - *clinical instructor*
Ryan McGaha – *clinical instructor*
Bonnie Foster – *clinical instructor*

Jordan Valley Community Health Center

Brooke White – *clinical instructor*
Clarissa Bundy – *clinical instructor*

Martin Center - MC

Stacie (Russell) Schardt – *clinical instructor*
Lisa Holik-Sloan – *clinical instructor*

Meyer Orthopedic and Rehabilitation Hospital - MORH *(formerly Cox Walnut Lawn)*

Kendall Addis – *clinical instructor * also at Bone and Joint*
Pat Raley – *clinical instructor * also at Bone and Joint*
Aeriel Luchsinger – *clinical instructor * also at Bone and Joint*

Ozarks Healthcare - West Plains (OZHC) - West Plains, MO

Sherri Bay – *Clinical Preceptor, Lead technologist*
Alberta Pummill *(ortho clinic mainly) – Clinical Preceptor*



CLINICAL STAFF GRIEVANCE PROCEDURE

Any R.T. having a difficult time with a student or who recognizes a lapse in student performance, or feels the student is performing below average should report this information to the Clinical Preceptor/Supervisor, Clinical Coordinator, or Program Director.

ASR Student Clinical Grievance Procedure:

An ASR student who has an issue with a clinical site, technologist, or support staff of the clinical site is asked to first discuss the issue with the staff member directly. If no resolution can be made then they are asked to speak to a clinical preceptor or clinical supervisor (different than the directly affected staff member if another one is at that location), followed by the Clinical Coordinator for the ASR program, and then the Program Director. The entire procedure is outlined under the [ASR Student Clinical Grievance Policy](#) found in the current students section of the handbook.

The grievance policy for college-specific items, not related to clinicals, can be found in the Cox College college catalog.



LEVELS OF CLINICAL SUPERVISION

The following levels of student supervision in the clinical facility will be in effect:

I. During Introductory Positioning Labs:

Direct Supervision - No student is allowed to expose in an energized room, or with an energized piece of equipment without proper R.T. supervision and direction. The students must adhere to the **Energized Lab Policy**, which they are provided to sign and can access on Canvas or Trajecsys.

II. During Introductory Rotations (clinical immersion days)

For the first-year students, these rotations will require **Direct Supervision** - which is defined as the student supervision following these parameters:

- A 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 ***physically*** present during the procedure
- Reviews and approves the images
- Is ***physically present*** during the student performing any repeat of any unsatisfactory radiograph, the repeat must be discussed with the student before it is taken

III. During Clinical Rotations

- A. Until the student has demonstrated and proven competency on a procedure, the student must be **directly supervised** until competency is achieved
- B. **Direct supervision** is the R.T. *physically providing supervision at all times.*
 - a. All clinical assignments shall be carried out under the supervision of qualified radiographers and not other staff
 - b. **Direct Supervision** is required for all procedures that require a **c-arm/mobile fluoroscopic machine**, such as, but not limited to surgery, or endoscopy - *regardless of the student's clinical competency*

- c. **Direct Supervision** is required for all procedures performed with a **mobile x-ray machine or portable** – *regardless of the student's clinical competency*
- d. The parameters of **direct supervision** are:
 - i. A qualified R.T. reviews the procedure for the radiographic examination in relation to the student's achievement to determine the capability of the student to perform the examination with reasonable success
 - ii. To determine if the condition of the patient contraindicates performance of the examination by the student
 - iii. The R.T. should be ***physically present*** in the procedure room during the performance of the examination
 - iv. The qualified radiographer reviews and approves the procedure and images for technical quality **prior to the dismissal** of the patient
 - 1. Any unsatisfactory radiographs/images **shall be repeated only in the presence of a qualified radiographer**, regardless of the student's level of competency
 - 2. A qualified radiographer must be physically present during the conduct of a repeat image and **must approve the student's procedure prior to re-exposure**
 - a. This ensures patient safety

C. **Indirect supervision**

- a. Once a student has successfully demonstrated competency, they may perform those procedures with ***indirect supervision*** based upon patient condition and situation
- b. **Indirect supervision** is provided by a qualified radiographer **immediately available** to assist the student regardless of the level of student achievement
- c. ***Immediately available*** is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed
 - i. This availability applies to all areas where ionizing radiation equipment is in use

If you have any questions regarding the supervision of students, please contact the Cox College ASR Faculty.



JRCERT'S CURRENT STATEMENT ON THE USE OF GONADAL SHIELDING



Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312.704.5300
www.jrcert.org

JRCERT POSITION STATEMENT ON GONADAL SHIELDING IN THE CLINICAL SETTING

The Joint Review Committee on Education in Radiologic Technology (JRCERT) **Standards for an Accredited Educational Program in Radiography** are designed to promote academic excellence, patient safety, and quality healthcare.

Standard Five - Objective 5.3 of the **Standards** requires programs to assure students employ proper safety practices. Programs achieve this by instructing students in the utilization of imaging equipment, accessories, optimal exposure factors, and proper patient positioning to minimize radiation exposure to patients, selves, and others. These practices assure radiation exposures are kept as low as reasonably achievable (ALARA).

Gonadal shielding has been a longstanding practice during radiography examinations in instances where the clinical objectives of the examination are not compromised¹. Recent research² in the effectiveness of gonadal shielding during abdominal and pelvic radiography has found, in most instances, that:

- gonadal shielding does not contribute significantly to reducing patient risk from radiation exposure;
- gonadal shielding positioned improperly may have the unintentional consequence of increasing patient exposure;
- gonadal shielding positioned improperly may result in the loss of valuable diagnostic examination results.

Based on the recent research pertaining to the use of gonadal shielding during abdominal and pelvic radiography and the longstanding practice in radiography to only shield in instances in which diagnostic quality will not be compromised, the JRCERT has concluded that routine use of gonadal shielding for abdominopelvic radiography exams should not be standard practice for clinical radiography students when the use of such could interfere with the diagnostic quality of the exam and may result in the risk of a repeat exposure.

Educational programs should review and consider amending, if necessary, policies to assure that the use of gonadal shielding should only be utilized when it will not interfere with the purpose of the examination and when it aligns with clinical facility policy.

Consistent with **Standard Five**, programs must have policies/processes in place to assure students are educated on the importance of the proper use of shielding and optimal use of radiation to promote the health and safety of students, patients, and the public.

¹[NCRP] National Council on Radiation Protection and Measurements. 2021. NCRP Recommendations for Ending Routine Gonadal Shielding During Abdominal and Pelvic Radiography. Bethesda (MD): National Council on Radiation Protection and Measurements. Statement No. 13.

²[FDA] U.S. Food and Drug Administration. 2020. Food and Drugs; radiation protection recommendations; radiological health; recommendations for the use of specific area gonadal shielding on patients during medical diagnostic x-ray procedures. Washington (DC): US Government Publishing Office. 21 CFR Part 1000.50.



COX COLLEGE AND ASRT'S STATEMENT ON THE USE OF GONADAL SHIELDING

Cox College provides the students with the knowledge of the purpose of shielding in addition to other methods to reduce dose to the patient, staff, and others in the room. This is to maintain consistency with the [JRCERT position](#). The students will practice shielding, distance, and technique adjustments in the lab and didactic settings. The college tells students to defer to the clinical site policy regarding the use of shielding on exams. Since Cox College uses clinical sites with different affiliations, the college encourages students to ask the clinical personnel what the site policy is.

The ASRT has also provided position statements and a taskforce regarding the use of gonadal shielding in the clinical setting. The ASRT taskforce website can be found by clicking on the following link: <https://www.asrt.org/promotions/task-force-on-patient-shielding>

The ASRT current position can be found below:

[ASRT Home](#) / [News, Research and Publications](#) / [News Room](#)



News, Research and Publications News Room

ASRT Announcement

ASRT Update on Gonadal and Fetal Shielding

Jan 15, 2021

On Jan. 12, 2021, the ASRT Board of Directors released a statement supporting the discontinuation of the use of gonadal and fetal shielding specifically during abdominal and pelvic radiography.

Significant advances in technology have resulted in reduced patient radiation dose during radiographic procedures, opening the door to this change in clinical practice. However, the radiation protection methods implemented by registered and certified radiologic technologists remain an essential component of high-quality and safe medical imaging procedures. While shielding placed outside of the exposed field may offer only limited additional reductions to patient exposure, this low-risk practice is an important component of our comprehensive efforts to reduce excess radiation dose during our procedures.

The ASRT Board supports the continued use of lead shielding during radiographic procedures where shield placement is appropriate and aligned with minimizing patient radiation exposure. For example, the placement of a lap shield during a radiographic extremity procedure carries little-to-no risk of exam interference or error, but may significantly increase patient comfort and confidence, thus helping to reaffirm our profession's commitment to maximizing safety. The elimination of all patient shielding from standard practice could exacerbate the radiophobia that exists among the public and our patients due to widespread media coverage of the published risks associated with medical radiation exposure.

Before considering the elimination of all patient shielding as a standard practice during radiographic procedures, it is essential that we educate our patients and health care colleagues on the recent advances in technology that have dramatically reduced patient radiation dose, as well as the indispensable role that radiologic technologists serve in the provision of safe and high-quality medical imaging procedures.

The ASRT will explore partnering with key stakeholders to collaboratively develop and disseminate educational materials to inform the public about the safety of our procedures.



Public
Relations
Bernadette Bell



Email



800-444-2778
Ext. 1522

The NRCP's report on shielding can be found here: <https://ncrponline.org/wp-content/themes/ncrp/PDFs/Statement13.pdf>



Technologist Training for Working with Students

Aside from the annual training completed through CoxHealth's HealthStream modules or Vector Solutions (formerly SafeColleges) the ASR program has provided tips and instructions when working with students.

CoxHealth is a teaching hospital and health system. Non-CoxHealth clinical sites who enter into clinical affiliation agreements with Cox College also follow under a learning environment for the students.

Remember, we were all students once learning the skills of the field and the system operations! You are helping shape the future of the profession and potentially your future co-workers.

We tell technologists who ask us for advice, look back to when you were learning, what did a technologist do that helped you the most and what would you have wished the technologists and teachers had provided to you, then do those things when you have a student with you.

Some other tips for having a successful experience for the technologist and for the student include:

1. Be positive about the experience of working with those learning the career field.
2. Remember everyone starts somewhere, this is a process to get the student to your level of expertise and abilities, which takes time.
3. Embrace being patient with the students as they work through the processes and must learn the skills through performing the task.
4. Ask and encourage questions of the students.
5. Show passion and excitement for your career, so they can have that same passion.
6. Clearly communicate your expectations with the student.
7. Lead by example.

Cox College has budgeted for the next fiscal year to purchase the ASRT's Clinical Instructor Academy Modules to provide to the clinical staff.

When becoming a clinical preceptor or clinical instructor, the clinical coordinator will work with the technologist to study the program policies and procedures, as well as learn more about the clinical competency process.



The Technologist's Guide to Clinical Competencies

Who can Evaluate the Student for Clinical Competency

It is the choice of the ASR program to only allow JRCERT approved and designated clinical instructors to perform an ARRT competency exams for students in the program. There are some exceptions to this, where non-clinical instructors can perform clinical competencies for the students. Those will be identified later in this section.

The Evaluation Period

The ASR students in their second semester of the program, first semester in clinicals, will not be allowed to do ARRT or Cox College ASR required competencies until the Monday after spring break. This allows the students time to focus on their development in the clinical setting and the flow of the departments, rather than competency exam numbers.

The exceptions to this include:

- If the student is in a rotation that performs surgery, or c-arm sterile exams, they may comp on the following before the start date:
 - C-arm Machine Competency
 - C-arm sterile field orthopedic case
 - C-arm sterile field non-orthopedic case
- If the student is in a rotation that performs ***non-sterile*** c-arm procedures, they may comp on the following types of cases before the start date:
 - Endoscopic cases
 - ERCP
 - Pain injections
- If the student is in a rotation that is considered an evening shift rotation, that checklist/comp may be completed before the start date.
 - Required that two of these forms be completed during the course of the entire ASR program
- If any exam listed in the ARRT Skull/Cranium section is requested at the site the student is performing clinicals, then they may perform the exam for a clinical competency, due to the limited number of cranium exams.

The students are encouraged to have all their required competencies successfully completed by the Friday before the spring break of their second spring semester, or fifth, and final semester in the program. This date may be altered at the discretion of the ASR faculty under extenuating circumstances. Failure to complete competencies by this time will reduce their practicum grade.

Clinical Competencies

Following the guidelines set forth by the ARRT standards, that became effective as of January 1, 2021, Cox College ASR has adapted their required competencies to comply with these new standards. The ARRT standards for clinical competency can be [found here](#).

In addition, to the ARRT required exams, Cox College ASR students are required to do additional exams, checklists, and requirements to be eligible to sit for the registry. Failure to complete these requirements (Cox College and ARRT) will delay their ability to take the registry in a timely manner.

Competency exams are available on the online platform Trajecsyst (www.trajecsyst.com) for the clinical preceptor, clinical instructors, or technologists to complete.

The students, clinical preceptors, clinical instructors, and technologists should familiarize themselves with the most up-to date list for competency requirements for the cohort is found on Trajecsyst or in the student's Canvas practicum course.

Non-clinical preceptors/instructors can also complete competencies on Trajecsyst or on paper for the students in the following areas:

- C-arm sterile field (orthopedic surgery or non-orthopedic surgery)
- C-arm non-sterile field (pain injections, endoscopy)
- C-arm machine competency form
- Evening Rotation/Weekend Rotation
- Charge/Lead Tech rotation
- Cranium exams (due to the lack of exams)

Clinical competencies are completed on exams that students have at least learned in class, practiced in the lab setting, and been evaluated on in the lab setting by a faculty member.

A minimum of three (3) positions of an exam from a category are generally required, but that is based on site protocol. Exceptions may be made for certain exams that only require two (2) views or one (1) view. This will be up to the discretion of the program guidelines and evaluator based upon patient condition. Another view from a different exam may be required to make the evaluation complete.

Only one student per patient will be allowed to do an evaluation. A patient with multiple exams may not be used for more than one student's evaluations. However, a student can do multiple competency exams on the same patient.

A student may request the clinical preceptor, clinical instructor, or an ASR faculty member to do an ARRT or Cox College clinical competency evaluation of them.

The clinical preceptor, instructor, or technologist will critique all radiographs performed as part of the student evaluation for competency. This should be done regularly regardless of if the student is attempting to complete a competency.

All positioning, machine manipulation, technique selection, patient care, image analysis, anatomy review, as well as pre- and post-exam paperwork (if applicable) must be adequately and satisfactorily displayed by the student. They shall not obtain a score below the minimum in the automatic failure portions of the competency scores.

Quick Facts About Competencies for Technologists

- Students are encouraged to at minimum observe the exam, assist with the exam, and then perform the examination on their own, or with little help at the clinical setting, before attempting an examination for clinical competency
- When the student performs an examination for competency, they must inform the technologist of their intentions **prior** to beginning the exam
- The competency evaluation begins when the student receives the requisition for the examination
 - Once the student has declared the exam will count for a competency, they cannot retract the verbal commitment. This is now a pass/fail situation. The technologist cannot step in and take over for the student at any point during the exam without a fail being entered.
- The student must perform all radiographic positioning and set appropriate techniques to achieve clinical competency
- If the radiologic technologist feels a repeat radiograph will result, they may make corrections to prevent unnecessary exposure to the patient
 - Repeat radiographs must be supervised and documented by the supervising technologist with written comments entailing the reason for the repeat radiograph. A repeat is **not an automatic failure**, unless the technologist feels the student caused the repeat by poor performance, this is at the technologist's discretion.
- Once the exam is complete, the appropriate paperwork is completed, and the patient is returned to their respective location. *(If applicable based on the site protocol)*
- When the radiographs have been completed, ***a minimum of three anatomy questions*** will be asked of the student by the radiologic technologist, a student **cannot** fail a competency due to performance on the anatomy review

- The radiologic technologist and the student will review the radiographs together
- After the examination is complete, the radiologic technologist will complete the evaluation form on the Trajecsyst system
- If adjustments were made by the radiologic technologist for positioning or technique, they must be documented on the competency exam form
- Technologists are strongly encouraged to comment on a student's competency directly on the competency exam form on Trajecsyst
- When the competency is failed, based on 85% or less, or if the technologist feels the student was not ready, or did not perform well enough, they should still fill out a form on Trajecsyst. They should grade them and select ***Not Approved*** at the bottom of the competency form.
 - The technologist must discuss with the student at that time, why they did not pass the competency
 - If a student fails a position, the evaluator is to explain the student's error(s) and demonstrate correctly how the position should be performed. The student should then demonstrate back to the evaluator that they understand how to correctly perform the position.
 - This process notifies the program of the failed competency, which allows for faculty to track the failed exams
 - This does not negatively impact the student or their standing
- **Pediatric Competencies** – these exams must be clinically evaluated on a child from the age of **0 to 6 years old**.
 - Pediatric patients may require assistance in the completing of examinations, due to this age group's potential lack of cooperation and comprehension. Therefore, the completion of the competency will need to be determined by the evaluator using the student's awareness and ability to change radiographic technique, exposure time, positioning, use of positioning aids, and in the interaction with the patient and their family. The student **cannot hold** the patient.
 - Intensive care nursery (NICU) patients *can* be done for competency evaluation. These patients will always require the assistance of an RT(R) as well as NICU staff.
 - Students will not perform mobile/portables in this area without an RT(R) present.
 - Completion of the competency will need to be determined by the evaluator based upon the students' judgment and ability to deal with the exam and the patient. It is fully understood that there will be other staff required to aid in the examination.

- **Fluoroscopy exams**

- Fluoroscopy by nature is a fluid and dynamic modality. The student will not be expected to perform and navigate every situation without assistance from an RT(R).
 - Asking a question is **not** an automatic fail.
- The student should be able to articulate or perform (*based on site expectation*) every step of the procedure.
- The student should interact with the physician and prepare the tray/contrast prior to the exam.
- Appropriate lead apron use and understanding of safety should be demonstrated by the student.
- At minimum one overhead image must be obtained and saved during the procedure for the exam to count as a competency.
 - The student should be able to perform all routine protocol images for the given procedure they are completing. This includes all overheads and plain radiographs.
- If an “overhead”, pre-, or post-contrast image, is required by that provider, those images are considered part of the fluoroscopic case competency and cannot be counted as two different competencies.
 - In that case, a student will need to do one case to count towards the competency for the fluoroscopy exam and a separate exam that they perform the image on to complete competency on that specific exam.
 - An example is a cross-table spine and myelogram.

- **C-arm Cases**

- C-arm competencies can be entered by any registered technologist staff member.
 - They do not have to be CI's.
- C-arm cases should never be performed by a student without an RT(R) present despite their competency level.
- Students are not being evaluated based on their intimate knowledge of the case itself, but rather their knowledge of the c-arm and how to reasonably adjust it according to the requirements of the case.
- The student should be able to interact with and adjust the c-arm based on the physician directive.
- At minimum one image must be taken and stored during the procedure for the exam to count as a competency.
- The student must be able to demonstrate post procedure understanding of how to send images and complete the exam (*based on site specific protocols*)



Technologist Trajecsyst Quick Help Guide

For competencies, end of rotation evaluations, and other program related items, the clinical technologists should have access to a Cox College ASR specific account.

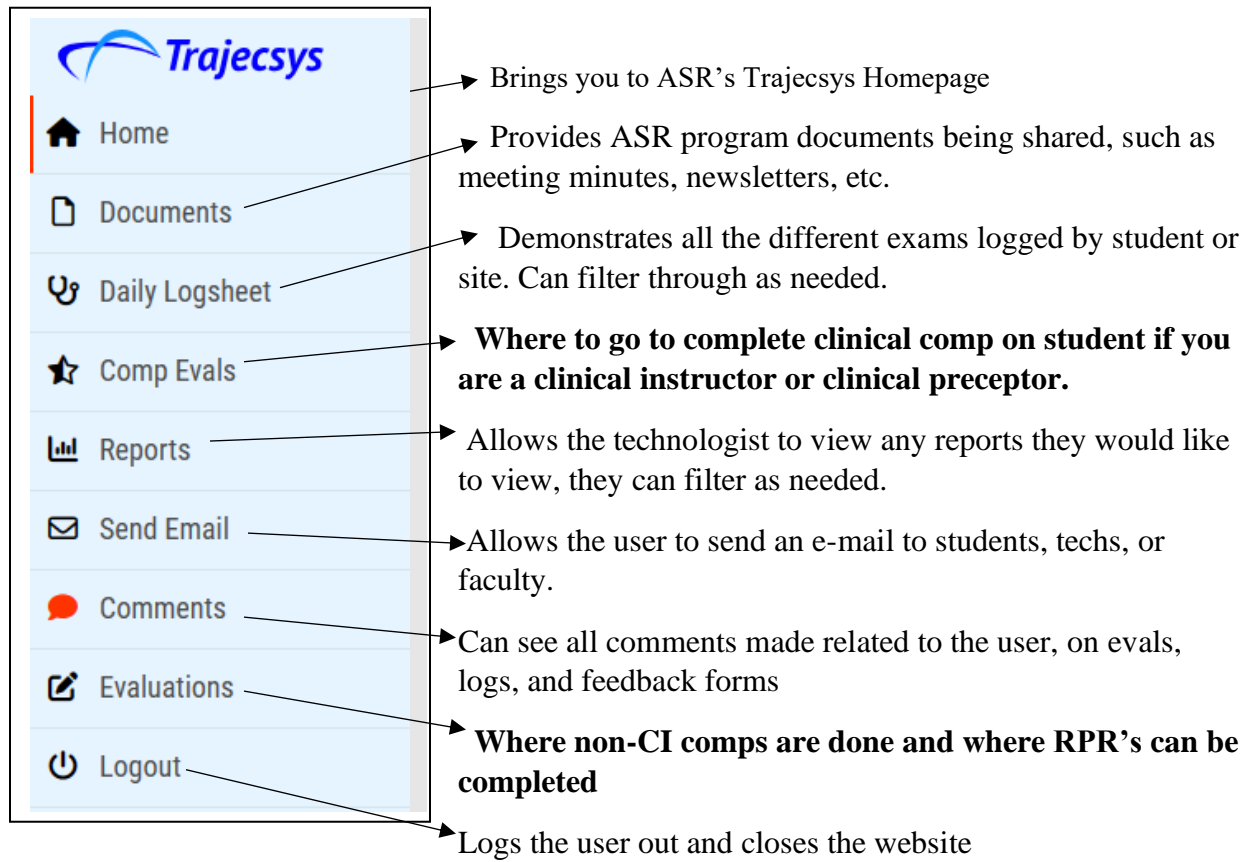
This account must be created by the ASR faculty and cannot be done by the technologist themselves.

A technologist in need of account access shall e-mail the clinical coordinator, Sarah Godbey at sarah.godbey@coxcollege.edu to be added to the account.

Trajecsyst log-in website: www.trajecsyst.com

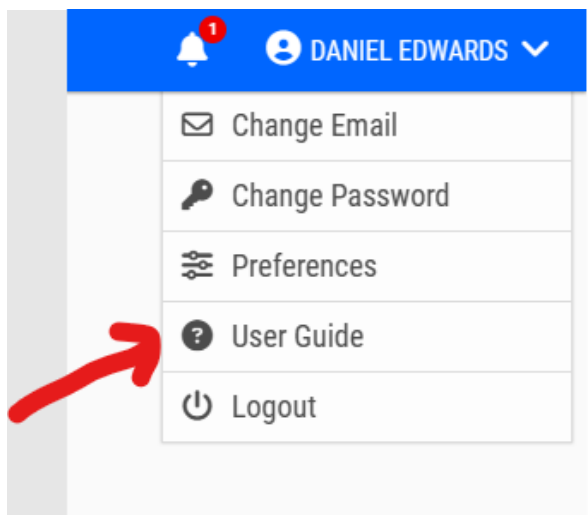
Some common help guides are on the ASR's Trajecsyst homepage once you have logged on.

Below is the left-hand side navigation menu once you log-in, if you are not a clinical instructor or preceptor, you may not have access to all of these on your menu.



Trajecsys has a help guide as well for technologists that can be found here:

- <https://www.trajecsys.com/beta/help.aspx#17>
- Or by clicking under User Guide in the dropdown menu below your name:



1. How to complete a Competency Evaluation on Trajecsyst

1 Navigate to www.trajecsyst.com/beta/index.aspx?link=1

2 Click "Comp Evals"

The screenshot shows the Trajecsyst website interface. On the left is a navigation menu with the following items: Home, Documents, Daily Logsheet, **Comp Evals** (highlighted with an orange circle), Reports, Send Email, Comments, and Evaluations. The main content area on the right has a header 'Cox College ASR Tr Clinical Reporting Da'. Below this, it says 'Live Clinical Schedule Link(s)' and 'Now moving to OFFICE 365 Files'. There are two bullet points for 'Class of 2023': 'Spring 2023 (includes winter intercession) (Google File Link)' and 'Spring 2023 (pdf) NOT a live document'. Below that, there are two bullet points for 'Class of 2024': 'Spring 2023 (Google File Link)' and 'Spring 2023 (pdf) NOT a live document'. At the bottom, it says 'Cox College News Letters and the ASR Quarterly Roundtable Meeting MI'.

3 Click "Please select..."

The screenshot shows the 'Student Competency Evaluation' form. The title is 'Cox College - Radiologic Technology'. Below the title is the heading 'Student Competency Evaluation'. The instruction says 'Please Select Student, Major Study and Procedure.'. There is a dropdown menu labeled '* Site' with the text 'Please select...'. The dropdown menu is open, showing the following options: 'ASR - Cox College Class Day' (highlighted with a blue bar and an orange circle), 'ASR - RAD 121 Labs', 'Evening', 'Ferrell-Duncan Clinic (FDC)', 'Martin Center', and 'Ozarks Healthcare, West Plains (OZHC)'.

4 Click "ASR - Cox College Class Day"

The screenshot shows the 'Student Competency Evaluation' form. The title is 'Cox College - Radiologic Technology'. Below the title is the heading 'Student Competency Evaluation'. The instruction says 'Please Select Student, Major Study and Procedure.'. There is a dropdown menu labeled '* Site' with the text 'Please select...'. The dropdown menu is open, showing the following options: 'ASR - Cox College Class Day' (highlighted with a blue bar and an orange circle), 'ASR - RAD 121 Labs', 'Evening', 'Ferrell-Duncan Clinic (FDC)', 'Martin Center', and 'Ozarks Healthcare, West Plains (OZHC)'.

5 Click "Please select..."

Trajecsys

Home
Documents
Daily Logsheet
Comp Evals
Reports
Send Email
Comments
Evaluations

Student Competency Evaluation

Please Select Student, Major Study and Procedure.

* Site
ASR - Cox College Class Day

* Student
Please select...
AINSWORTH, MARYSSA
ASH, REBECCA L
BARKER, CARRIE ANN
BASS, HANNAH
BOX, BROOKLYNN PAIGE

6 Click STUDENTS NAME from the drop down menu

Trajecsys

Home
Documents
Daily Logsheet
Comp Evals
Reports
Send Email
Comments
Evaluations
Logout

Student Competency Evaluation

Please Select Student, Major Study and Procedure.

* Site
ASR - Cox College Class Day

* Student
Please select...
AINSWORTH, MARYSSA
ASH, REBECCA L
BARKER, CARRIE ANN
BASS, HANNAH
BOX, BROOKLYNN PAIGE
CLINKEBEARD, TY JOSEPH
COOPER, MORGAN M

7 Click "Please select... CLINICAL COMP"

Trajecsys

Home
Documents
Daily Logsheet
Comp Evals
Reports
Send Email
Comments
Evaluations
Logout

Student Competency Evaluation

Please Select Student, Major Study and Procedure.

* Site
ASR - Cox College Class Day

* Student
AINSWORTH, MARYSSA

* Type
Please select...
Clinical Comp
Lab Comp - Faculty Only

* Procedure
Please select...

Next

8 Click "Please select...the category"

Trajecsys

Daily Logsheet
Comp Evals
Reports
Send Email
Comments
Evaluations
Logout

Student Competency Evaluation

Please Select Student, Major Study and Procedure.

* Student
AINSWORTH, MARYSSA

* Type
Clinical Comp

* Major Study
Please select...
Abdomen
C-arm (Non-Sterile)

9 Click "Please select..."

- Reports
- Send Email
- Comments
- Evaluations
- Logout

* Type
Clinical Comp

* Major Study
Geriatric

* Procedure
Please select...

Geriatric Chest Routine (2 views or more)*ARRT Mandatory

Geriatric Extremity - Upper or Lower (Cannot be a hip) - (2 or more views)*ARRT Mandatory

Geriatric Hip/Spine - (2 or more views)*ARRT Elective

10 Click "the procedure type"

- Send Email
- Comments
- Evaluations
- Logout

* Major Study
Geriatric

* Procedure
Please select...

Geriatric Chest Routine (2 views or more)*ARRT Mandatory

Geriatric Extremity - Upper or Lower (Cannot be a hip) - (2 or more views)*ARRT Mandatory

Geriatric Hip/Spine - (2 or more views)*ARRT Elective

11 Click the NEXT button.

- Send Email
- Comments
- Evaluations
- Logout

Clinical Comp

* Major Study
Geriatric

* Procedure
Geriatric Chest Routine (2 views or more)*ARRT Mandatory

Next

12 Click "Select which year in the program they are"

Student: AINSWORTH, MARYSSA Site: ASR - Cox College Class Day Skill: Geriatric - Geriatric Chest Routine (2 views or more)*ARRT Mandatory

☐ First Year ☐ Second Year

☐ No ☒ Yes

☐ No ☒ Yes

☐ No ☒ Yes

☐ 0 - Unacceptable ☐ 1 - Requires Major Improvement

13 Click "any changes to the form that needs to be done"

☐ No ☒ Yes

☐ 0 - Unacceptable ☐ 1 - Requires Major Improvement
☒ 2 - Requires Minor Improvement ☒ 3 - Acceptable
☐ N/A

☐ 0 - Unacceptable ☐ 1 - Requires Major Improvement
☒ 2 - Requires Minor Improvement ☒ 3 - Acceptable
☐ N/A

☐ 0 - Unacceptable ☐ 1 - Requires Major Improvement
☒ 2 - Requires Minor Improvement ☒ 3 - Acceptable
☐ N/A

☐ 0 - Unacceptable ☐ 1 - Requires Major Improvement
☒ 2 - Requires Minor Improvement ☒ 3 - Acceptable
☐ N/A

14 Click "Provide Accession #"

☐ 0 - Unacceptable ☐ 1 - Requires Major Improvement
☒ 2 - Requires Minor Improvement ☐ 3 - Acceptable
☐ N/A

☐ Yes ☒ No

☐ Provide Accession #

Click "Submit"

☒ Approved ☐ Not A
☐ Simulated ☐

MURPHY, JAKE, Clinical Preceptor Approved: Yes

Note: old form is available

15 Click here on the text/cloud icon.

☐ 0 - Unacceptable ☐ 1 - Requires Major Improvement
☒ 2 - Requires Minor Improvement ☐ 3 - Acceptable

No

Accession #

☒ Approved ☐ Not Approved
☐ Simulated ☐ Recheck

Note: old form is available [here](#).

16 Type in ONLY the last 5 numbers of the accession number for the exam.

17 Click the Submit button.

N/A

Yes ☒ No

Provide Accession #

☒ Approved ☐ Not Approved
☐ Simulated ☐ Recheck

Note: old form is available [here](#).

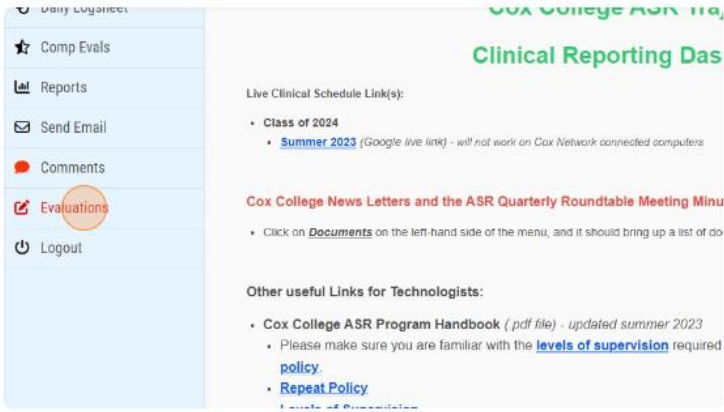
Submit Cancel

By checking "**Approved**" that is signifying that they passed the competency or proficiency.
 Checking "**Not approved**" will flag the ASR faculty of failed competency or proficiency.

2. How to complete a Rotation Performance review (RPR) on Trajecsys

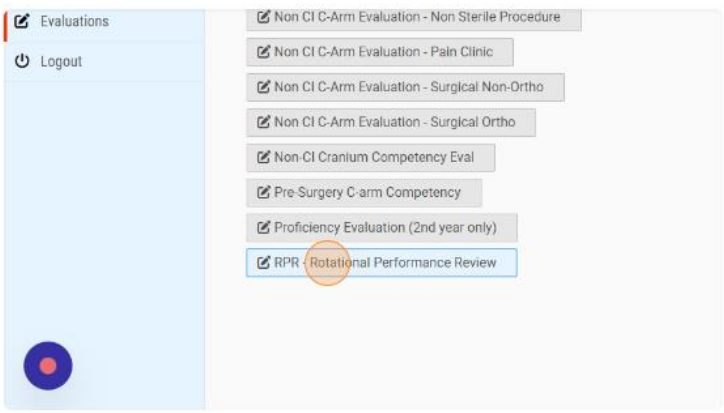
1 Navigate to www.trajecsys.com/beta/index.aspx?link=1

2 Click "Evaluations"



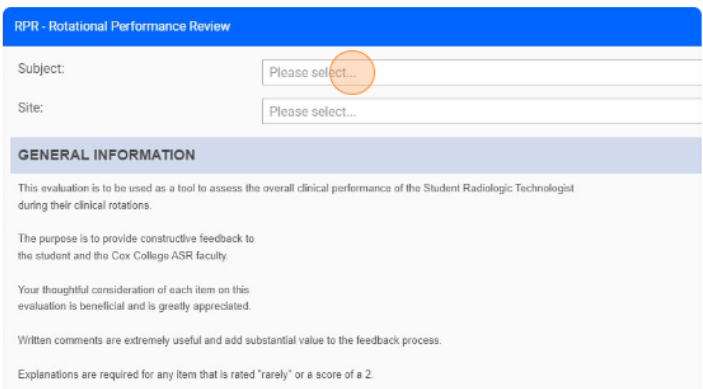
The screenshot shows the Trajecsys website interface. On the left is a blue sidebar menu with items: 'Daily Logarithm', 'Comp Evals', 'Reports', 'Send Email', 'Comments', 'Evaluations' (highlighted with an orange circle), and 'Logout'. The main content area has a green header 'COX College ASR Tra Clinical Reporting Das'. Below the header, there are sections for 'Live Clinical Schedule Link(s)' with links for 'Class of 2024' and 'Summer 2023', 'Cox College News Letters and the ASR Quarterly Roundtable Meeting Minu', and 'Other useful Links for Technologists' including 'Cox College ASR Program Handbook' and 'Repeat Policy'.

3 Click "RPR - Rotational Performance Review"



The screenshot shows the 'Evaluations' menu expanded in the sidebar. The 'RPR - Rotational Performance Review' option is highlighted with an orange circle. Other options in the menu include 'Non CI C-Arm Evaluation - Non Sterile Procedure', 'Non CI C-Arm Evaluation - Pain Clinic', 'Non CI C-Arm Evaluation - Surgical Non-Ortho', 'Non CI C-Arm Evaluation - Surgical Ortho', 'Non-CI Cranium Competency Eval', 'Pre-Surgery C-arm Competency', and 'Proficiency Evaluation (2nd year only)'.

4 Click on the students name from the drop down menu under the "Please select..." tab.



The screenshot shows the 'RPR - Rotational Performance Review' form. At the top, there is a blue header bar. Below it, there are two dropdown menus labeled 'Subject:' and 'Site:', both with 'Please select...' text. The 'Subject:' dropdown is highlighted with an orange circle. Below the dropdowns is a section titled 'GENERAL INFORMATION' with text explaining the purpose of the evaluation and the importance of written comments.

RPR - Rotational Performance Review	
Subject:	AINSWORTH, MARYSSA
Site:	Please select...
GENERAL INFORMATION	
This evaluation is to be used as a tool to assess the performance of each resident during their clinical rotations.	ASR - Approved Exemption ASR - Cox College Class Day ASR - RAD 121 Labs
The purpose is to provide constructive feedback to the student and the Cox College ASR faculty	Bereavement Leave
Your thoughtful consideration of each item on this evaluation is beneficial and is greatly appreciated.	Boliviar - Citizens Memorial Hospital (CMH)
Written comments are extremely useful and add substance to the review process.	Bone and Joint
Explanations are required for any item that is rated "Not Applicable".	Branson
	ETO Awarded

dent notify staff when a repeat needed to be
past once discussed with a staff member?

☐ Never (0%) ☐ Rarely (30-50%) ☐ Sometimes (50-70%)
☐ Usually (70-90%) ☒ Always (90-100%) ☐ N/A

splices exceptional patient care, shows compassion
is the patient as comfortable as possible given the
ceeds the needs of the patient and/or their family

☐ Never (0%) ☐ Rarely (30-50%) ☐ Sometimes (50-70%)
☐ Usually (70-90%) ☒ Always (90-100%) ☐ N/A

Comments

Comments provide extremely useful feedback.
Please take a few moments to add any
to share about this student's clinical

then click "Submit"

☒ Approve

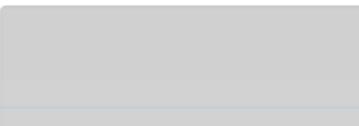
0-50% ☐ Sometimes (50-70%) ☐ N/A

ways (90-100%) ☐ N/A

0-50% ☐ Sometimes (50-70%) ☐ N/A

ways (90-100%) ☐ N/A

☒ Approved ☐ Not Approved



3. How to complete a Rotation Performance review (RPR) on Trajecsyst

1

Navigate to www.trajecsyst.com/beta/reports.aspx

2

Click "Evaluations"

Comp Evals

Reports

Send Email

Comments

Evaluations

Logout

Time Totals

Skill Summary

Completed Comp Exams

Evaluation Summaries

Completed Evaluations/Forms

Recent Reports

3

Click "Proficiency Evaluation (2nd year only)"

Comments

Evaluations

Logout

Non CI C-Arm Evaluation - Pain Clinic

Non CI C-Arm Evaluation - Surgical Non-Ortho

Non CI C-Arm Evaluation - Surgical Ortho

Non-CI Cranium Competency Eval

Pre-Surgery C-arm Competency

Proficiency Evaluation (2nd year only)

RPR - Rotational Performance Review

4

Click "Please select...the student's name"

Proficiency Evaluation (2nd year only)

Subject:

Site:

Proficiency Evaluation

Please fill the form out below and score the student for this anatomical part or exam type.

Type of Exam

Please select which body region the exam was performed on. You will be required to enter the type of exam in comments (lumbar, wrist, etc.)

Date of exam:

Type of Exam:

Please select...

AINSWORTH, MARYSSA

ASH, REBECCA

BARKER, CARRIE

BASS, HANNAH

BOX, BROOKLYNN

CLINKEBEARD, TY

COOPER, MORGAN

FIELDS, KATHERINE

FORBES, KIM

GIMI IN RAIL FY

5 Click "ASR - Cox College Class Day"

Proficiency Evaluation (2nd year only)

Subject: WOOD, ALLI

Site: Please select...

Proficiency Evaluation

Please fill the form out below and score the student for this anatomical part or exam type.

Type of Exam

Please select which body region the exam was performed on by the student. You will be required to enter the type of exam in comments section as well. (i.e. lumbar, wrist, etc.)

ASR - Cox College Class Day

ASR - RAD 121 Labs

Evening

Ferrell-Duncan Clinic (FDC)

Martin Center

Ozarks Healthcare, West Plains (OZHC)

Date of exam: mm/dd/yyyy

Type of Exam:

6 Checkbox the Correct Type of Exam.

ASR - Cox College Class Day

Proficiency Evaluation

Please fill the form out below and score the student appropriately. If the student automatically fails on a "****" item or does not show overall competency, then they must re-evaluate this anatomical part or exam type.

Which body region the exam was performed on by the student. You will be required to enter the type of exam in comments section as well. (i.e. lumbar, wrist, etc.)

☒ Upper Extremity
 ☐ Lower Extremity
 ☐ Thorax/Abdomen
 ☐ Vertebral Column
 ☐ Fluoroscopy
 ☐ Surgery/C-Arm
 ☐ Other

Date of exam: mm/dd/yyyy

Type of Exam:

7 Click here. And Enter the Date

Please fill the form out below and score the student appropriately. If the student automatically fails on a "****" item or does not show overall competency, then they must re-evaluate this anatomical part or exam type.

Which body region the exam was performed on by the student. You will be required to enter the type of exam in comments section as well. (i.e. lumbar, wrist, etc.)

☒ Upper Extremity
 ☐ Lower Extremity
 ☐ Thorax/Abdomen
 ☐ Vertebral Column
 ☐ Fluoroscopy
 ☐ Surgery/C-Arm
 ☐ Cranium or Skull

Date of exam: mm/dd/yyyy

Type of Exam:

☒ Yes
 ☐ No

Overall history:
 ☒ Excellent
 ☐ Good
 ☐ Fair
 ☐ Poor/Needs Improvement

Click this field and type in the specific body part (i.e. hand, foot, c-spine)

region the exam was performed on by the student. You the type of exam in comments section as well. (i.e.

☒ Upper Extremity ☐ Lower Extremity ☐ Thorax/Abdomen
☐ Vertebral Column ☐ Fluoroscopy ☐ Surgery/C-Arm ☐ Cranium

05/16/2023

ntifiers *** ☒ Yes ☐ No

patient history. ☒ Excellent ☐ Good ☐ Fair ☐ Poor/Needs Improvement

it. ☒ Yes ☐ No ☐ N/A

9 Click to change any of the fields for the questions.

ntifiers *** ☒ Yes ☐ No

id patient history. ☒ Excellent ☐ Good ☐ Fair ☐ Poor/Needs Improvement

ant. ☒ Yes ☐ No ☐ N/A

needed ☒ Yes ☐ No ☐ N/A

fection, know how to use the equipment in the room for the ☒ Yes ☐ No ☐ N/A

technique. ☒ Yes ☐ No ☐ N/A

10 Click this text field for the Accession number

icient in this examination? ☒ Excellent ☐ Good ☐ Fair ☐ Poor/Needs Improvement

islate the exam from start to finish (If applicable - including all sending of images, charging, moving of patient on computer them, etc.) ☒ Yes ☐ No ☐ N/A

lent any positive feedback, constructive criticism, or other hints/tips for them to continue to learn from.

xam (Last 5 digits maximum only)

te later, then click "Submit"

11 Type in the last 5 numbers (maximum) of the accession number.

By checking “**Approved**” that is signifying that they passed the competency or proficiency.
Checking “**Not approved**” will flag the ASR faculty of failed competency or proficiency.

4. How to View Feedback from Students on Trajecsys

1 Navigate to www.trajecsys.com/beta/index.aspx

2 Click "Reports"

Trajecsys Cox College — Radiologic Technology

- Home
- Documents
- Daily Logsheet
- Comp Evals
- Reports**
- Send Email
- Comments
- Evaluations
- Logout

Cox College ASR Trajecsys Clinical Reporting Dashboard

Live Clinical Schedule Link(s):

- Class of 2024
 - [Summer 2023](#) (Google live link) - will not work on Cox Network connected computers

Cox College News Letters and the ASR Quarterly Roundtable Meeting Minutes

- Click on [Documents](#) on the left-hand side of the menu, and it should bring up a list of documents.

3 Click "Completed Evaluations/Forms"

Reports

- Send Email
- Comments
- Evaluations
- Logout

[Time Totals](#) — A student's total days attended, daily hour totals, time exception reports

[Skill Summary](#) — Summary from daily logsheets reporting number, participation in exams

Click on a date to view the individual exam.

[Completed Comp Exams](#)

[Evaluation Summaries](#) — Display grouped item form and evaluation scores and a summary

[Completed Evaluations/Forms](#) — View individual evaluation and form results and a summary

[Recent Reports](#)

4 Click here.

Cox College — Radiologic Technology

Completed Evals

Template	Evaluator	Subject
Clinical Preceptor Evaluation - Revised 2019	<input type="checkbox"/> View Deleted Templates	-- ANY --
AIDET Competency	Approved	Validated
Clinical Preceptor Evaluation - Revised 2019	-- ANY --	-- ANY --
Clinical Site Survey - Revised 2019		
Evening Shift Evaluation		
Pre-Surgery C-arm Competency		
Rotational Performance Review (formerly Biweekly Evaluation)		
RPR (Rotational Performance Review) Class of 2020 ONLY		

Download PDF

5 Click "Clinical Preceptor Evaluation - Revised 2019"

The screenshot shows the 'Completed Evals' section of a software interface. A dropdown menu is open, displaying a list of evaluation templates. The template 'Clinical Preceptor Evaluation - Revised 2019' is highlighted with a blue background and a red circle. Other templates visible include 'AIDET Competency', 'Clinical Site Survey - Revised 2019', 'Evening Shift Evaluation', 'Pre-Surgery C-arm Competency', 'Rotational Performance Review (formerly Biweekly Evaluation)', 'RPR (Rotational Performance Review) Class of 2020 ONLY', and 'Test - CP Evaluation'. To the right of the dropdown, there are filters for 'Evaluator' (set to 'ANY') and 'Approved' (set to 'ANY'). A 'Download' button is also visible.

6 Click this button field.

The screenshot shows the 'Completed Evals' page. On the left is a sidebar with navigation links: Home, Documents, Daily Logsheet, Comp Evals, Reports, Send Email, Comments, Evaluations, and Logout. The main content area has a 'Completed Evals' header. Below it, the 'Template' dropdown is set to 'Clinical Preceptor Evaluation - Revised 2019'. There are input fields for 'From Date' (mm/dd/yyyy) and 'Through Date' (07/13/2023), a 'Calculation Method' dropdown (Display Point Average), and an 'Approve' dropdown (ANY). The 'Apply Filter' button is highlighted with a red circle. Below the filters, there are checkboxes for 'Show results in the same order as on the form' and 'Toggle "Viewed" column'. A 'Subject' section lists several entries for 'EDWARDS, DANIEL (Evening)'.

7 Click "View"

The screenshot shows a table of evaluation results. At the top, there are filters for 'Viewed' (ANY), 'Saved for later' (No), and 'Level' (ANY). A 'Search' field is also present. Below the filters is a 'Status Legend' link. The table has columns for 'Score', 'Status', 'V*', and 'Details'. The 'V*' column contains green checkmarks. The 'Details' column contains a 'View' button, which is highlighted with a red circle. The table lists four rows of data for 'EDWARDS, DANIEL (Evening)'.

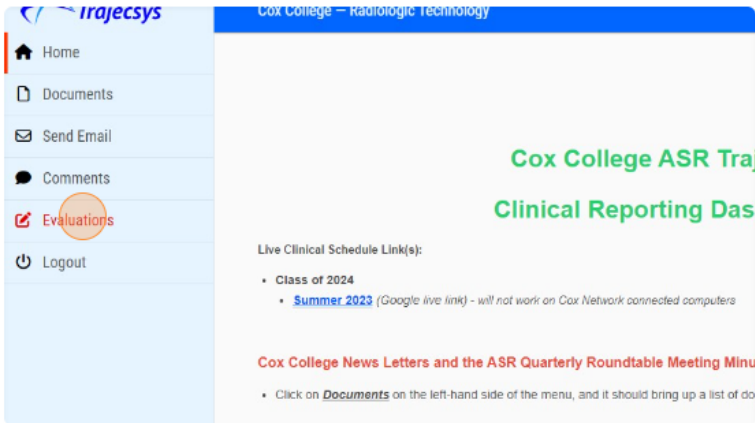
8 Click here.

The screenshot shows the details of an evaluation. At the top, there is a header with a close button (X) and a user profile for 'DANIEL EDWARDS'. Below the header, there is a table with columns for 'Score', 'Status', 'V*', and 'Details'. The 'V*' column contains a green checkmark. The 'Details' column contains a 'View' button, which is highlighted with a red circle. The table lists one row of data for 'EDWARDS, DANIEL (Evening)'.

5. How to Enter a Non-CI C-arm Competency

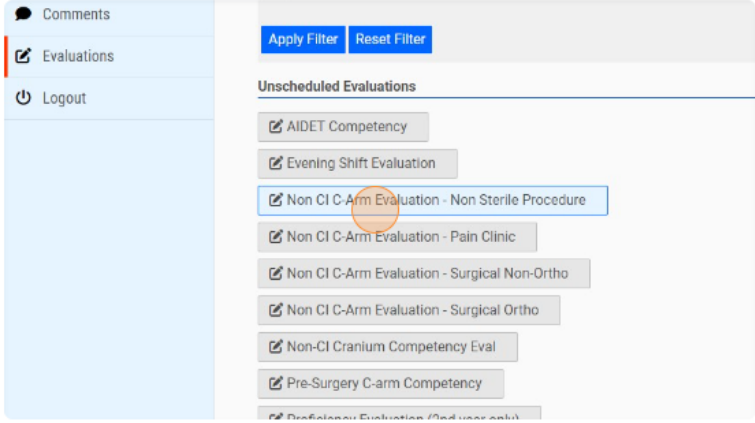
1 Navigate to www.trajecsys.com/beta/index.aspx?link=1 [Guide Me](#)

2 Click "Evaluations"



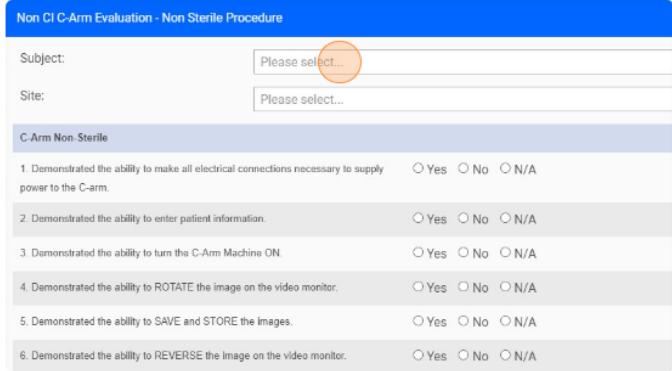
The screenshot shows the Trajecsys website interface. On the left is a blue sidebar menu with options: Home, Documents, Send Email, Comments, Evaluations (highlighted with an orange circle), and Logout. The main content area has a blue header 'Cox College - Radiologic Technology'. Below the header, there's a green title 'Cox College ASR Traj Clinical Reporting Das'. Underneath, it says 'Live Clinical Schedule Link(s):' followed by a list: 'Class of 2024' and 'Summer 2023 (Google live link) - will not work on Cox Network connected computers'. At the bottom, it says 'Cox College News Letters and the ASR Quarterly Roundtable Meeting Minu' and a note to click on 'Documents' in the sidebar.

3 Click "Non CI C-Arm Evaluation - Non Sterile Procedure"



The screenshot shows the 'Evaluations' page. On the left sidebar, 'Evaluations' is highlighted. The main area has 'Apply Filter' and 'Reset Filter' buttons. Below is a section 'Unscheduled Evaluations' with a list of checkboxes: 'AIDET Competency', 'Evening Shift Evaluation', 'Non CI C-Arm Evaluation - Non Sterile Procedure' (highlighted with an orange circle), 'Non CI C-Arm Evaluation - Pain Clinic', 'Non CI C-Arm Evaluation - Surgical Non-Ortho', 'Non CI C-Arm Evaluation - Surgical Ortho', 'Non-CI Cranium Competency Eval', 'Pre-Surgery C-arm Competency', and 'Proficiency Evaluation (Redesign)'. There are also 'Comments' and 'Logout' links in the sidebar.

4 Select the student you are performing the comp on from the "Please select..." drop down list.



The screenshot shows the 'Non CI C-Arm Evaluation - Non Sterile Procedure' form. It has a blue header. Below the header, there are two dropdown menus: 'Subject:' and 'Site:', both with 'Please select...' text. Below these is a section 'C-Arm Non Sterile' with a list of six tasks, each with three radio buttons: 'Yes', 'No', and 'N/A'. The tasks are: 1. Demonstrated the ability to make all electrical connections necessary to supply power to the C-arm. 2. Demonstrated the ability to enter patient information. 3. Demonstrated the ability to turn the C-Arm Machine ON. 4. Demonstrated the ability to ROTATE the image on the video monitor. 5. Demonstrated the ability to SAVE and STORE the images. 6. Demonstrated the ability to REVERSE the image on the video monitor.

5 Click "ASR-Cox College Class Day"

CI C-Arm Evaluation - Non Sterile Procedure	
Subject:	AINSWORTH, MARYSSA
Signature:	Please select...
Room Non-Sterile	
demonstrated the ability to make all electrical connections to the C-Arm	ASR - Approved Exemption
demonstrated the ability to enter patient information	ASR - Cox College Class Day
demonstrated the ability to turn the C-Arm Machine	ASR - RAD 121 Labs
demonstrated the ability to ROTATE the image or	Bereavement Leave
demonstrated the ability to SAVE and STORE the	Bolivar - Citizens Memorial Hospital (CMH)
demonstrated the ability to REVERSE the image	Bone and Joint
	Branson
	ETO Awarded

6 Click "Yes"

Simulation - Non Sterile Procedure

AINSWORTH, MARYSSA

ASR - Cox College Class Day

☒ Yes
 ☐ No
 ☐ N/A

☐ ability to make all electrical connections necessary to supply

☐ Yes
 ☐ No
 ☐ N/A

☐ ability to enter patient information.

☐ Yes
 ☐ No
 ☐ N/A

☐ ability to turn the C-Arm Machine ON

☐ Yes
 ☐ No
 ☐ N/A

☐ ability to ROTATE the image on the video monitor.

☐ Yes
 ☐ No
 ☐ N/A

☐ ability to SAVE and STORE the images.

☐ Yes
 ☐ No
 ☐ N/A

☐ ability to REVERSE the image on the video monitor.

☐ Yes
 ☐ No
 ☐ N/A

7 Click this field to enter any comments.

ability to REVERSE the image on the video monitor. ☒ Yes ☐ No ☐ N/A

ability to properly shut down and transport the C-arm ☒ Yes ☐ No ☐ N/A

of equipment manipulation. ☒ Excellent ☐ Above Average ☐ Average ☐ Below Average
☐ Poor/Needs Improvement

d rapport with the physician, OR staff, and the technologist. ☒ Yes ☐ No ☐ N/A

n protection for the OR Staff and technologists. ☒ Yes ☐ No ☐ N/A

ed and charged the exam (if applicable). ☒ Yes ☐ No ☐ N/A

ents for Student:

ile later, then click "Submit"

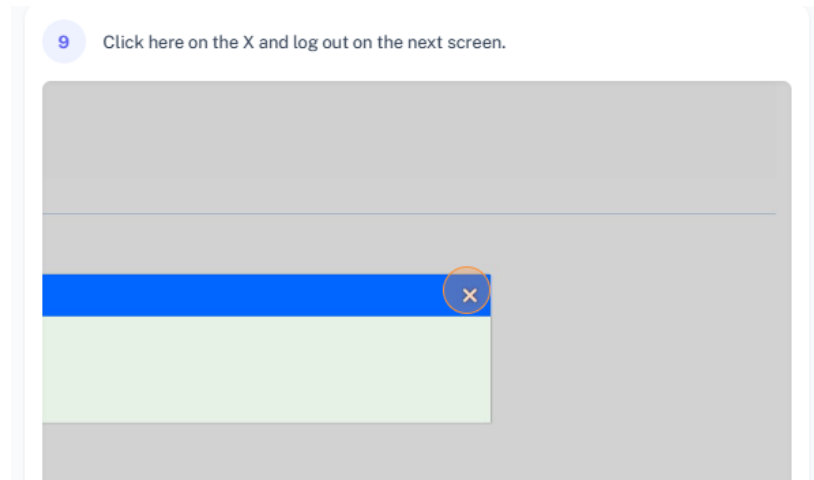
8 Click the Submit button.

☒ Average ☐ Below Average

☒ Approved ☐ Not Approved

Submit

*By checking “**Approved**” that is signifying that they passed the competency or proficiency.
Checking “**Not approved**” will flag the ASR faculty of failed competency or proficiency.*





COX COLLEGE
CoxHealth

Cox College ASR Handbook Appendix

Appendix A: Student Trajecsys Quick Reference Guide

Found on the student's Trajecsys landing page and on their practicum course pages are How-to videos and/or printed files that include:

- How to Log Daily Exams
- How to Check Your Time Totals
- How to Check Your RPR Feedback
- How to Find and Read your Radiation Dosimeter Report
- How to Check for Comps
- How to Check for Proficiencies
- How to Make a Time Exception on Trajecsys
- How to do a Clinical and Site Survey
- How to check how many site and technologist surveys completed

Appendix B: Overload Hours Request Form for over 40 hours per week or over 10 hours per day

Found on Trajecsyst

Overload Hours Request Form

✕

Site:

Request

I am voluntarily requesting an exemption from the Cox College ASR program's **10 hour per day** maximum (including lunch time). I am requesting the exemption because:


I am voluntarily requesting an exemption from the Cox College ASR program's **40 hour per week** maximum (including lunch time). I am requesting the exemption because:

The date(s) I am wishing this exemption be used for is/are: *(please list the dates affected by this request)*

Student Acknowledgement

By providing the electronic signature and date below, I am attesting that I have requested **voluntarily** for additional hours beyond the standards of 10 clinical hours per day, or 40 hours per week. Cox College ASR program is not requiring me to do these additional hours per day or per week.

Student Electronic Signature: By typing your name in the space provided, you are formally signing this document and a copy will be sent to the program faculty.

Today's date I am signing this document is: 

Please type your name as your signature for this document request.

☒ Approved ☐ Not Approved

Appendix C: Pregnancy Declaration Packet



NOTIFICATION OF PREGNANCY PROCEDURE

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 Associate of Science in Radiography program 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 coordinator. 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. Below is directly from the current CoxHealth 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 ASR 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. Changes to the clinical schedule may be made to remove the pregnant student from higher exposure areas.
4. The recommended dose limit during pregnancy is 0.5 REM, or equivalent, 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.

****While the Cox College ASR program follows the guidelines from the CoxHealth pregnancy policy as provided above, the ASR program provides additional options compared to the health system's policy. Students who become pregnant can provide a written notice of voluntary declaration. The student may provide a written letter of withdrawal from the program, or they may request for a leave of absence (LOA). If a student chooses a LOA, they can return with the next cohort at the point where they left their current cohort semester wise. Students may continue in the program with clinical component options mutually agreed upon by the college and the student and in accordance with Title IX. The student may continue without modification to their clinical components. The ASR program wants to assure that radiation exposure to the student and the fetus are kept as low as reasonably achievable (ALARA).***

Student Signature

Date

Faculty Signature/Program Director Signature

Date

Additional Faculty Signature

Date



CoxHealth Employee/Student Pregnancy Declaration Form

Declaring your pregnancy is voluntary. In order for a pregnant worker/student to take advantage of the dose monitoring provisions specified in NRC 10 CFR Part 20 (fetal monitor), the woman must declare her pregnancy in writing to the licensee (CoxHealth/Cox College). A woman may also un-declare her pregnancy.

Additional education maybe found within the Radiation Safety Program located on Policy Manager on the CoxHealth intranet. All information below is required in order to be assigned a fetal monitor.

I, _____, am **voluntarily, declaring** that I am pregnant. I understand the proper wearing of the fetal radiation monitor (worn at the waist, under the radiation shield) and on the general risk to the unborn fetus from occupational radiation exposure. I understand that I may receive more counseling on the risk from radiation exposure from the Radiation Safety Officer or Radiation Safety Coordinator if desired. I am aware there is more information available to me in the Radiation Safety Program Policy.

Your Department/Supervisor is aware of pregnancy: ☐ Yes ☐ No (pregnancy is confidential at this time) If you wish your pregnancy to remain confidential beyond this monitor wear period (month) contact the Radiation Safety Coordinator.

Facility & Department currently working in: Cox College student performing clinicals at CoxHealth and Cox College affiliated imaging facilities and departments.

Current Supervisor: Daniel J. Edwards/Sarah Godbey Phone #: 417-269-1073/269-1074

Due date if known: _____ Date of Declaration: _____

Signature: _____ Student ID number: _____

***Send this signed declaration form to the office of the CoxHealth Radiation Safety Coordinator or email to: meghan.elet@coxhealth.com**



Cox College ASR Student Pregnancy Declaration Options

I, _____, am **voluntarily, *declaring*** that I am pregnant.

By declaring pregnancy, I have been explained the options to me as a student in the ASR program and provided further instructions regarding fetal monitoring and ALARA for myself and my fetus(es).

With regards to the program, I am electing to:

☐

Continue with the ASR program both clinically and didactically ***without*** modifications to the requirements for students.

☐

Continue with the ASR program both clinically and didactically, ***with some*** modifications to the requirements for students during my pregnancy. My preference or my physician has advised me to request modifications (may require documentation from physician) of:

☐

Take a leave of absence (LOA) from the ASR program and Cox College. I will follow the procedures to officially take the LOA from both. I understand that when I choose to return to the program, I will begin in the equivalent semester that I am leaving and at the beginning of that semester. I understand that if requirements have been amended since my LOA was requested, that I will need to meet the requirements of the new cohort that I will be joining.

I am electing to **allow** or **not allow** (circle one) the ASR program officials to confirm to clinical sites and other parties of interest of my pregnancy as needed.

Student Signature

Date

Faculty Signature/Program Director Signature

Date

Additional Faculty Signature

Date



Cox College ASR Student Pregnancy Undeclaring of Pregnancy

I, _____, am **voluntarily, *un-declaring*** that I am pregnant.

By undeclaring pregnancy, I am no longer requesting fetal monitoring, accommodations, or a leave of absence from the ASR program, Cox College, or CoxHealth. I will complete the un-declaration of pregnancy form for CoxHealth notifying CoxHealth of my un-declaring of pregnancy.

Student Signature

Date

Faculty Signature/Program Director Signature

Date

Additional Faculty Signature

Date



CoxHealth Employee/Student Pregnancy Un-Declaration Form

Declaring your pregnancy is voluntary. In order for a pregnant worker/student to take advantage of the dose monitoring provisions specified in NRC 10 CFR Part 20(fetal monitor), the woman must declare her pregnancy in writing to the licensee (CoxHealth/Cox College). A woman may also un-declare her pregnancy.

Additional education maybe found within the Radiation Safety Program located on Policy Manager on the CoxHealth intranet. All information below is required in order to be assigned a fetal monitor.

I, _____, am **voluntarily, *un-declaring*** that I am pregnant.

Facility & Department currently working in: Cox College student performing clinicals at CoxHealth and Cox College affiliated imaging facilities and departments.

Current Supervisor: Daniel J. Edwards/Sarah Godbey Phone #: 417-269-1073/269-1074

Date of Un-Declaration: _____

Signature: _____ Student ID number: _____

***Send this signed declaration form to the office of the CoxHealth Radiation Safety Coordinator or email to: meghan.elet@coxhealth.com**

Appendix D: Student Concern Form Example



ASR Student Concern Progress Report

Student: _____ Date: _____

Faculty: _____ Time of Appointment: _____

Mode of Contact: ☐ Student Initiated
☐ Faculty Initiated
☐ Clinical Site Initiated
☐ Other: _____

BACKGROUND:

- Academic Issue
- Behavioral Issue
- Academic & Behavioral Issue
- Clinical Performance 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

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/>



**Cox College ASR Handbook
Mid-Year/Between Publication
Supplement(s)**

