



COX COLLEGE
CoxHealth

**Bachelor of Science in Diagnostic
Imaging**

**STUDENT HANDBOOK
2024-2025**

TABLE OF CONTENTS

Accreditations	1
Professional Organizations	1
Introduction	1
BSDI Faculty	2
RADIOLOGIC SCIENCE & IMAGING DEPARTMENT	
Mission	3
Philosophy	3
DMS Specific Philosophy	3
Radiologic Sciences Student Association (RSSA)	4
National Certification Exams for RSI programs	4
Professional Conduct Statements	5
The ASRT Code of Ethics	5
Code of Ethics for the Profession of Diagnostic Medical Ultrasound	7
BACHELOR OF SCIENCE IN DIAGNOSTIC IMAGING PROGRAMS	
Program Overview	9
Mission Statement	9
Learning Outcomes	9
DMS Minimum Expectations	10
Program Clinical Obligations	10
BSDI Clinical Guideline Manual	10
BSDI Contingency Plan	11
Degree & Graduation Requirements	11
Grading Scale	12
Dress Code & Professional Conduct	12
Student Health Policy/COVID-19/Masking	15
Progression Requirements	16
Student Discipline	17
Academic Probation (BSDI Program)	18
Academic Probation (BSDI Credentialing Pathway)	18
Clinical Probation	18
Academic Dismissal (BSDI Program)	18
Academic/Clinical Dismissal (BSDI Credentialing Pathway)	18
Leave of Absence Policy	19
Online Testing Policy	19
Professionalism (Classroom, Lab, Clinical)	20
Grievance Policy	21
Clinical Education Requirement	21
Comprehensive Clinical Goals	21
Clinical Expectations	21
Levels of Clinical Supervision	22
Other Clinical Policies	23

Cell Phone/Laptop Policy	23
Trajecsys Online Portfolio System/Clocking	23
Attendance Policies	24
DMS Patient Simulation	25
MRI Patient Simulation	25
MRI Implant Policy	25
Radiation Safety	26
National Registry Agreement	26
Unauthorized X-Ray Exposure	26
Notification of Pregnancy	26
Breastfeeding/Pumping	26
Social Relationships	27

APPENDICES

A. BSDI Student Agreement of Understanding	29
B. RSI Notification of Pregnancy Procedure	40
C. MRI Student Implant Agreement of Understanding	43
D. Cox College Student of Concern Progress Report	45
E-F. Student Pregnancy Declaration	46
G-H. Student Pregnancy Undeclaration of Pregnancy	48
I. BSDI Clinical Grievance Procedure	50

Accreditations

Cox College is accredited by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 800-621-7440, www.ncahigherlearningcommission.org.

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

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

Professional Organizations

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

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

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

YOUR GUIDE TO STUDENT LIFE

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

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

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Radiologic Sciences & Imaging (RSI) Department

The Radiologic Sciences & Imaging (RSI) departments offers two undergraduate degree options: The Associate of Science in Radiography (ASR) and the Bachelor of Science in Diagnostic Imaging (BSDI) with a Healthcare Leadership track or 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.

MISSION

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

PHILOSOPHY

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

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

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

DMS SPECIFIC PHILOSOPHY

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

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

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

RSI Student Associations

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

National Certification Exams for BSDI Credentialing Programs

The American Registry for Diagnostic Medical Sonography and the American Registry for Radiologic Technologists provide national credentialing examinations for imagers. BSDI students will be eligible to sit for their certification once they have met ARRT or ARDMS eligibility requirements.

The student is to recognize the program will provide guided assistance and structured capstone examinations, however, the responsibility to prepare adequately for the examinations lies with the individual student. RSI programs are not responsible for ARRT and/or ARDMS guideline changes that may hinder the student's eligibility to sit for the national examinations.

ARRT Primary/Post-Primary Certification

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

ARDMS Certification

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

During the application process, students are required to attest that he/she/they have read,

understood and acknowledge the 1). Confidentiality Agreement, 2). ARDMS Application Agreement, and 3). ARDMS Compliance Policies. Applicants seeking ARDMS certification must report any potential violations of the ARDMS Compliance Policies to the Compliance Hearing Panel to determine eligibility for certification. For further information, please see the ARDMS at <https://www.ardms.org/discover-ardms/compliance/>.

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

Professional Conduct Statements

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

Preamble

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

Statement of Purpose

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

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

A. CODE OF ETHICS

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues,

and other members of the healthcare team. The Code of Ethics is intended to assist Registered Technologists and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of humankind.
3. The Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient. ARRT © September 2023 Standards of Ethics Page 2 of 11
6. The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Registered Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Registered Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

Revised and adopted by the American Society of Radiologic Technologists and the American Registry of Radiologic Technologists, September 1, 2023

Code of Ethics for the Profession of Diagnostic Medical Ultrasound

Preamble

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

Objectives

- * To create and encourage an environment where professional and ethical issues are discussed and addressed.
- * To help the individual diagnostic medical sonographer identify ethical issues.
- * To provide guidelines for individual diagnostic medical sonographers regarding ethical behavior.

Principles

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

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

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

- A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
- B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the

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

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

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

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

Bachelor of Science in Diagnostic Imaging (BSDI)

Program Overview

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

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

Mission Statement

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

Learning Outcomes

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

- Demonstrate appropriate communication skills with patients and colleagues
- Exercise discretion and judgment in the performance of diagnostic or therapeutic services
- Record, analyze and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician
- Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results
- Act in a professional and ethical manner in accordance with accrediting and credentialing bodies
- Perform appropriate procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
- Demonstrate technical competency by consistently producing diagnostic-quality images using appropriate procedures
- Facilitates communication and education to elicit patient cooperation and understanding of expectations and responds to questions regarding the diagnostic examination
- Successfully complete the ARRT or ARDMS certification exam in the applicable specialty

DMS Minimum Expectations

Minimum expectations of Cox College Diagnostic Medical Sonography and DMS-Echo

Extension programs are to prepare competent entry-level sonographers in the cognitive (knowledge) psychomotor (skills), and affective (behavior) learning domains for the concentrations of:

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

Program Clinical Obligations

Students enrolled in a credentialing pathway will be required to complete a minimum of 24 hours of clinical each week but no more than 40 hours. Student seeking a clinical position within CoxHealth (includes all locations and facilities) will rotate through existing clinical sites every 3-4 weeks to include day and evening rotations. With the exception of the Diagnostic Medical Sonography program and the Diagnostic Medical Sonography Echo extension program, students interested in completing their clinical experience at a facility outside of existing CoxHealth affiliates must complete a clinical affiliate request form confirming the department's willingness to serve as a clinical site.

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

The BSDI credentialing pathway programs use an online portfolio system called Trajecsys. Students are required to use this system for documenting patient exams as well as class and clinical attendance. There is a one-time fee for this service that covers the entire length of the program. This fee ranges from \$100.00 to \$150.00 depending on the length of the program. The fee is tied to the first clinical practice or lab course.

BSDI CLINICAL GUIDELINE MANUALS

The purpose of the BSDI Clinical Guideline Manual is to provide a complete guideline to the clinical structure. The program is based on the premise of providing the best combination of didactic and clinical training for the student. A current copy of the BSDI Clinical Guideline Manual for each discipline can be found in <https://coxcollege.instructure.com/login/canvas> in each clinical practice course: DMS 352, DMS 354, DMS 356, DMS 358, DMS 360, DMS 362, DMS 364, SDI 340, SDI 360, SDI 400, SDI 401, SDI 410 and SDI 411.

Cox College policies can be found in the Cox College Catalog while BSDI programmatic specific policies related to didactic and clinical experiences can be found in the BSDI student

handbook. Both the Cox College Catalog and the BSDI Student Handbook can be found at <https://coxcollege.edu/academics/college-catalogs-handbooks/>.

BSDI Contingency Plan

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

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

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

Degree Requirements

Application for Graduation

An *Application for Graduation* form is to be completed the semester before the student plans to graduate. This is an online form that can be found in the student portal under *Graduation*.

Graduation Requirements

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

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

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

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

- Standard completion (“B-” or better) of all specified courses in the curriculum plan.
- Minimum cumulative GPA 2.7 on completion of required courses for the BSDI degree

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

BSDI Policies and Guidelines

Grading Scale

Grades are assigned using the following scale:

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

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

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

Dress Code and Professional Conduct

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

General Information

Professional attire and one's presentation of self adds to one's credibility and inspire others' (e.g. clients and members of the college community). Thus, students are expected to convey

an image of competence, confidence and professionalism at all times when they are on the Cox College campus and in the clinical setting.

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

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

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

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

General Hygiene

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

Appropriate Classroom Attire

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

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

Scrubs must be worn to lab (if applicable).

Appropriate Clinical Attire

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

Scrub and Shoe Policy

The student must adhere to the scrub color policy of the assigned clinical site or clinical rotation. Students shall be advised by the clinical coordinator/program advisor of the appropriate color. It is the student's responsibility to purchase appropriate scrubs and present to the site in the appropriate color or will be sent home.

Scrub jackets may be worn as outerwear. Cardigans, yoga sweaters, and other athletic outerwear are not permitted. Approved outerwear includes fleece jackets with the Cox College or CoxHealth logo is acceptable. Please contact your advisor with questions regarding appropriate outerwear with additional questions. Shoes must be clean and without holes. Open toe shoes, flip flops, slip on Crocs or any other clogs with holes on top are not permitted.

Hair and Nail Policy

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

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

Jewelry Policy

Jewelry should be worn in moderation with the following restrictions:

- No more than two earrings per ear
- No dangling earrings longer than one inch
- No hoops larger than two inches
- No earrings larger than a quarter in diameter
- Gages will be closed with plugs matching skin tone
- Facial and tongue piercings must be clear or skin toned while at work
- Bars must be removed from the ear
- No more than two rings per hand

Name Badge

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

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

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

Student Health Policy

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

- Tetanus/Diphtheria/Pertussis – Current Tetanus/Diphtheria (TD) immunization status (booster required every ten years) AND documentation of one dose of adult pertussis vaccine (Tdap)
- Varicella – Initiation or completion of vaccine series OR laboratory confirmation of immunity
- Hepatitis B – Initiation or completion of vaccine series OR laboratory confirmation of immunity
- Measles/Mumps/Rubella (MMR) – Initiation or completion of vaccine series OR laboratory confirmation of immunity
- Tuberculosis Screening (TB) – Documentation of current TB screening
 - Mercy clinical experiences require either a TB blood test or two skin tests with the second repeated 7-21 days after the first TB skin test within 12 months of clinical start date
- Annual Influenza (seasonal flu)
- COVID-19 vaccine(s) may be a requirement dependent on each individual clinical site
- Completion of the American Heart Association (AHA) for Healthcare Provider course or equivalent which is limited to the Military Training Network or the Heart and Stroke Foundation of Canada. No other life support programs will be accepted as equivalents.

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

COVID-19

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

- Fever or chills

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

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

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

Masking

Cox College follows the CoxHealth system guidance regarding required or recommended masking on campus. The masking requirement may change as policy or guidance changes. If masking becomes required, all students must be masked to enter Cox College and remain masked while in the common areas building (i.e. classrooms, student lounges, and labs).

In addition, all students must abide by the masking policies of their clinical site. Failure to comply with masking policies at the college or the clinical sites may result in disciplinary action.

Progression Requirements Policy

BSDI Degree Completion Track

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

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

BSDI Credentialing Pathways – CTI, DMS, DMS-ECHO MRI, NUC

Each credentialing pathway follows a cohort sequence without the option to repeat didactic, laboratory or clinical courses. For successful progression through the BSDI Credentialing Pathways, students must demonstrate safe, responsible and professional conduct and meet

the following standards:

- For students admitted into a BSDI Specialty Credentialing Pathway, a minimum of an 80% (B-) must be maintained in all courses listed in the course of study.
- End-of-Rotation Clinical Evaluations require scores of a four or higher in all measured areas within the categories of professionalism, communication, and imaging skills per rotation.
- Have met any programmatic probationary action plan related to academics, behavioral, and/or clinical performance.
- Appropriate behavior not violating the Standards of Ethics published by Cox College, Clinical Affiliate, the American Registry of Radiologic Technologists (ARRT), the American Registry for Diagnostic Medical Sonographers (ARDMS) and/or the Society of Diagnostic Medical Sonography (SDMS).
- An 85% or better on all program required clinical and laboratory competencies (DMS and DMS-Echo Extension programs only).
 - The student will have two opportunities to pass competencies after failure of the original competency.
 - Failure of third and final attempt is an automatic dismissal.
 - Failure of three first attempt competencies will result in an automatic dismissal.

Student Discipline Policy

Probation, Suspension, Dismissal

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

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

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

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

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

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

Academic Probation in BSDI Credentialing Pathways:

1. Specialty credentialing pathway course grade below a B- (80%).
2. Incomplete course work in specialty credentialing pathway course.

Clinical Probation in BSDI Credentialing Pathways:

1. End-of-Rotation Evaluation scores of less than four in any measured areas within the categories of professionalism, communication, and imaging skills per rotation.
2. Behavior that violates the Standards of Ethics published by Cox College, Clinical Affiliate, the American Registry of Radiologic Technologists (ARRT), the American Registry for Diagnostic Medical Sonographers (ARDMS) and/or the Society of Diagnostic Medical Sonography (SDMS).
3. Failure to meet any programmatic probationary action plan related to academics, behavioral, and/or clinical performance.
4. Clinical/laboratory competency grade below a B (85%) (DMS and DMS-Echo only):
 - The student will have two opportunities to pass each competency after failure of the original competency.
 - Failure of third and final attempt is an automatic dismissal.
 - Failure of three first attempt competencies will result in an automatic dismissal.

Academic Dismissal from BSDI program:

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

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

Academic/Clinical Dismissal from BSDI Credentialing Pathways:

1. Achievement of any course grade below a B- (80%).
2. End-of-Rotation Evaluation scores of less than four in any measured areas within the categories of professionalism, communication, and imaging skills per rotation.
3. Behavior that violates the Standards of Ethics published by Cox College, Clinical Affiliate, the American Registry of Radiologic Technologists (ARRT), the American Registry for Diagnostic Medical Sonographers (ARDMS) and/or the Society of Diagnostic Medical Sonography (SDMS).
4. Failure to meet any programmatic probationary action plan related to academics,

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

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

Leave of Absence

Please see the Cox College Academic Catalog for the Leave of Absence (LOA) policy. Students in the BSDI program requesting a LOA should confer with their program director to assess the student's needs. **Request for Leave of Absence Form** can be found in the student portal.

Cox College recognizes LOA for one semester. However, credentialing pathway programs follow a cohort model and therefore courses only run once per year. Students needing an extended leave will be required to pick up at the semester they left off with the next academic year. If the LOA occurs mid semester, 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 of the following year.

Students needing a clinical leave can remain in the didactic courses through virtual means with a clinical action plan being developed for make-up. In most cases, the student will be required to move one semester of clinical practice behind.

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

Online Student Testing Policy

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

- No browsing or use of the computer for anything other than the exam is allowed during the exam.
- Students are not allowed to decrease volume or mute sound during the exam.
- Students should not leave the room during testing.

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

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

Missed Exams

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

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

Professionalism (Classroom, Laboratory, Clinical)

The BSDI program and its credentialing pathways, is a professional program. One of the program's goals is to ensure students conduct themselves as professionals. This requires students act in accordance to Cox College Student Code of Conduct with students expected to consistently exhibit intellectual and personal integrity whether verbally, electronically, or on social media sites (Facebook, Twitter, e.g.). In addition, students should follow the ARRT Standards of Ethics, ARRT Code of Ethics, SDMS Code of Ethics, and Title IX.

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 professions.

Grievance Policy

Please refer to the Cox College Catalog for grade appeal procedure and complaint resolution process. Please see Appendix I for the Student Clinical Grievance Procedure.

Clinical Education Requirements & Policies

Comprehensive Clinical Goals

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

1. Apply knowledge of anatomy, physiology, positioning, and radiographic techniques to accurately demonstrate anatomical structures while maximizing patient comfort
2. Evaluate images for appropriate positioning and imaging quality
3. Correctly set techniques or procedures for optimum diagnosis
4. Provide patient care and comfort
5. Recognize emergency patient conditions and initiate lifesaving first aid and basic life-support procedures
6. Evaluate the performance of imaging systems, know the safe limits of equipment operation, and report malfunctions to the proper authority
7. Exercise independent judgment and discretion in the technical performance of medical imaging procedures
8. Learn to participate in quality assurance programs
9. Develop professional manner of communication with patient and staff
10. Develop an awareness of the imaging department's role and function within the hospital

Clinical Expectations

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

1. Arrive to clinicals on time
2. Clock in and out of clinicals using the Trajecsyst reporting system
All filed time exceptions must be verified by having a clinical instructor sign the time exception form for the appropriate day and time
3. Document participation in an average of seven clinical exams daily using the Trajecsyst reporting system
4. Contribute to the workflow needs of the imaging department throughout the day
5. Maintain required level of clinical supervision
6. Follow policies and procedures of the imaging department

7. Respect technologists and managers of the imaging department
8. Contribute to all needs of the clinical facilities, including: 1) transporting patients as needed, 2) maintain clean working environment, 3) clean and prepare exam rooms before and after each patient, 4) contribute to paperwork throughput as allowed by department policies, 5) answer phone calls, 6) communicate with physicians and other hospital staff as needed, and 7) at all times be aware of the immediate needs of the clinical facility and contribute to those needs.

Levels of Clinical Supervision

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

- **Direct Supervision (CT, MRI, NUC)** – This level of supervision is required at all times for all imaging students at all clinical facilities during the first 16 weeks of the program (Practicum I) *and* is required for any exam for which the student has not completed the ARRT competency. The parameters of direct supervision are:
 - The staff imager shall be present during the examination.
 - The staff imager shall observe the student while the student scans to offer assistance and guidance as needed.
 - The staff imager will check all images produced by the student for technical and diagnostic quality. All images will be discussed with the student for anatomy, annotation, technical factors, and adaptation of technique to individual patient structure.

- **Direct Supervision (DMS General/Vascular)** – This level of supervision is required at all times for all imaging students within the clinical setting until completion of the unassisted clinical competency. Unassisted clinical competencies begin mid- summer semester. Only after successful completion of the competency with an 85% or higher can the student be under indirect supervision for that exam. The parameters of direct supervision are:
 - A staff sonographer must be present during the entire examination.
 - A staff sonographer shall observe the student while the student scans offering assistance and guidance as needed.
 - A staff sonographer will check all images produced by the student for technical and diagnostic quality as well as discuss anatomy, annotation, technical factors, and adaptation of technique to individual patient structure
 - A staff sonographer must **rescan** the patient before allowing the patient to leave the department.

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

- **Indirect Supervision (CT, MRI, NUC)** – After successfully completing the ARRT competency without assistance, the student may perform that exam with indirect supervision. The parameters of indirect supervision are:
 - A staff imager is immediately available to provide assistance regardless of the level of student achievement.
 - The staff imager will review the exam prior to patient being released to ensure that the student has performed a complete and diagnostic study. All images will be discussed with the student for anatomy, annotation, technical factors, and adaptation of technique to individual patient structure.

- **Indirect Supervision (DMS General/Vascular)** –In order to be under indirect supervision, a student has to have demonstrated successful completion of an unassisted clinical competency evaluation of that exam with an 85% or higher. The parameters of indirect supervision are:
 - A staff sonographer is immediately available to provide assistance regardless of the level of student achievement.
 - A staff sonographer will check all images produced by the student for technical and diagnostic quality as well as discuss anatomy, technical factors, and adaptation of technique to individual patient structure.
 - A staff sonographer must **rescan** the patient before allowing the patient to leave the department.

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

Cell Phone/Laptop Policy

The student should not use their cellphone or laptop for personal use during class/lab. The student should not use their cellphone or laptop for personal use during the clinical setting. Violation of this policy can result in a written warning, probation or direct dismissal. Violation of this policy **while providing direct patient care or contact** can result in immediate dismissal from the program as it puts the patient in harm's way.

Trajecsys Online Portfolio System/Clocking Policy

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

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

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

Fraudulent cell phone clocking may result in dismissal from the program without counseling or programmatic probation. Fraudulent clocking encompasses clocking in/out from home, intersections, roads traveling toward clinical, parking lots/garages, etc. Students should be in the building of their clinical site while using the facilities wifi when clocking in/out.

Attendance Policies

Attendance in class/lab/clinical are mandatory. The student should be present for their scheduled class/lab times as well as assigned clinical schedule. Work hours must be scheduled around class/lab/clinical. It is not acceptable to leave class/lab/clinical early and to do so will result in an unexcused absence. Students are expected to follow their semester schedule. Schedule changes for CT/MRI/NUC are allowed on a case-by-case basis but students should realize that clinical capacity may not allow for changes and if time must be missed, it must be made up.

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

Tardies

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

Inclement Weather

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

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

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

Bereavement

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

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

Clinical Personal Days (DMS Program Only)

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

DMS Patient Simulation Policy

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

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

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

MRI Patient Simulation Policy

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

MRI Implant Policy

Please see Appendix C for the MRI implant policy. Included in the admission procedure is the MRI safety screening form. This form will be evaluated for appropriate safety measures for the student if applicable. If at any time within the program the student must notify the program director and clinical coordinator of any changes or implant placement in order for safety measures to be put in place.

Radiation Safety Policy (CT, NUC)

CoxHealth provides students in Nuclear Medicine and CT with dosimeters at no cost to the student. Unless the dosimeter is lost, then there is a replacement cost. If a dosimeter is lost, the student must notify the program director and clinical coordinator for a replacement. The student is not allowed to attend clinical if they do not have their student dosimeter monitor and will therefore have to make up any missed clinical time. Radiation dosage will be assessed quarterly and provided to the student.

If pregnant and declaring your pregnancy, the student may receive a separate fetal dosimeter. If the anticipated fetal dose is expected to be less than 100 mrem for the gestational period, supplementary fetal monitor may not be required. If applicable, the fetal monitor will be evaluated monthly.

Dosimeters **must** be worn at all times while in the clinical setting and anytime near radiation exposure. If a student is hired as an employee of a radiology department, they must wear a separate dosimeter for that job and not their student dosimeter. They **cannot** be worn together at the same time.

National Registry Agreement

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

Unauthorized X-Ray Exposure

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

Notification of Pregnancy

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

Breast Feeding/Pumping Policy

A nursing mother is allowed the pump breast milk as needed. The student will not be penalized for missed clinical time or class time for having to pump. If applicable, lab time (DMS program only) must be made up if scanning portion of lab is missed. Cox College provides a safe, private, and secure environment for pumping needs in accordance with Cox College and CoxHealth policies.

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

Social Relationships

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

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

APPENDICES

APPENDIX A

BSDI CREDENTIALING PATHWAYS POLICIES AND PROCEDURES STUDENT AGREEMENT OF UNDERSTANDING

Name: _____ Date: _____

I understand and will abide by the following rules:

COX COLLEGE PUBLICATIONS

1. I understand how to access the Cox College Catalog for future reference.
2. I understand how to access the BSDI Student Handbook for future reference.
3. I understand how to access the BSDI Clinical Guideline Manual for each discipline.

DRESS CODE/STUDENT IDENTIFICATION

1. I have read and will abide by the Cox College/CoxHealth Dress Code Policy with the following exceptions:
 - I may wear jeans, sweat pants, T-shirts, sandals and shorts to class.
 - I agree that my attire will cover breasts, midriff, and bottom at all times.
 - I understand that if I wear revealing clothing, I will be asked to go home and change.
 - I understand that during clinical rotations I must abide by the institutional dress code policies of the clinical site I am attending.
 - Appropriate scrub color must be worn
 - Shoes must be clean and without holes
 - Open toe shoes, flip flops, slip on crocs or any other clogs with holes on top are not permitted
 - Scrub jackets, Cox College or CoxHealth fleece jackets with logo may be worn as outerwear
 - Cardigan and yoga sweaters are not permitted
 - Please contact your advisor with any questions regarding approved outerwear
 - Perfumes/scented lotions are not permitted in patient care areas
 - Long hair should be secured and off the neck to avoid dangling on to patients
 - Facial hair must be neat and trimmed and allow for proper fit of personal protective equipment
 - Fingernails must be clean and trimmed
 - Artificial nails may not be worn in direct patient care areas
 - Fingernails may not be more than ¼ inch-long
 - Jewelry should be worn in moderation within the following restrictions:
 - No more than 2 rings per hand
 - No more than two earrings per ear

- No dangling earrings longer than one inch
 - No hoops larger than two inches
 - No earrings larger than a quarter in diameter
 - Gages will be closed with plugs matching skin tone
 - Facial and tongue piercings must be clear or skin toned while at work
 - Bars must be removed from the ear
2. I understand that during clinical rotations I must abide by the institutional dress code policies of the clinical site I am attending.
 3. I understand that I must have my name badge with me when attending all labs, classes, and clinical.
 - Name badge is required for all class, labs, and clinical.
 - If I forget my name badge, I will be required to retrieve it. This will be counted as a tardy.
 - I understand that I must **immediately** contact the Front Desk (417-269-3401) of Cox College and Michelle Masengill if I lose my name badge. If my ID badge cannot be found I will be required to purchase a new one.
 - I understand that if I am completing clinical at a facility other than CoxHealth, I may be required to purchase an additional name badge that must be worn in addition to the Cox College name badge.

ALCOHOL/DRUG/TOBACCO USE

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

REQUIRED CLINICAL VACCINATION

1. I understand that each clinical site facility has their own vaccination requirements.
2. I understand that at any time additional vaccinations may be required.
3. I understand, that while most clinical facilities provide opportunities for medical and religious exemptions, I may not be approved.
 - I understand if I am not approved and choose not to vaccinate, I must either find an alternative clinical site or withdraw from the program (CT, MRI, NUC only)
 - I understand if I am not approved and choose not to vaccinate, while enrolled in a program with required clinical sites, rotations, and experiences, I must withdraw from the program (DMS, DMS-Echo).
 - I understand I may be approved for an exemption at CoxHealth but not approved for an exemption at Mercy. (Example – Enrolled in DMS program, approved for COVID exemption for CoxHealth but not approved for COVID exemption for Mercy, I must choose to vaccinate or withdraw from the program)

MASKING

1. I understand I must abide by masking policies of my clinical site.

NOTIFICATION OF PREGNANCY PROCEDURE

1. I understand that pregnancy is not grounds from dismissal from the program.
2. I have read and understand the Notification of Pregnancy Procedure.
 - Please see the BSDI Student Handbook (Appendix B).
 - Please see pregnancy declaration and undeclaration forms (Appendices E-H).

LAPTOP/CELL PHONE USAGE

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

TRAJECSYS ONLINE PORTFOLIO SYSTEM

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

ATTENDANCE POLICY

PERSONAL DAYS (DMS PROGRAM ONLY):

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

ALL CREDENTIALLING PATHWAY PROGRAMS:

1. Work hours must be scheduled around class/lab/clinical hours. It is not acceptable to leave class or clinical early and will result in an unexcused absence. Extenuating circumstances may be approved on a case-by-case basis.
2. **Class/lab/clinical attendance is mandatory.** Failure to attend class/lab/clinical according to the schedule will result in an unexcused absence. Extenuating circumstances must be approved by faculty.
 - I understand any approved class time missed must be made up within the clinical setting.
 - I understand I **may** be approved by faculty to be fully present and participate in all class activities through ZOOM or Microsoft teams (activity dependent).
 - Students in the DMS program should plan vacation time around Cox College/DMS program breaks.
3. I understand the following process for notifying the faculty of my clinical absence:
 - I must call my advisor **and** the clinical site to notify them of my absence.
 - Failure to notify the program **and** the clinical site of the absence will be considered an **unexcused absence**.
 - I understand that two unexcused absences to class/lab/clinical will result in my **dismissal** from the program.
 - I understand that I will **not** be allowed to be in clinical on any college closed day. Any make up of clinical time during college breaks (open college days only) **must** be preapproved at the discretion of faculty. **This should only be used in cases involving extenuating circumstances.**

CLOCKING POLICY

1. I understand I must clock in and out using Trajecsyst for tracking of attendance.
2. I understand failure to do so will require me to file a time exception as well as complete a time exception form verified by a technologist and turned in at the conclusion of the portfolio unless asked for earlier. This form can be found in the clinical practice course in Canvas.
3. I understand I should not clock in using trajecsyst any earlier than **5 minutes** before class/lab/clinical.
4. Cell phones can be used to clock in and out during clinical if internet access or department computer is **not** available to the department. GPS must be enabled.
 - I understand I must be **in** the building using the facilities wifi when clocking in.
 - GPS showing locations other than the campus (home, intersections, roads, parking lots) will be considered fraudulent.
5. Students should use the time exception form to document supervisor signature for any missed clocking.

TARDY POLICY

1. I understand I must clock in and out using Trajecsyst for tracking of attendance.

2. A tardy is recognized as **two minutes or greater** after the assigned lab/class/clinical start time (I understand I should be present and ready to participate)
3. I understand that if I am tardy to clinical, I must complete a time exception form verified by a clinical instructor.
4. I understand that I will be allowed six tardies for the program.
 - Tardies are counted for all classes as well as lab and clinical.
 - Six tardies will result in a written warning and counseling.
 - With the 7th tardy occurrence, I will be placed on probation for the remainder of the semester.
 - A 8th tardy occurrence will result in dismissal from the program.
 - Unforeseen and extenuating circumstances may be taken into consideration and waived

INCLEMENT WEATHER

1. I understand that I am not required to attend class or clinical if Cox College cancels classes due to weather issues.
 - Clinical hours for Cox College closings for bad weather will not be required to be made up **if two days or less** for the programmatic cohort.
 - I understand that though classes or clinical may not be cancelled, the weather in my area may make it impossible for me to commute to campus. In this event, I will make up the hours. Microsoft Teams may be used for missed classes in these instances with faculty approval. Clinical hours must be made up.

BEREAVEMENT

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

COLLEGE CLOSED DAYS

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

GRADING SYSTEM

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

A = 93.0% - 100%	C = 75.0% - 76.99%
A- = 90.0% - 92.99%	C- = 70.0% - 74.99%
B+ = 87.0% - 89.99%	D+ = 67.0% - 69.99%
B = 85.0% - 86.99%	D = 65.0% - 66.99%
B- = 80.00% - 84.99%	D- = 60.0% - 64.99%
C+ = 77.0% - 79.99%	F = 0% - 59.99%

ONLINE TESTING POLICY

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

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

Missed Exams

1. I understand that all exams must be made up within 24 hours of the scheduled exam time unless extreme circumstances warrant an exception.

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

PROGRAMMATIC PROGRESSION REQUIREMENTS (CT, MRI, NUC, DMS, DMS-ECH)

1. I must maintain a minimum of an 80% (B-) in all courses listed in the course of study
2. I must maintain a four or higher in all measured areas within the categories of professionalism, communication, and imaging skills per rotation of the End-of-Rotation Clinical Evaluation.
3. I must meet any programmatic probationary, action plan related to academics, behavioral, and/or clinical performance.
4. Appropriate behavior not violating the Standards of Ethics published by Cox College, Clinical Affiliate, the American Registry of Radiologic Technologists (ARRT), the American Registry for Diagnostic Medical Sonographers (ARDMS) and/or the Society of Diagnostic Medical Sonography (SDMS).

Additional DMS (General/Vascular and Cardiac Programmatic Progression Requirements

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

CLINICAL/CLASS SCHEDULES

1. I understand and agree that clinical and class times will be established before the start of the semester and I will abide by them accordingly.
2. I understand I cannot change my clinical schedule without pre-approval by the program director or advisor.
3. Vacations should be scheduled around Cox College breaks as well as programmatic breaks as these may differ by program.
4. If clinical time needs to be amended, these arrangements must be made with my advisor. Class times are not amendable.

SOCIAL RELATIONSHIPS

1. I understand I am to refrain from outside relationships (friendship or relational) with faculty, didactic instructors, and clinical instructors that maintain direct authority. This includes social media platforms while enrolled in the program.
2. If a romantic relationship should occur between a technologist and a student, it should be disclosed to the program director or clinical coordinator so the delineation of clinical responsibilities and expectations can be established.

CLINICAL SUPERVISION (DIRECT AND INDIRECT)

Direct and Indirect Supervision Guidelines (CT, MRI, NUC):

I understand I must follow direct supervision guidelines at all times at all facilities during the first 16 weeks of the program (practicum I) and is required for any exam for which the student has not completed the ARRT competency. Direct supervision guidelines are as follows:

- A staff imager must be present during the entire examination.
- A staff imager shall observe me while scanning offering assistance and guidance as needed.
- A staff imager will review the exam **prior to patient being released** to ensure my images are of technical and diagnostic quality as well as discuss anatomy, technical factors, and adaptation of technique to individual patient structure.

I understand that I may perform exams under indirect supervision only after completing the ARRT competency without assistance. Indirect supervision guidelines are as follows:

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

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

I understand I must follow direct supervision guidelines at all times at all facilities until I have demonstrated successful completion of the unassisted clinical competency evaluation. Unassisted clinical competencies begin mid-summer semester. Only after successful completion of the competency with an 85% or higher can I be under indirect supervision for that exam. Direct supervision guidelines are as follows:

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

I understand that I may perform exams under indirect supervision when I have demonstrated successful completion of the unassisted competency evaluation with an 85% or higher. Indirect supervision guidelines are as follows:

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

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

SIMULATION VOLUNTEER PATIENT AGREEMENT (DMS)

1. I understand that volunteering for simulation exams is optional and will not affect my grade or progression in the program.
2. I understand that simulation exams are for clinical lab practice only and are not used for diagnostic purposes; no images will be obtained for the exams being performed.
3. I understand that simulation models are **required** to complete a volunteer agreement form complete with physician information.
4. I understand that if any medical abnormalities are discovered during simulation the faculty member will advise me to seek medical attention from my physician.
5. I understand that diagnostic exams are to be used for medical purposes only and should not be performed without a medical order and proper supervision (Simulation Lab the exception).

SIMULATION VOLUNTEER PATIENT AGREEMENT (MRI)

1. I understand that volunteering for simulation exams is optional and will not affect my grade or progression in the program.
2. I understand that simulation models are **required** to complete a volunteer agreement form complete with physician information.
3. I understand that if any medical abnormalities are discovered during simulation the faculty member will advise me to seek medical attention from my physician.
4. I understand that as an MRI student I may be asked to volunteer to be a patient in the MRI scanner during a software update. This is an approved simulation but should be discussed the MRI program advisor.

MRI IMPLANT POLICY

1. The MRI safety screening sheet provides faculty and clinical with pertinent information towards providing safety measures.
2. I understand it is my responsibility to notify the program director and clinical coordinator of any changes or implant placement since previous completion of the form at the time of admission.

RADIATION SAFETY POLICY (CT, NUC)

1. I understand I will be provided a dosimeter at no cost unless lost which then a replacement cost is charged.
2. I understand the dosimeter must be worn at all times while in clinical and anytime near radiation exposure.
3. I understand I am not allowed to attend clinical without the student dosimeter and must make up any missed clinical time.
4. I understand if I am working in the radiology department, I should wear my employment dosimeter and not my student dosimeter. Both cannot be worn at the same time.

NATIONAL REGISTRY AGREEMENT

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

UNAUTHORIZED X-RAY EXPOSURE

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

NOTIFICATION OF PREGNANCY

1. I understand that pregnancy is not grounds for dismissal from the program. Please see the full policy (Appendix B).

BREASTFEEDING/PUMPING

3. I understand I will not be penalized for missed clinical time or class for having to pump. Missed lab time must be made up if scanning portion of lab is missed.
4. Accommodations will be arranged after discussion between the student, clinical coordinator, Title IX office, clinical supervisors, and student support services.

SOCIAL RELATIONSHIPS

5. I understand I should refrain from outside relationships (friendship or relational) with faculty and clinical instructors that maintain direct authority including social platforms.
6. I understand that if a romantic relationship should occur, I should disclose it to the program director or clinical coordinator so that delineation of clinical responsibilities and expectations can be established.

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

Student Signature

Date

Printed Student Name

Date

BSDI Faculty Member Signature

Date

APPENDIX B

RADIOLOGIC SCIENCES & IMAGING DEPARTMENT 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 Diagnostic Imaging 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 Diagnostic Imaging 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 Diagnostic Imaging 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 Diagnostic Imaging program follows the guidelines from the CoxHealth pregnancy policy as provided above, the BSDI 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.

Alternatively, students may continue in the program with clinical practice 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 BSDI program wants to assure that radiation exposure to the student and the fetus are kept as low as reasonably achievable (ALARA).

Student Signature

Date

Printed Student Name

Date

Appendix C

MRI STUDENT IMPLANT POLICY AGREEMENT OF UNDERSTANDING

This policy is to inform students on MRI Safety. Magnetic Resonance Imaging (MRI) consists of a strong magnetic field which helps in obtaining images of the body. Students in the program will be exposed to the magnetic field and the radio waves within that field.

The magnet is **ALWAYS ON!** Some implanted devices are compatible with the magnetic field and some are not. Every student is required to fill out a screening form when applying to the program. It is imperative the student communicates any changes to that information while admitted in the MRI program to the program director and clinical coordinator as well as to each site's clinical supervisor. Implanted devices such as pacemakers, neuro stimulators, and some infusion pumps for example, should not be exposed to the magnetic field. For student safety, all students will receive basic MRI safety education before starting their clinical rotations.

If a student marks *YES* to any of the screening questions on the screening sheet provided to them, they will be subject to additional screening questions and may be required to provide documentation of the implant for safety purposes. In some cases, students may also have to undergo x-ray screening to prove removal of implanted devices or shrapnel. This will be determined on a case-by-case basis.

By signing this document, I understand the Implant Policy for MRI stated above. I understand it is my responsibility to notify the program director and or clinical coordinator of any changes or added implant that may occur during the program. Upon notification, I understand I am not to enter MRI zone 4 without pre-approval to ensure my safety within the MRI environment.

Student Signature

Date

Printed Student Signature

Date

APPENDIX D

COX COLLEGE

STUDENT OF CONCERN PROGRESS REPORT

Student: _____ Date: _____

Faculty: _____ Time of Appointment: _____

Mode of Contact: Student Initiated Faculty Initiated Other: _____

BACKGROUND:

- Academic Issue
- Behavioral Issue
- Academic & Behavioral Issue

Attach a summary of description of the concern/incident:

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

Academic Issue:

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

Behavioral Issue:

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

Clinical Performance Issue:

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

ACTION PLAN:

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

Student received specific action plan:

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

EVALUATION:

Student progress will be re-evaluated on or before (date): _____. The student will be informed of progress and next steps within 48 hours of the re-evaluation.

Student Signature _____ **Date:** _____
(Student signature does not indicate agreement with the assessment.)

Faculty Signature: _____ **Date:** _____

Copies sent to:

- STUDENT ADVISOR (Name)** _____
- DEPARTMENT CHAIR**

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

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

APPENDIX E

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: Michelle Masengill

Phone #: 417-269-3063

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**

APPENDIX F

Cox College BSDI 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 BSDI 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 BSDI program both clinically and didactically **without** modifications to the requirements for students.

Continue with the BSDI 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 BSDI 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, 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 BSDI program officials to confirm to clinical sites and other parties of interest of my pregnancy as needed.

Student Signature

Date

Program Director Signature

Date

APPENDIX G

Cox College BSDI 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 BSDI 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

Program Director Signature

Date

APPENDIX H

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: Michelle Masengill

Phone #: 417-269-3063

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 I

BSDI Student Clinical Grievance Procedure

If an BSDI student is experiencing an issue with a clinical site, technologist, or support staff of the clinical site, the BSDI program encourages the student to resolve/discuss the issue with the person(s) with whom they are having an issue. The BSDI 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 BSDI 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

