

UNLV | RADIOGRAPHY

Policy Manual

TABLE OF CONTENTS

Chapter 1: Program Information.....	1
Section 1: Program Guiding Principles.....	1
I. Mission	1
II. Goals.....	1
III. Accreditation.....	1
IV. Code of Ethics	2
V. Federal Family Education Rights of Privacy (FERPA).....	2
VI. Title IX	2
VII. Definition of Terms	3
Section 2: Curriculum	4
I. Bachelor of Sciences in Comprehensive Medical Imaging.....	4
II. Certificate of Completion.....	5
III. Professional Coursework	5
IV. Clinical Affiliates.....	6
V. Transfer Students.....	6
VI. ARRT Eligibility	7
Section 3: Radiography Program Committees and Organizations	7
I. Advisory Committee.....	7
II. Admissions Committee	7
III. Student Technologist Association in Radiologic Sciences (STARS)	7
Section 4: Program Completion	7
I. Minimum Grade Point Average	7
II. Grade Requirements	8
III. Timeframe for Completion	8
IV. Student Advisement	8
Section 5: Disciplinary Policies	8

I. Radiography Program Probation	8
II. Program Dismissal.....	9
III. Grievance Policy	9
IV. Program Re-Entry.....	11
Section 6: Radiation Safety	11
I. Pregnancy Policy	11
II. Dosimetry.....	12
III. Dose Control Limits	12
IV. On-Campus Laboratories	13
Chapter 2: Clinical Requirements and Related Policies.....	14
Section 1: Additional Costs	14
I. Introduction	14
II. Clinical Requirements	14
III. Dress Code	15
Section 2: Clinical Assignments	15
I. Affiliate Assignments.....	15
II. Clinical Affiliates	16
III. Rotation Schedules	17
Section 3: Clinical Attendance.....	17
I. Attendance Parameters	17
II. Schedule Variances	18
III. Excused Absences	18
IV. Unexcused Absences	19
V. Tardiness	19
VI. Make-Up Time	20
VII. Clinical Transfer Policy	21
VIII. Clinical Badges/Parking.....	21
Section 4: Clinical Assessments	21

I. Clinical Competency Forms.....	21
II. Competency Testing Procedures	22
III. Professional Growth Assessments (Evaluations)	23
Section 5: Clinical Supervision and Safety.....	23
I. Supervision Policies.....	23
II. Radiation Safety Policies	23
III. Affiliate Accidents	23
Section 6: Clinical Grading	23
Section 7: Clinical Disciplinary Procedures.....	24
I. Accountability Reports.....	24
II. Disciplinary Actions	24
Section 8: Additional Policies	25
I. Student Employment in Medical Imaging.....	25
II. Advanced Modality Rotations and MRI Screening.....	25
III. Substance Abuse Policy.....	26
IV. Communicable Disease Policy	28
V. Acknowledgements	29
<i>Appendices</i>	<i>30</i>
Appendix A	31
Appendix B	32
Appendix C.....	33
Appendix D	34
Appendix E.....	35
Appendix F.....	36
Appendix G	37
Appendix H	38
Appendix I.....	40
Appendix J	41

Appendix K42

Appendix L.....43

Appendix M44

Appendix N45

Appendix O46

CHAPTER 1: PROGRAM INFORMATION

SECTION 1: PROGRAM GUIDING PRINCIPLES

I. MISSION

In concert with the Mission and Goals of the University of Nevada, Las Vegas, the Radiography Program is dedicated to the education of students in preparation for entry level clinical practice. Program administration, faculty, and staff provide didactic and clinical education opportunities, which adhere to recognized standards, to all eligible students. The Program is committed to graduating students who are prepared to write appropriate certifying examinations and who are prepared to become practicing Radiography Professionals.

II. GOALS

The goals and outcomes of the Radiography Program comprise:

1. Students will become clinically competent.
 - a. Students will display proper radiologic positioning skills.
 - b. Students will demonstrate proper exposure factor selection.
 - c. Students will practice proper radiation safety.
 - d. Students will provide appropriate patient care.
2. Students will develop acceptable critical thinking skills.
 - a. Students will recognize patient conditions and initiate appropriate treatments.
 - b. Students will determine corrective measures that may be needed for suboptimal radiographs.
3. Students will develop acceptable communication skills.
 - a. Students will communicate effectively with patients and others.
 - b. Students will demonstrate effective written communication skills.
4. Students will demonstrate professionalism.
 - a. Students will demonstrate professional behaviors.
 - b. Students will demonstrate a professional work ethic.

III. ACCREDITATION

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Information on the accreditation standards as well as allegations of noncompliance with JRCERT standards may be directed to the JRCERT at:

JRCERT
20 North Wacker Dr. Suite 2850
Chicago IL. 60606
(312) 704-5300
E-mail: mail@jrcert.org
Website: www.jrcert.org

IV. CODE OF ETHICS

As a member of the medical team, students are expected to conduct themselves in a professional manner. The UNLV Radiography Program and all affiliated sites have adopted the American Registry of Radiologic Technologist Code of Ethics (Appendix A).

The ARRT has specific requirements for eligibility including educational requirements and compliance with the "Rules of Ethics" contained in the "ARRT Standard of Ethics" (Appendix A).

Students, who have been convicted of a felony, or certain misdemeanor convictions, are advised to consult with the ARRT before applying to the Program to determine their eligibility to take the Radiography Examination. Completion of the UNLV Radiography Program does not guarantee eligibility for the exam.

ARRT Ethical Inquiries can be directed to:

ARRT
1255 Northland Drive
St. Paul, MN. 55120
(651) 687-0048
www.arrt.org

V. FEDERAL FAMILY EDUCATION RIGHTS OF PRIVACY (FERPA)

The Federal Family Education Rights of Privacy Act of 1974 affords persons who are currently, or who were formerly, in attendance at the University as registered students a right of access to their educational records which contain information directly related to such persons and the right to challenge the accuracy of their records. The act also restricts the persons to whom the University may disclose a student's educational records without the student's written permission. The University's policy is to comply with all provisions of the act, and a detailed statement concerning the rights afforded current and former students is available, at no cost, in the office of the Assistant General Counsel. Any person who feels the University has failed to comply with the Federal Family Education Rights and Privacy Act may file a complaint with:

The Family Education Rights and Privacy Act Office
Department of Health and Human Services
300 Independence Ave. S.W.
Washington, D.C. 20201

VI. TITLE IX

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator. The Title IX Coordinator can be reached through the online reporting form at <https://www.unlv.edu/compliance/titleIX>, by phone at (702) 895-4055, by mail at 4505 S. Maryland

Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

VII. DEFINITION OF TERMS

Acting Clinical Preceptor: A registered radiographer and employee of a clinical affiliate who acts in the capacity of a clinical preceptor and is in the process of completing their skills in educational methods.

Advisory Committee-Radiography: A committee composed of the clinical preceptors, a radiography student representative, chief technologists, affiliate managers, and UNLV faculty (ex-officio members) who are responsible for the evaluation and implementation of the Radiography Program.

Clinical Preceptor: A registered radiographer appointed as the main contact for students at an affiliated site. Is responsible for the supervision, instruction and evaluation of radiography student training. A clinical preceptor may be defined as a Clinical Instructor.

Clinical Affiliate (Clinical Education Setting): A hospital, clinic or other medically related facility which has a written contract with UNLV to provide clinical experiences for student radiographers. These affiliates must be approved by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Clinical Coordinator: A UNLV faculty member and a registered radiographer who is responsible for coordinating clinical education with didactic education.

Competency: The minimal acceptable performance necessary to obtain a diagnostic image while maintaining maximum radiation protection, patient care, and safety.

Competency Evaluation: The procedure by which a student's performance and the resulting image is evaluated.

Direct Supervision: A registered technologist is present in the room or control booth area while the student performs the examination.

Faculty Member: A full or part-time UNLV professional employee who works in a professional capacity as defined by the state of Nevada. Most professional employees are Faculty Members.

Indirect Supervision: A registered technologist is in the vicinity of the imaging area and available to the student for immediate assistance.

Preceptor: See Clinical preceptor

Program Director: Full-time UNLV faculty member and a registered radiographer responsible for organization, administration, and general effectiveness of the Radiography Program.

Radiographer: A registered or licensed individual who produces diagnostic radiographs.

SECTION 2: CURRICULUM

I. BACHELOR OF SCIENCES IN COMPREHENSIVE MEDICAL IMAGING

General Education Requirements (36-39)

- **1st and 2nd Year Seminars (4-6)**
 - **HSC 100 First Year Experience (2)**
 - **English 231, 232, or PBH 205 (3)**
- ****English 101 (3)**
- ****English 102 (3)**
- **US and NV Constitution (4-6)**
 - **PSC 101 or HIST 100 (4)**
 - ****Math 126 & 127 or higher (6)**
- **Social Sciences (9)**
- **Humanities (6)**
- **Fine Arts (3)**
- **Multicultural (3) can be filled with Multicultural cross reference list**
- **International (3) can be filled with International cross reference list**

Science Requirements (26)

- ****Biology 189/189L (4)**
- **** Kinesiology 223/223L (4)**

****Kinesiology 224/224L (4)**

- ****Computer Science 115 or IS 101(3)**
- Physics 151/151L (4)
- Chemistry 108 (4) or higher
- Health Physics 420 (3)

Radiography Professional Coursework (55)

- | | | | |
|------------------------|---------------|---------------|---------------|
| • CMI 360 (3) | • RAD 317 (3) | • RAD 371 (1) | • RAD 333 (3) |
| • CMI 376 (3) | • RAD 350 (3) | • RAD 372 (3) | • RAD 334 (5) |
| • **RAD 100 (3) | • RAD 351 (1) | • RAD 373 (1) | • RAD 474 (3) |
| • **RAD 117 (3) | • RAD 354 (3) | • RAD 331 (5) | • RAD 486 (3) |
| • RAD 102 (3) | • RAD 370 (3) | • RAD 332 (3) | |

Additional Course for In Depth Study

- RAD 490 (3)* May be repeated up to 6cr

**** courses** must be completed prior to application for admittance to the Radiography Program.

All other Bolded prerequisite courses must be completed or enrolled in prior to application.

If () courses are not completed and/or other highlighted courses are not in progress, application may be deemed ineligible.**

II. CERTIFICATE OF COMPLETION

Beginning in the Fall of 2022, students will no longer be accepted into the Certificate Program. Students with a previous bachelor's degree who are opting for the certificate must complete all professional coursework as well as these additional courses:

RAD 100	BIO 189	CS 115 or IS 101
RAD 117	KIN 223	MATH 126/127 or higher
ENG 101/102	KIN 224	PHYS 151

III. PROFESSIONAL COURSEWORK

Junior Year (Total Hours: 30cr)

Fall I

RAD 350 Physics of X-ray Production	3cr
RAD 351 Physics of X-ray Production Laboratory	1cr
RAD 370 Radiographic Procedures I	3cr
RAD 371 Radiographic Procedures Skills Laboratory	1cr
RAD 102 Radiation Science	3cr
<i>Total Semester Hours:</i>	<i>11cr</i>

Spring I

RAD 317 Advanced Patient Care for the Radiologic Sciences	3cr
RAD 354 Digital Radiographic Technique and Practices	3cr
RAD 372 Radiographic Procedures II	3cr
RAD 373 Radiographic Procedures Skills Laboratory II	1cr
PHYS 151 General Physics I	4cr
<i>Total Semester Hours:</i>	<i>14cr</i>

Summer I

RAD 331 Radiography Clinical Education II	5cr
<i>Total Semester Hours:</i>	<i>5cr</i>

Senior Year (Total Hours: 30cr)

Fall II

CMI 376 Sectional Anatomy in Medical Imaging	3cr
RAD 332 Radiography Clinical Education III	3cr
CMI 360 Principles of Computed Tomography	3cr
RAD 486 Ethics and Medical Law in Radiology	3cr
<i>Total Semester Hours:</i>	<i>12cr</i>

Spring II

RAD 333 Radiography Clinical Education IV	3cr
RAD 474 Radiography and Special Imaging Pathology	3cr
HPS 420 Radiation Biology	3cr
CHEM 108 Introduction to Chemistry	4cr
<i>Total Semester Hours:</i>	<i>13cr</i>

Summer II

RAD 334 Radiography Clinical Education V	5cr
<i>Total Semester Hours:</i>	<i>5cr</i>

NOTE: All courses must be taken in the order listed except RAD 102, HPS 420, and CMI 376 which may be taken during any semester offered. While it is strongly recommended CMI 360 be taken as written, it may also be taken during any semester offered.

IV. CLINICAL AFFILIATES

The UNLV Radiography Program affiliates with hospital and out-patient facilities to provide a wide range of radiographic clinical experiences. Current affiliates include:

- Desert Springs Hospital – 2075 E. Flamingo Rd. Las Vegas, NV. 89109
- Henderson Hospital – 1050 W. Galleria Dr. Henderson, NV. 89011
- Mountain View Hospital – 3100 N. Tenaya Way. Las Vegas, NV. 89128
- North Vista Hospital – 1409 E. Lake Mead. North Las Vegas, NV. 89030
- Spring Valley Hospital – 5400 S. Rainbow Blvd. Las Vegas, NV. 89118
- St. Rose San Martin – 8280 W. Warm Springs Rd. Las Vegas, NV. 89113
- St. Rose Siena – 3001 St. Rose Pkwy. Henderson, NV. 89052
- Summerlin Hospital – 657 Town Center Dr. Las Vegas, NV. 89144
- Sunrise Hospital and Medical Center – 3186 Maryland Pkwy. Las Vegas, NV. 89109
- University Medical Center – 1800 W. Charleston Blvd. Las Vegas, NV. 89102
- Valley Hospital and Medical Center – 620 Shadow Lane. Las Vegas, NV. 89106
- Desert Radiology:
 - 7200 Cathedral Rock Suite 230. Las Vegas, NV. 89128
 - 6675 S. Cimarron Rd Suite 105. Las Vegas, NV. 89113
 - 3920 S. Eastern Suite 100. Las Vegas, NV. 89119
 - 31 N. Nellis Blvd. Las Vegas, NV. 89110
 - 2020 Palomino Lane Suite 100. Las Vegas, NV. 89106
 - 2811 Horizon Ridge Pkwy. Henderson, NV. 89052
 - 3025 S. Rainbow Blvd, Las Vegas
 - 480 S. Wynn Rd. Las Vegas
- SimonMed – 3560 E. Flamingo Rd. Ste 100. Las Vegas, NV. 89121
- Pueblo Medical Imaging – 100 N. Green Valley Pkwy #130. Henderson, NV. 89074

V. TRANSFER STUDENTS

UNLV Radiography Program courses are only offered at UNLV. The Radiography Program does not accept transfer credit of previous Radiography courses taken at other institutions. The Radiography Program does not accept advanced standing students.

Students entering UNLV's Radiography Program may transfer some general education course work from other institutions. Prior to enrolling in a course, the student should verify that a course is still transferable with the UNLV Admissions Office. It is recommended that all students meet with their Health Science academic advisor.

VI. ARRT ELIGIBILITY

Students who successfully complete the Radiography Program and receive a Bachelor's in Comprehensive Medical Imaging or Certificate of Program Completion are qualified to sit for the ARRT Exam in Radiography.

Additional information about the ARRT can be directed to:

ARRT
1255 Northland Drive
St. Paul, MN. 55120
(651) 687-0048
www.arrt.org

SECTION 3: RADIOGRAPHY PROGRAM COMMITTEES AND ORGANIZATIONS

I. ADVISORY COMMITTEE

The Radiography Advisory Committee consists of members associated with the Radiography Program that include but not limited to program faculty, chief clinical preceptors, and affiliate managers/directors. The committee recommends policies and procedures, reviews the Program Mission and Goals and Methods of program evaluation; assesses the outcomes of evaluations; and recommends a plan for the coming year based on the assessment of outcomes. One Radiography Student Representative is elected by their respective classmates to serve on the Advisory Committee on Radiography.

II. ADMISSIONS COMMITTEE

The Admissions Committee consists of Radiography faculty and clinical preceptors. The committee reviews student applications for admissions to the Program on a yearly basis.

III. STUDENT TECHNOLOGIST ASSOCIATION IN RADIOLOGIC SCIENCES (STARS)

STARS is an organization made up of Pre-Radiographic and current Radiography Students. The organization is involved in many events including social and charitable activities. STARS officials meet regularly with program faculty to discuss suggestions for program improvement.

SECTION 4: PROGRAM COMPLETION

I. MINIMUM GRADE POINT AVERAGE

Admittance to the Program requires a minimum of a 2.50 GPA. Once in the Program, students must maintain a minimum overall GPA of 2.50.

II. GRADE REQUIREMENTS

1. Carry no more than 8 credits below a 'C' that is not an 'F' in any required coursework other than RAD/HPS/CMI.
2. Obtain a grade of 'C' or higher in RAD, HPS, and CMI coursework.
 - a. May repeat any RAD, HPS, or CMI course up to (2) times for grades below a 'C'.
 - b. An 'F' in any RAD coursework results in expulsion.

III. TIMEFRAME FOR COMPLETION

Upon acceptance of admission to the UNLV Radiography Program, the student must complete all required Didactic and Clinical course work within 4 academic years. A student failing to complete all required Didactic and Clinical course work within the time frame, will not receive a Certificate of Completion or Degree from the UNLV Radiography Program and will not receive the status of being ARRT board eligible.

IV. STUDENT ADVISEMENT

Students are assigned a Faculty Advisor as they enter the Program. Students must meet with their advisor at least once a semester for approval of a class schedule, and registration for the following semester/session; however, students are encouraged to meet with their advisor as often as needed.

SECTION 5: DISCIPLINARY POLICIES

I. RADIOGRAPHY PROGRAM PROBATION

A. Academic Probation

1. Radiography students receiving a grade lower than a "C" that is not an "F" in any RAD, HPS, or CMI coursework are placed on probation.
2. Radiography students receiving 4-8 credits of "C-" or lower in all academic courses required by the Radiography Program are placed on Program Probation. The terms of removal from Probation are determined by an evaluation of the student's performance to date and will be stated in a letter to the student.

Students on Program Probation because of a grade deficiency must receive a grade of "C" or higher in all remaining Program-required academic courses. Failure to do so will result in Program dismissal.

B. Clinical Probation

Poor clinical performance is determined by the Professional Growth Assessment (PGA). During any term, the average of the PGA must not be below 75%. The 1st PGA received below a 75% will result in clinical probation. The student must meet with the Clinical Coordinator to set up a plan to improve.

II. PROGRAM DISMISSAL

A student may be dismissed from the Radiography Program for the following reasons:

- A. Students with negative grade points for UNLV and/or transfer course work are dropped from their respective program.
- B. Students receiving more than 8 credits of C- or lower in program required academic courses whether the courses were taken in sequence or out of sequence per the published Radiography Curriculum.
- C. Students receiving a failing grade in a Program Required Course whether the course was taken in sequence or out of sequence per the published radiography curriculum.
- D. Poor Clinical Performance.
- E. Unethical or immoral behavior.
- F. Cheating/Plagiarism.
- G. Site requested removal from clinics due to unprofessional, unethical, or immoral behavior
- H. Violation of any University or major affiliate hospital policy.
- I. Excessive unexcused absences and/or habitual tardiness.
- J. Failure to adhere to Radiography Program policies as described in this manual.

III. GRIEVANCE POLICY

A grievance is an alleged violation, questionable interpretation, or administration of existing Program/University System regulations. (NOTE: A grievance is NOT a complaint against, or a request to amend, eliminate, or add to, the regulations and procedures that govern the Program/University System). The grievant should initially attempt to resolve the grievance with the party alleged to have committed the violation before proceeding outside the program in the formal process. The following procedural steps and timelines should be followed in any grievance where the initial attempt failed. All notifications must be done in writing.

Note: If further investigation is needed at any step, response times may be extended and will be communicated to the student.

A. Internal Process

a. Clinical: Affiliate

1. Clinical preceptor. Within 10 days of occurrence provide notification to the Site Chief Clinical preceptor. Response to student will be within 10 days. If no resolution is found or unsatisfied proceed to step 2.

2. Clinical Coordinator. Within 10 days of response from step 1 notify the UNLV Radiography Clinical Coordinator. Response to student will be within 10 days. If no resolution is found or unsatisfied proceed to step 3.
3. Program Director. Within 10 days of response from step 2 notify the UNLV Radiography Program Director. Response to student will be within 10 days. If no resolution is found or unsatisfied proceed to step 4.
4. Department Chair. Within 10 days of response from step 3 notify the Department of Health Physics and Diagnostic Sciences Chair**. Response to student will be within 14 days. If no resolution is found or unsatisfied proceed to step 5.
5. School Dean. Within 10 days from receipt of response in step 4 notify the Dean of the School of Integrated Health Sciences**. Response to the student will be within 14 days.

**School Academic Standards Committee (SASC). The Chair or Dean may refer grievances to the School Academic Standards Committee. Meetings are held at the discretion of the Committee Chair and Ad hoc committees may be formed to hear specific clinical issues. Response to student within one week of committee meeting.

b. Didactic: UNLV Radiography Course

1. Course Instructor. Within 10 days of incident provide notification to the course instructor. Response to student will be within 10 days.
2. Program Director. Within 10 days of response from step 1 notify the UNLV Radiography Program Director. Response to student will be within 10 days. If no resolution is found or unsatisfied proceed to step 3.
3. Department Chair. Within 10 days of response from step 2 notify the Department of Health Physics and Diagnostic Sciences Chair**. Response to student of notification within 14 days. If no resolution is found or unsatisfied proceed to step 4.
4. School Dean. Within 10 days from receipt of response in step 3**. Response to the students of notification within 14 days. If the results of the informal process are unsatisfactory, the student may proceed to the external process.

**School Academic Standards Committee (SASC). The Chair or Dean may refer grievances to the School Academic Standards Committee. Meetings are held at the discretion of the Committee Chair and Ad hoc committees may be formed to hear specific clinical issues. Response to student within one week of committee meeting.

B. External Process:

Faculty Senate Grievance Petition. Procedures and timelines for student petitions can be found here: <https://www.unlv.edu/facultysenate/student-resources>. Will be referred to an appropriate committee.

IV. PROGRAM RE-ENTRY

A student wishing to re-enter the Radiography Program must re-apply to the Program. Re-entry application will be under the same deadlines as new applicants and would be considered by the Admissions Committee. The student may be considered for re-entry into the program if:

- A. The student's University grade point balance is zero or above.
- B. RAD courses or academic courses required by the Program in which the student received a failing grade is repeated with grades of C or better, OR all RAD courses or academic courses totaling 9 credits or more in which the student received a C- or less are repeated with grades of C or better.
- C. Students previously dismissed due to clinical policy violations not related to an ethical violation must write a letter explaining the changes that will be made if allowed reentry and must accompany the application.

No students are re-admitted to the Program when dismissed for the following reason(s):

- 1. Unethical or immoral behavior in the clinical or didactic settings.
- 2. Cheating or Plagiarism
- 3. Violation of any University or Major Affiliate Policy.
- 4. Students removed from a clinical site due to a behavior issue may not be eligible for re-admittance. Program faculty will decide this situation on a case-by-case basis.

SECTION 6: RADIATION SAFETY

I. PREGNANCY POLICY

Disclosure of pregnancy is voluntary. If disclosed, the UNLV Risk Management and Safety Department of Radiological Safety allows limited radiation dose to Pregnant personnel. During the Gestation period, the declared pregnant student receives additional monitoring (dosimetry), and the maximum permissible dose equivalent to the fetus from the occupational exposure of the expectant mother shall not exceed 0.5 rem (5 mSv). A declared pregnant student has the option to request scheduling modifications but is not required. Requests for modifications should be made in writing. When the radiation exposure readings of a voluntarily declared pregnant student approach a total of 0.5 rem (5 mSv), transfer out of the radiation area or leave is mandatory. A written withdrawal of the declaration can be given at any time (Pregnancy Declaration Form Appendix B).

II. DOSIMETRY

The University provides Dosimeters for all Radiography Students. Dosimeters must be worn while in the on-campus laboratories and in clinics. Failure to do so will result in disciplinary actions and removal from the affiliate/ laboratory until a proper radiation monitoring device is obtained. Dosimeters will be kept at the respective institutions at all times unless directed otherwise. Failure to do so may result in a failing grade for clinical or lab.

If a dosimeter is lost, the student must submit a lost dosimeter form immediately and a temporary dosimeter will be issued.

Information on Dosimetry reports is the responsibility of the University of Nevada, Las Vegas, Radiation Safety Office (RSO).

Students will be sent their dose reports within 30 days of the time they were received by the Program Director; however, students may obtain their dose report at any time by contacting the RSO at 702-895-4419.

III. DOSE CONTROL LIMITS

- A. It is UNLV's policy to maintain human radiation exposure levels "As Low As Reasonably Achievable" (ALARA). Annual limits for occupational radiation exposure are listed in NAC 459.325. The dose in any area accessible to the general public shall not exceed 0.002 rem (0.02 mSv) in any 1 hour or 0.1 rem (1.0 mSv) per year in accordance with NAC 459.335. UNLV administrative control limits are 10% of the annual limits excluding the general public and shall not exceed 500 mrem (5 mSv). The administrative limits for the general public and declared pregnant worker are the same as the annual limits. Dosimeters are measured every 3 months. Exposure will be limited to 125 mrem (1.25 mSv) every 3 months.
- B. When UNLV Administrative Dose Control Limits are exceeded, the following procedures will be followed:
 1. Within 5 working days from the notification that the administrative limits were exceeded, the Authorized User (Program Director) must file a report with the Radiation Safety Officer (RSO) describing any conditions or activities that may have led to the exposure.
 2. Upon receipt of the investigation report, the Radiation Safety Staff:
 - a. May change the dosimetry monitoring status to a more frequent interval if it is determined that the administrative limit was actually exceeded.
 - b. Review the individual's radiation work procedures and determine the likelihood of the cause of exposure.
 - c. Ensures that any unsafe practices are discontinued.

The RSO or their designee must be notified IMMEDIATELY if any person is known to have or suspected to have received a dose in excess of the Regulatory Limits. Such persons must receive proper and appropriate care in accordance with standard Health Physics and medical practices. The exact circumstances of such an event cannot be fully predicted, but as soon as possible, an investigation shall be undertaken to determine the circumstances of the incident and in order to determine the actual dose to the body and/or critical organ(s). Reports will be provided to regulator authorities as required by regulations.

IV. ON-CAMPUS LABORATORIES

A. Usage

1. The energized radiography laboratories for the UNLV Radiography Program are not licensed for exposures on live humans. Any student making an exposure on a live human will be expelled from the program.
2. No student will be allowed in the laboratories without a qualified faculty member available.
3. No exposure of any kind is permissible without being under the direct supervision of a qualified faculty member.
4. All students must wear their own dosimeter while in the laboratories.

Failure to adhere to the laboratory policies will result in disciplinary actions that may include dismissal.

B. Supervision

Labs will only be used under the "Direct Supervision" of UNLV faculty whenever any radiographic exposure is made. Students may utilize the labs for non-exposure purposes outside of scheduled lab times (e.g. positioning practice) under "Indirect Supervision" of a UNLV Faculty Member. If a student makes an exposure while under indirect supervision they will be subject to disciplinary actions which may include dismissal.

C. Dress Code

Unless otherwise instructed, all students must wear Program approved scrubs while in labs.

CHAPTER 2: CLINICAL REQUIREMENTS AND RELATED POLICIES

SECTION 1: ADDITIONAL COSTS

I. INTRODUCTION

The Radiography Program is designed as an integrated curriculum in which the student obtains experience in a clinical environment while attending formal classes at the University. To ensure that the student receives a cohesive and complete educational experience, the university courses are closely coordinated with the student's experience.

The Radiography Program has Clinical Affiliates where students are provided a large variety of experiences.

Although students must adhere to affiliate policies and procedures, students are not considered to be employees of the facility, nor are students to be utilized as Staff Radiographers or Ancillary personnel while they are fulfilling the Program's educational requirements.

After the student has been accepted, students must complete a series of pre-clinical requirements (Appendix C) in order to be assigned to a clinical affiliate. These pre-clinical requirements may have costs that the student is responsible for. These costs are not included within the course tuition. A clinical checklist, which include the estimated costs, is made available at Program orientation prior to the start of the program (Appendix D).

II. CLINICAL REQUIREMENTS

The following is a list of clinical requirements that are part of being assigned to a clinical site as outlined in the Educational Affiliation Agreement between the clinical site and the UNLV Radiography Program. The clinical requirements are subject to change. If a change is made, the students will be notified.

- A. Immunizations: MMR, TDAP, Hepatitis A/B, Flu, Varicella (or titer), COVID-19
- B. 2-step Tuberculosis (TB) check
- C. Background Check
- D. Drug Screening
- E. Physical
- F. Medical Insurance
- G. CPR certification
- H. Scrubs (See dress code)
- I. Lead markers

Additional clinical costs include:

- A. Trajecsyst subscription
- B. Complio subscription

III. DRESS CODE

The student is expected to exhibit appropriate personal cleanliness and mode of attire. Students are expected to wear approved scrubs while in clinical. The type of name badge is to be in accordance with each affiliate's regulations. Any student reporting to an affiliate in improper uniform or attire may receive a written warning and be sent home. Habitual untidiness may result in suspension or dismissal from the affiliate.

Students must comply with the site dress code policy. At a minimum each student must meet the following standards:

1. Scrubs - Students must wear approved UNLV Radiography program-colored scrubs. Scrubs must be washed and pressed. Surgical scrubs are available at the clinical sites and must be worn if assigned to the surgical suite.
2. Shoes - Students must wear shoes appropriate for the hospital which include a closed toe.
3. Hair - Hair must be clean and tidy. If hair is shoulder length or longer it must be pulled back.
 - a. Excessive ornaments, headbands or scarves are prohibited.
 - b. Hair color must be tasteful and professional.
4. Nails - Nails must be well-manicured.
 - a. Nail length may not exceed 1/4" beyond the tip of the finger.
 - b. Acrylic nails are prohibited
5. Jewelry - Excessive jewelry is prohibited
 - a. Earrings will be limited to two per ear. Earrings should not dangle.
 - b. Rings or studs in non-conventional places (eyebrow, lips, tongue) will not be allowed.

SECTION 2: CLINICAL ASSIGNMENTS

I. AFFILIATE ASSIGNMENTS

Students will complete a Request for Hospital Assignment Form (Appendix E) and submit it to the Clinical Coordinator. While student choices are taken into consideration it is the sole discretion of the Program faculty to place students. Students may be placed at affiliates not on their preference list. After the assignments are complete, the Radiography Program faculty notifies the students of their assignment prior to the beginning of the clinical education class.

It is the student's responsibility to procure transportation to and from their clinical site when assigned. All affiliates are located in Las Vegas, Henderson, or North Las Vegas.

All clinical assignments are at the sole discretion of the UNLV Radiography Program faculty. The affiliate reserves the right to refuse admittance to any student. If a student is denied admission to an affiliate, the clinical coordinator will review the reason for denial and determine if reassignment is warranted. If warranted, the Clinical Coordinator will reassign the student to another affiliate. The following is the criteria used for hospital assignment:

1. The affiliate acceptance of the student
2. Capacity of the hospital. Capacity is determined by the JRCERT; however, that number may be less and dependent on the number of students the affiliate is willing to accept. The number of students requested by the affiliate cannot exceed a 1:1 technologist to student ratio.

Attempts will be made to not assign students who are currently employed in Radiology Departments to that respective affiliate unless the student can provide written justification. Approval of the justification is at the sole discretion of Radiography Faculty.

II. CLINICAL AFFILIATES

Students will only be placed at sites affiliated with the UNLV Radiography Program. Affiliated sites are recognized by the JRCERT.

Current affiliated sites of the UNLV Radiography Program include:

- Desert Springs Hospital – 2075 E. Flamingo Rd. Las Vegas, NV. 89109
- Henderson Hospital – 1050 W. Galleria Dr. Henderson, NV. 89011
- Mountain View Hospital – 3100 N. Tenaya Way. Las Vegas, NV. 89128
- North Vista Hospital – 1409 E. Lake Mead. North Las Vegas, NV. 89030
- Spring Valley Hospital – 5400 S. Rainbow Blvd. Las Vegas, NV. 89118
- St. Rose San Martin – 8280 W. Warm Springs Rd. Las Vegas, NV. 89113
- St. Rose Siena – 3001 St. Rose Pkwy. Henderson, NV. 89052
- Summerlin Hospital – 657 Town Center Dr. Las Vegas, NV. 89144
- Sunrise Hospital and Medical Center – 3186 Maryland Pkwy. Las Vegas, NV. 89109
- University Medical Center – 1800 W. Charleston Blvd. Las Vegas, NV. 89102
- Valley Hospital and Medical Center – 620 Shadow Lane. Las Vegas, NV. 89106
- Desert Radiology:
 - 7200 Cathedral Rock Suite 230. Las Vegas, NV. 89128
 - 6675 S. Cimarron Rd Suite 105. Las Vegas, NV. 89113
 - 3920 S. Eastern Suite 100. Las Vegas, NV. 89119
 - 31 N. Nellis Blvd. Las Vegas, NV. 89110
 - 2020 Palomino Lane Suite 100. Las Vegas, NV. 89106
 - 2811 Horizon Ridge Pkwy. Henderson, NV. 89052
 - 3025 S. Rainbow Blvd, Las Vegas
 - 480 S. Wynn Rd. Las Vegas
- SimonMed – 3560 E. Flamingo Rd. Ste 100. Las Vegas, NV. 89121
- Pueblo Medical Imaging – 100 N. Green Valley Pkwy #130. Henderson, NV. 89074

III. ROTATION SCHEDULES

All students will be assigned to hospital and outpatient rotations. The clinical rotations will be made known to the student in the semester prior to the start of clinics. Clinical courses are taken in consecutive semesters beginning with Summer I. Clinical courses are 331, 332, 333, and 334. All efforts will be made to ensure students complete clinics as scheduled; however, in the event there is a disruption in clinics due to unforeseen circumstances (i.e. pandemics or natural disasters), clinical courses may be modified. Modification may include but is not limited to schedules, location, start/end dates.

- A. Credit to Contact Hours. Consistent with UNLV Policy, credit hours are based on weekly contact hours. The UNLV Radiography Program utilizes a 1:8 credit to contact hours per week for clinical assignments. RAD 331 (5cr) = 40 hours per week, RAD 332 (3cr) = 24 hours per week, RAD 333 (3cr) = 24 hours per week, RAD 334 (5cr) = 40 hours per week.
- B. The student shall not be scheduled for more than 40 hours per week (classroom and practicum). No variances will be approved which require students to exceed the 40 hour per week limitation.
- C. All students will complete a minimum of 80 hours of swing shift as part of their clinical experience. A swing shift is defined as a shift ending no earlier than 7:00pm but no later than 9:30pm. Students may complete these hours at any time during the program with an approved variance submitted prior to the beginning of the clinical term.
- D. Scheduling of the outpatient rotations will be completed by the clinical coordinator and given to the student. Student schedules may need to be modified to comply with the outpatient facilities operating hours.

SECTION 3: CLINICAL ATTENDANCE

I. ATTENDANCE PARAMETERS

- A. Clinical courses are scheduled Monday through Saturday. Saturday is reserved for make-up time during the fall and spring semester or by approval of special circumstances by the Clinical Coordinator. Saturday may be used for a normal clinical day in the summer term provided proper supervision is available. Students may not attend clinical on Sunday.
- B. Students may attend clinical for a maximum of ten-hour shifts. Any ten-hour shift schedule must be submitted in writing and approved by a contract with the Radiography Program Clinical Coordinator and the Clinical Affiliate Chief Clinical preceptor. Subsequent request for changes to the contract are treated as another (separate) variance.
- C. Students may not attend clinical between 9:30 PM and 6:00 AM.
- D. Students must attend clinical at times when proper supervision is available.

- E. A schedule variance must not interfere with the student's education or with the normal operation of the affiliate or the UNLV educational operation.
- F. Variances requested to accommodate difficulties in scheduling will not be granted when a course is taken out of sequence as per the published Radiography Curriculum.
- G. A variance will not be granted to accommodate student scheduling so that the student can take courses required for another program. Students should be aware that their priority should be completion of the Radiography Program before considering entering another program.

II. SCHEDULE VARIANCES

If a need arises to request a minor change in scheduled time, the student must submit in writing the requested change and justification for the change using the Variance Request Form (Appendix F). No modification to the clinical schedule can be done without written approval from the CI and CC. The procedure for adjustments to clinical hours is listed below:

- 1. A written request must be submitted to the affiliate Chief Clinical preceptor with copies to the Program Clinical Coordinator and Faculty member responsible for the respective course no less than 30 days prior to the implementation of the change. Failure to do so may result in denial of the request. The request must include the days and times of change and the student's UNLV academic schedule.
- 2. After conferring with the appropriate affiliate and the appropriate faculty member, the Program Clinical Coordinator will make the final decision and then notify the student of the decision.

Program Mandated Variance: It may be necessary to alter a student's clinical schedule to accommodate difficulties in scheduling required Program Courses offered by other departments. (e.g., Physics). This will be done only when the student is following the published Radiography Curriculum and not when a student elects to take a required course out of sequence. Mandated variance may also be needed to ensure proper clinical site supervision.

III. EXCUSED ABSENCES

If a student is unable to attend clinical, they must notify the Chief Clinical preceptor or a Clinical preceptor or a Shift Supervisor at the affiliate site no less than 30 minutes before the assigned start of clinical for that day for the absence to be considered excused.

- A. **Holidays:** Holidays are in accordance with the UNLV academic calendar. Students are not to attend clinics on holidays. This time will not have to be made up.
- B. **Personal Time Off (PTO):** Students are afforded PTO for each clinical course. During the Fall and Spring semesters (RAD 332 and 333), 16 hours are allowed. For Summer (RAD 331 and 334), 24 hours are allowed. These hours are not cumulative among semesters and does not have to be made up. Arrangements for personal leave must be made with the Chief Clinical preceptor before the leave occurs.

- C. **Medical Leave:** Medical leave is awarded for personal or dependent illness. All Medical leave time, except the hours allotted for personal leave, must be made up prior to the beginning of the next term or within 30 days whichever comes first. A student should not attend clinics if they are ill. Students who need an extended medical leave must submit a Physician's Statement (not a Radiologist's) indicating the student is unable to attend Clinical because of medical reasons no later than 1 week after diagnosis. Students are allowed to return to the affiliate upon receipt of a statement from the Physician indicating the student is medically able to return to work without restrictions. If a dependent is ill, a Physician's statement is required for the student to use medical leave. Failure to submit a physician's statement may result in unexcused absences.
- D. **Emergency Medical Leave:** Students involved in emergency medical care, (e.g., automobile accident), should notify Radiography faculty and the Clinical Affiliate at their earliest possible convenience of their condition and/or the need for medical leave. Re-admittance to the affiliate and make-up time for emergency medical leave must be approved by the Chief Clinical preceptor and UNLV Clinical Coordinator.
- E. **Family Emergency:** If there is an emergency in the student's family (i.e., death) the student may take time off as personal leave.
- F. **Jury Duty:** Up to 32 hours of time is excused for Jury Duty. Proof of attendance is required.
- G. **Meetings:** At times it is necessary that students meet with affiliate or University personnel. Attendance at these meetings is Mandatory. One unexcused absence from a meeting will result in probation. Multiple unexcused absences at meetings may result in Suspension and/or Dismissal.
- H. **Other Excused Absences:** Students may be excused from clinical assignment (without make up time) to attend special University supported or sponsored functions e.g., ACERT, STARS, registry, review classes, or any other function/activity deemed appropriate by program faculty. Approved functions/activities can count toward clinical time. If the student does not, in fact attend or complete the function for which he/she was excused, the clinical time lost will be unexcused and subject to disciplinary actions and must be made up per program policies.

IV. UNEXCUSED ABSENCES

A student is considered unexcused if they do not notify the Clinical preceptor or Shift Supervisor of their absence 30 minutes prior to assigned time. After one unexcused absence the student will receive a written warning. A second unexcused absence within a semester will result in probation. If a third unexcused absence occurs, the student will be ineligible to continue clinical at their assigned affiliate and will receive a failing grade. Time missed because of unexcused absences must be made up before the beginning of the next semester and is subject to added penalty time.

V. TARDINESS

A. Definition

A student is considered tardy if the student arrives after the scheduled starting time, there is no grace period.

B. Notifying the Affiliate

If the student anticipates being absent or late, they must notify the Chief Clinical preceptor or a Clinical preceptor or a Shift Supervisor no less than 30 minutes prior to their assigned time. Failure to do so will result in either tardiness or an unexcused absence.

C. Multiple Tardiness

After three incidences of tardiness within a 30-day period, the student will be placed on probation. Continued tardiness may result in suspension and/or dismissal.

D. Make-Up Time

Time missed because of unexcused tardiness must be made up before the next terms begins.

Additional time (20 minutes for every 10 minutes) may be added as a penalty. Application of penalties is mutually decided between the affiliate and University.

VI. MAKE-UP TIME

All absences, except personal leave hours or program excused absences, must be made up. Make up time must be approved by the chief clinical preceptor and the UNLV clinical coordinator prior to the start of the shift.

- A. PTO - All personal time off must be exhausted before any make-up time will be approved. Students may not work ahead in an effort to save PTO for a later time. Any excused absence will necessitate the use of PTO.
- B. All make up time must be approved by the Chief Clinical preceptor and the UNLV Radiography Program Clinical Coordinator first. Make up time may not be completed until approval is given. Failure to receive approval will void the time worked.
- C. Any make up hours are subject to additional penalty time. Typically, 1 hour for every 8 to be made up may be applied. Penalty time is at the discretion of program faculty.
- D. Times available for make-up are Monday thru Saturday, 7:00 am to 9:30 pm.
- E. Clinical time record. Students are responsible for maintaining an accurate clinical time record via Trajecsys. Students must clock in/out from recognized computers at their clinical sites or via their personal cellular device (GPS tracking must be on). Time exceptions are allowed for reasons such as:
 - 1. Inability to log into the computer
 - 2. System malfunctions
 - 3. Notification of PTO usage
 - 4. Other possible scenarios deemed appropriate by program faculty. Excessive time exceptions may result in disciplinary actions. Excessive time exceptions are defined as 3 or more in a 30-day period.

VII. CLINICAL TRANSFER POLICY

The student may initiate a request for the transfer from one affiliate to another should irresolvable problems occur. Radiography Program Officials may initiate a student transfer when appropriate. Only one clinical transfer is allowed during the program. Transfers will not be approved when the student exhibits unethical or unprofessional behaviors.

A. **Student Initiated Transfer:**

After unsuccessful attempts to resolve any of the student's problems or grievances, the student will submit in writing, to the Program Clinical Coordinator a request for transfer. The letter should contain the reason(s) for requesting the transfer, and the attempts that have been made to resolve any problems or grievances. If the decision is made to transfer the student, the Program Clinical Coordinator will assist the student in, but not be responsible for, finding another affiliate. In the event capacity limits are reached at other affiliates, and a transfer is not feasible, modifications to the student's clinical schedule may be required. All clinical records from the affiliate releasing the student will be submitted to the Radiography Program office.

B. **Administrative Transfer:**

Radiography Program Officials may initiate an administrative transfer in cases where a transfer would benefit a student's clinical education.

VIII. CLINICAL BADGES/PARKING

- A. ID Badges. Some clinical sites may require a site-specific badge. It is the student's responsibility to follow all site protocols to obtain and wear the badge.
- B. Parking lots at the affiliates are provided for Employee and Student convenience. The student is required to park in areas designated for Student use and not those areas normally restricted for Doctors, patients, ambulances, or visitors. The affiliate will provide information regarding the location of these parking lots.

SECTION 4: CLINICAL ASSESSMENTS

I. CLINICAL COMPETENCY FORMS

Clinical competency is assessed in the Radiography Program with two forms during the students' clinical experience. These forms are designed to assess the student's competency in hard and soft skills in the clinical environment. The assessment forms include the Competency Evaluation form (Appendix G) and Professional Growth Assessment Form (Appendix H).

The Competency Evaluation Form (Addendum G) is used to assess the students' clinical performance and psychomotor learning abilities. The Professional Growth Assessment (Appendix H) is used to assess the students' professional behaviors.

Other forms employed for Radiography Clinical are:

- A. The Examination Log is completed by the student in Trajecs. Spaces are provided for the student to indicate the level of assistance that was given. A student may not comp on an exam until the student indicates they 'performed' the exam in their daily log.
- B. The Semester Competency Form (Appendix I) details the number of competencies that are required for each semester.
- C. The Summary Competency Evaluation Form (Appendix J) is a one-page form which lists all the procedures the student must complete during their entirety of their clinical participation and complies with the ARRT requirements. This enables the evaluator to determine the student's status by observing which examinations the student has completed and which are incomplete.

II. COMPETENCY TESTING PROCEDURES

Individuals identified as Clinical preceptors (CI) may complete a competency exam on a student. A CI is an individual who meets JRCERT requirements and completed the UNLV clinical preceptor workshop. Because of the large number of individuals involved in the evaluation process, every attempt is made to reduce the subjectivity and maintain equitable standards. A method of obtaining uniform evaluation criteria is by defining the term competent. Competent, as employed for student assessment, refers to "the minimal acceptable performance necessary to obtain a diagnostic image while maintaining maximum radiation protection, patient care and safety practices."

The radiography testing procedures are as follows:

1. A student initiates the testing request, and the Clinical preceptor evaluates the request in relation to the student's achievements (e.g., exam log records).
2. A student may request evaluation after having performed several exams in the area of interest.
3. All contrast media studies, and retention testing must be done on live patients. Only under unusual circumstances approved by program faculty can this be modified.
4. One retention test is completed on each student each term (with the exception of RAD 331). Retention testing is considered a "pop quiz" on any procedure that the student has been certified as competent in either the current or previous term(s).
5. After the evaluation has been completed in accordance with the scoring and criteria identified for the evaluation form employed, the Clinical preceptor signs the Competency Evaluation Form, records the grade on the Competency Evaluation Form, then initials and dates the Summary Competency Evaluation Form.
6. All grades are kept in a secure place to protect the student's privacy in Trajecs.
7. A student should complete all testing by utilizing a minimum of three different Clinical preceptors if possible.

For each term, there are a specific number of competencies which must be completed for a grade (Addendum H). The specific competencies are listed on the Summary Competency Evaluation Form per term, along with the list of selected competencies. The student must complete specific competencies

and choose and complete the appropriate number of selected competencies from the list to satisfy the requirements for a grade for the term.

III. PROFESSIONAL GROWTH ASSESSMENTS (EVALUATIONS)

The Professional Growth Assessment (Appendix H) appraises the students' professional behaviors which include attitudinal ethical behavior or affective learning domain. This assessment is completed twice during the Fall and Spring terms and once each Summer by the Chief Clinical preceptor responsible for supervising the student. The object of the form is to provide the student with feedback concerning their areas of strengths and weaknesses. The student reviews the completed form with the Chief Clinical preceptor. Students will view their evaluations in Trajecsyst. It is expected that the student will maintain their areas of strength and remove any deficiencies.

SECTION 5: CLINICAL SUPERVISION AND SAFETY

I. SUPERVISION POLICIES

- A. **Direct Supervision:** Until a student achieves and documents competency in any given procedure, all clinical assignments must be carried out under the direct supervision of qualified Radiographers. Direct supervision is required for all repeat examinations, surgical, and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.
- B. **Indirect Supervision:** Once Competency in a particular procedure is documented, the student may perform the examination under indirect supervision with the exception of repeat, surgical, or all mobile, including mobile fluoroscopy procedures.

II. RADIATION SAFETY POLICIES

- A. **Patient Holding:** Students should not hold a patient during any radiographic procedure when an immobilization method is the appropriate standard of care.
- B. **Image Receptor Holding:** Students must not hold an image receptor during any radiographic procedure.

III. AFFILIATE ACCIDENTS

Accidents involving patient, equipment, supplies, etc. occurring at the affiliate must be reported to the Chief Clinical preceptor or appropriate Supervisor immediately. The proper affiliate forms must be completed, and proper affiliate procedures must be followed. Refer to the affiliate employee handbook for details. If an injury occurs, the student may obtain medical care at the medical facility of their choice. The student is liable for all medical costs incurred as a result of the accident.

SECTION 6: CLINICAL GRADING

Clinical Grading are Satisfactory or Fail (S/F). The following are the required elements to receive a Satisfactory (S) grade.

- A. Competencies: Students must complete the criteria (e.g., number of examinations to be evaluated and clinical time) as identified in the course outline for the term/class in which the student is enrolled. This may include more than the evaluation forms e.g., submission of other papers. Although a grade is not awarded for a paper if it is identified as part of the course work. Failure to complete this designated course work may result in a failing grade.

The student must pass all clinical competency evaluations with a minimum grade of 90%. Competencies below 90% must be repeated.

- B. Professional Growth Assessments: During any term, the average of the PGA must not be below 75%. The 1st PGA received below a 75% will result in clinical probation. The student must meet with the Clinical Coordinator to set up a plan to improve. PGA averages below 75% or 2 consecutive PGA below a 75% regardless of term will result in a failing grade for the clinical class.
- C. Clinical hours: Students must complete all clinical hours by the end of the term. Failure to complete all clinical hours will result in a failing grade. In the event clinical hours are not completed due to excused absences (see section 3 III) the student will receive a grade of incomplete (I) until all hours are made-up.

SECTION 7: CLINICAL DISCIPLINARY PROCEDURES

I. ACCOUNTABILITY REPORTS

Accountability Reports (Appendix K) are a written documentation of any clinical or didactic activities that are areas of concern regarding a student's behavior. These may include but not limited to unprofessional behavior, policy (site or program) violations, unethical actions, patient care concerns, etc. No disciplinary action will be taken without submission of this report. Accountability Reports may be submitted by the clinical site or program faculty. Accountability Reports will be reviewed by the appropriate faculty and reviewed with the student.

Once an Accountability Report is received, the appropriate Program Faculty will meet with the student. Students are required to meet with Program faculty to discuss the Accountability Report. The officiating Program Faculty will write an Action Report that outlines the expected corrective actions. The student and faculty will sign the Action Report and a copy will be made available to the student.

II. DISCIPLINARY ACTIONS

Based on the content of the Accountability Report, disciplinary action may be taken. If disciplinary action is warranted, the details will be provided to the student. Students are afforded the opportunity to rebut the report in writing.

- A. Probation. A student may receive probation for any infraction of University and/or affiliate policy. A probation will define the problem and state suggested disciplinary action. The student will meet with Program Faculty to review the probationary letter. Copies of the letter can be e-

mailed or delivered to the student's advisor and Program Director. Probation letters will define the length of time the probation will be in effect.

- B. **Suspension.** A suspension is a removal of the student from the program for a specific length of time. Suspensions will be administered in writing and delivered to the student. If suspended from clinics, students will need to make up the time missed.
- C. **Dismissal.** Dismissal is expulsion from the program. Dismissal letters will be delivered to the student either in person, via e-mail, or mail. Dismissal letters will explain the policy violations.

Students have the right to appeal any disciplinary action using the grievance process (see Chapter 1 Section 5 (III)).

SECTION 8: ADDITIONAL POLICIES

I. STUDENT EMPLOYMENT IN MEDICAL IMAGING

The UNLV Radiography Program encourages students to seek employment in medical imaging; however, time spent as a paid employee does not substitute for student clinical hours. In addition, competencies may not be completed while being a paid employee.

II. ADVANCED MODALITY ROTATIONS AND MRI SCREENING

Students may assist in other modalities during their clinical shift. These modalities include Mammography, MRI, CT, Nuclear Medicine, Interventional Radiology, and Sonography. In addition, students may rotate through other modalities during their final Summer term if all competencies are complete or with approval from the Chief Clinical preceptor and UNLV Clinical Coordinator. Students must remain under direct supervision whilst working in these other areas. Students must abide by the following criteria:

- A. **Mammography:** Students may request the opportunity to participate in clinical mammography rotations. The program will make every effort to place students in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to students. Students are advised that placement in a mammography rotation is not guaranteed and is at the discretion of a clinical setting.
- B. **Magnetic Resonance Imaging:** The powerful magnet of the MR system will attract iron-containing (known as ferromagnetic) objects. Care must be taken to be certain the objects that are attracted to and by magnetic forces NOT be taken into the magnet room.

Students need to be aware of objects on or within their bodies that are NOT to be in the magnet area including but not limited to:

- Purse, wallet, money clip, credit cards, cards with magnetic strips
- Cell phones

- Metal jewelry, pens, paper clips, hair pins, keys, hair barrettes, analog watches
- Clothing and badges that have metallic threads or fasteners.

In addition, students with implanted devices may be restricted from entering the MRI suite which include but not limited to:

- Medication pumps
- Aneurysm clips
- Heart pacemakers
- Electrical stimulator
- Neurostimulator
- Bullets or metallic fragments.

Prior to entering an MRI suite, each student must be screened for potential hazards. Screening will be done by completing an MRI screening form (Appendix L) prior to the start of the program and may be screened at the site. The screening form will be reviewed by an MRI technologist. If any contraindications are present the student may not enter the MRI suite. Any changes to the students' medical history must be disclosed to program faculty to ensure the student is safe to enter an MRI suite.

Students desiring additional MRI safety information may visit www.MRIsafety.com

III. SUBSTANCE ABUSE POLICY

The UNLV Radiography Program recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of a health occupation. The Radiography Program has adopted the ARRT standards of ethics as a model by which all students are expected to function. These standards prohibit the "Actual or potential inability to practice radiologic technology with reasonable skill and safety to patients by reason of illness; use of alcohol, drugs, chemicals, or any other material" (Rules of ethics number 8). Therefore, the following procedure will be enforced if there is any suspicion (see behavioral changes associated with drug abuse) a student may be under the influence of alcohol, illegal drugs or medication which impairs judgment while in the health care facility, university, or other locations as a representative of the UNLV Radiography Program.

1. Procedure

1. When a faculty member, clinical preceptor or staff member perceives that the student is mentally or physically impaired, the faculty or staff member will immediately relieve the student from their duties and remove the student from the clinical setting or classroom. This is for the protection of the patient, public, other students, and the suspected student.
2. The faculty or staff member will then inform the student as to why actions are being taken to relieve them of their duties and remain with the student until transportation is

available. If the incidence occurs in the clinical setting the staff member will notify the UNLV Radiography Program Clinical Coordinator immediately.

3. The student will then be asked to consent to a drug and alcohol screening test which will be conducted at the expense of the student. If the student agrees to the drug and alcohol screening the faculty or staff member will arrange for the student's transportation to a designated medical testing facility. The student will sign a statement requesting the results of the test will be sent securely to the UNLV Radiography Program office.
4. Refusal to submit for testing warrants immediate program dismissal.
5. If the student admits to alcohol or drug use, the testing procedures will still need to be completed.
6. If the results are negative, no action will be taken, and the student will be allowed to make up the work missed.
7. If the results are positive (and substantiated by a second or confirmation test) the student will be dismissed from the program.
8. The faculty or staff member will be required to submit in writing the factors that lead to this suspicion. The formal write up must be received within (2) days of the incident.

2. Readmission Procedure

A student who has been dismissed from the UNLV Radiography Program for reasons related to substance abuse may apply for readmission by completing the following criteria:

1. After a period of (1) calendar year the student may submit a letter requesting readmission to the admissions committee.
2. Document completion of a prescription treatment program.
3. Include documentation from a mental health specialist who specializes in addiction behaviors the status of the student's substance abuse issues(s), status of the student's recovery and/or include other documents demonstrating rehabilitation to the drug and/or alcohol issues.
4. Repeat the drug and alcohol screening process immediately prior to readmission.
5. If a student, after being readmitted receives another positive drug and alcohol test they will be permanently dismissed from the UNLV Radiography Program.

3. Students Requiring Medical Prescriptions

If a student requires medical prescriptions that alter the mental and/or physical status of the student, the student will be withdrawn from the UNLV Radiography Program for medical reasons. This is to protect the patient and the student in the clinical environment and complies with the ARRT standard of ethics.

4. Behavioral Changes Associated with Drug Abuse

The following is a list of patterns associated with substance abuse. Observation of ANY of these behaviors will result in implementation of the substance abuse procedures. This list is not the only indicators that may initiate the testing procedures.

- Attention deficit/cognitive impairment
 - Ataxia
 - Tremors
 - Slowed response time
 - Diminished coordination/dexterity
- Social Impairment
 - Inappropriate verbal remarks
 - Inappropriate behaviors including but not limited to:
 - Angry outbursts
 - Euphoria
 - Paranoia
 - Hallucinations
 - Repeated tardiness
 - Frequent absenteeism
 - Untidy appearance
- Somatic Manifestations
 - Odor of alcohol
 - Nausea/vomiting
 - Frequent unexplained trips to the bathroom
 - Reddened sclera (bloodshot eyes)
 - Pupil changes/drooping eyelid
 - Blurred vision or inability to focus
- Speech/Communication Impairment
 - Slurred speech
 - Rapid/Choppy speech
 - Incoherent speech

IV. COMMUNICABLE DISEASE POLICY

Standard Precautions Policy Statement: Any student suffering from a contagious infection will be asked to provide medical documentation that the contagious phase has passed prior to continuing in class. This is to ensure minimum risk to others.

All students and faculty will strictly adhere to this policy which is designed to protect the students, faculty, and patients from the spread of infectious diseases.

- Wear gloves at all times when working with patients where blood/body fluids are evident or likely.
- Goggles or face-shields should be worn per facility requirements.

- Wash hands before and after patient contact.
- Dispose of linens in appropriate containers.
- All infectious needles need to be placed in a puncture proof container. Do not re-cap the needle.
- All injuries must be reported to the faculty and clinical supervisor immediately.

If a student is exposed to infectious materials whether it be by blood or air (such as TB) at the clinical site, the student will be sent to a health service provider at the clinical site or of the student's choice. The student is responsible for any costs incurred for treatment.

Policy for student exposure of infections materials (blood or airborne) at the clinical setting:

1. The student will notify the Clinical Supervisor and Clinical Coordinator immediately.
2. The student and Clinical Supervisor will generate an incident report to be sent to the University Clinical Coordinator and the clinical site infectious control department.
3. The student will be sent for testing. It is the student's prerogative to decide which facility to obtain medical treatment. This could be at the clinical setting, the University Health Center, or their personal physician. All costs associated with testing and treatment are the responsibility of the student.
4. Results of the testing will be provided to the University Clinical Coordinator.
5. If testing and/or treatment is required during clinical time the student may be excused. However, this will count toward the student's PTO and if exceeded will need to be made up once the student is able to return.

V. ACKNOWLEDGEMENTS

By accepting admission to the UNLV Radiography Program, the student must sign and submit the following acknowledgements.

- A. Technical Standards (Appendix M)
- B. Policy Manual Acknowledgement (Appendix N)
- C. School of Integrated Health Sciences Statement of Responsibility (Appendix O)

APPENDICES

Appendix A: ARRT Code of Ethics

Appendix B: Pregnancy Declaration Form

Appendix C: Clinical Checklist

Appendix D: Additional Cost Disclosure

Appendix E: Hospital Preference

Appendix F: Variance Form

Appendix G: Sample Competency Examination

Appendix H: Professional Growth Assessment

Appendix I: Summary Competency Examination Form

Appendix J: Competency Requirements

Appendix K: Clinical Accountability Form

Appendix L: MRI Screening Form

Appendix M: Technical Standards

Appendix N: Policy Manual Acknowledgement

Appendix O: School of Integrated Health Sciences Statement of Responsibility

APPENDIX A

ARRT Code of Ethics

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

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by 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 radiologic 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 radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The radiologic 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

APPENDIX B

Pregnancy Declaration Form

This form letter is provided for your convenience. To make your declaration of pregnancy, you may fill in the blanks in this form letter and give it to a Radiography faculty member or you may write your own letter.

DECLARATION OF PREGNANCY

To: _____ UNLV Radiography Program Faculty

I am declaring that I am pregnant. I believe I became pregnant on:

Month: _____ Year: _____

A fetal dosimeter will be assigned to me, and I agree to wear it at as instructed when working around radiation. I understand that my occupational radiation dose during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisieverts) (unless that dose has already been exceeded between the time of conception and submitting this letter). I also understand that meeting the lower dose limit may require a change in job or job responsible during my pregnancy. I may request schedule modifications or continue in the program without modification by notifying the Radiography program faculty in writing.

This Declaration may be rescinded by me at any time through written notification.

Signature: _____

Printed Name: _____

APPENDIX C

Clinical Check List

10-Panel Drug Screening (Time Sensitive)	_____
PPD (Tuberculosis 2-Step)	_____
Hepatitis A/B	_____
Tetanus and Pertussis (Tdap)	_____
MMR	_____
Flu shot	_____
Varicella (vaccine or titer)	_____
Physical	_____
Background Check (Time sensitive)	_____
Current CPR	_____
Medical Insurance	_____
Bloodborne Pathogen (Vault)	_____
HIPAA Training (Vault)	_____

Vault - Bloodborne Pathogen and HIPAA training are free and online and at:
<https://rms.unlv.edu/occupational/training/online/>

APPENDIX D

UNLV Radiography Program Additional Clinical Cost Disclosure List

ITEM	COST	FREQUENCY
SCRUBS (MAROON OR GRAY)	Various prices based on company	Must wear at any affiliate while in the program
MEDICAL INSURANCE	Various prices based on company	Must have while in the program
CPR (BLS FOR HEALTHCARE WORKERS)	Various prices American Heart Association	Must be current
COMPLIO ¹ DOCUMENT TRACKING	\$30.00	Once
COMPLIO ROTATION TRACKING	\$10.00	Once
COMPLIO BACKGROUND CHECK	\$38.00	Yearly
COMPLIO 10 PANEL DRUG SCREENING *	\$35.00	Yearly
PPD (2 STEP TUBERCULOSIS) *	\$20.00 (per implant)	Yearly
HEPATITIS A VACCINE (2 SHOT SERIES) *	\$54.00 (per shot)	Documented once
HEPATITIS B VACCINE (3 SHOT SERIES) *	\$57.00 (per shot)	Documented once
HEPATITIS A/B (3 SHOT SERIES) *	\$90.00 (per shot)	Documented once
FLU VACCINE *	Free	Yearly
PHYSICAL *	Free	Yearly
TETANUS AND PERTUSSIS (TDAP) **	\$55.00	Every 10 years
MMR **	\$90.00	Twice in a lifetime
VARICELLA TITER ***	\$46.00	Once to show antibodies. If negative, the vaccine is required
VARICELLA VACCINE (2 SHOT SERIES) *	\$150.00 (per shot)	Once
TRAJCSYS ^^^	\$150.00	Once
TEXTBOOKS	Varying pricing (Approximately \$200.00)	Dependent on course

¹Complio is a clinical document tracking system used by the UNLV Radiography Program. Create an account at:

<https://unlv.complio.com/>

* Can be obtained at the UNLV Student Health Center. Appointments can be made by calling

895-3370. Prices are subject to change. No appointment needed for vaccines. Vaccines are offered Monday through Thursday 8:00am-4:00pm and Friday 9:00am-4:00pm.

** Per Nevada Administrative Code (NAC) 441A.755 all students must provide documentation of Td and MMR to enroll in classes.

*** Varicella Titer is a blood test verifying antibodies to varicella (chicken pox) is present. The varicella vaccine IS NOT required if the titer is positive for the antibodies.

^^^ Trajcsys is the online clinical tracking system used for all clinical activity.

APPENDIX E

Hospital Preferences

Please include a logical justification for each choice. While justifications can be considered, placement is at the sole discretion of the Program Faculty.

Student Name: _____

1st Choice: _____

Justification: _____

2nd Choice: _____

Justification: _____

3rd Choice: _____

Justification: _____

4th Choice: _____

Justification: _____

5th Choice: _____

Justification: _____

6th Choice: _____

Justification: _____

APPENDIX F

UNLV Radiography Program Variance Request Form

(Per program policy form must be submitted 30 days prior to the semester begin date)

Student Name: _____

Clinical Site: _____

Date Submitted: _____

Current Day(s) and Time(s)

Proposed Day(s) and Time(s):

Reason for request:

Student Signature: _____ Date: _____

Chief Clinical preceptor Signature: _____ Date: _____

UNLV Clinical Coordinator: Approved Not Approved

UNLV Clinical Coordinator Signature: _____ Date: _____

Comments:

APPENDIX G

Sample Competency Examination

Student: _____

Date: _____

Evaluator: _____

Exam: _____

This part to be filled out by ANY R.T.

Describe the Patient's Condition:

1. Ambulatory 2. Fair 3. Poor 4. Serious 5. Critical

Required Items: Before and/or during the exam, the student:

(A NO on ANY of the required items is an automatic termination of the evaluation)

1.	Cleaned radiographic table and/or upright bucky	Yes	No	N/A
2.	Had radiographic room in an organized and tidy state	Yes	No	N/A
3.	Correctly identified the patient	Yes	No	N/A
4.	Asked if pregnancy was a possibility when appropriate	Yes	No	N/A
5.	Confirmed patient history and exam to be performed	Yes	No	N/A
6.	Closed x-ray room door prior to exposure	Yes	No	N/A
7.	Utilized appropriate ALARA technical factors	Yes	No	N/A
8.	Utilized the correct L/R marker	Yes	No	N/A
9.	Provided proper collimation	Yes	No	N/A
10.	Provided appropriate shielding to the patient	Yes	No	N/A

Comments: Any "NO" requires evaluator comment

Patient Care: The Student was able to and did the following:

1.	Properly identified him/herself to the patient	Yes	No	N/A
2.	Followed appropriate isolation/protection procedures when appropriate	Yes	No	N/A
3.	Provided the appropriate instructions/gown/jewelry security	Yes	No	N/A
4.	Provided explanations and instructions throughout the examination	Yes	No	N/A
5.	Provided for the patient's safety and comfort	Yes	No	N/A
6.	Provided proper breathing instructions	Yes	No	N/A
7.	Followed appropriate emergency procedures	Yes	No	N/A
8.	Provided appropriate instructions to the patient upon completion of exam	Yes	No	N/A

Comments: Any "NO" requires evaluator comment

Positioning & Technical Skill: During the exam, the student:

1.	Identified if the exam is done table top or bucky	Yes	No	N/A
2.	Selected appropriate IR sizes	Yes	No	N/A
3.	Followed procedure manual for appropriate views	Yes	No	N/A
4.	Correctly utilized locks to move and adjust tube	Yes	No	N/A
5.	Positioned the patient properly for each image	Yes	No	N/A
6.	Employed the correct SID for each image	Yes	No	N/A
7.	Correctly aligned the CR to the part and IR	Yes	No	N/A

Comments: Any "NO" requires evaluator comment

This part to be filled out ONLY by a UNLV Clinical preceptor

Image Critique: The student was able to and accomplished the following:

1.	Assessed if the correct IR size was used	Yes	No	N/A
2.	Determined if the image is free of artifact	Yes	No	N/A
3.	Determined that the pertinent anatomy is properly demonstrated	Yes	No	N/A
4.	Identify pertinent anatomy	Yes	No	N/A
5.	Determine the presence or absence of motion artifact	Yes	No	N/A
6.	Assessed if the density and contrast of the image is optimal	Yes	No	N/A
7.	Identified any specific deficiencies present requiring a repeat radiography	Yes	No	N/A
8.	Identified specific corrections and/or changes to be employed in the repeat	Yes	No	N/A

APPENDIX H

Professional Growth Assessment

Student: _____

Term: Fall Spring Summer

Clinical Assignment: _____

Midterm or Final

				Score:	Comments:
1. Demeanor Outward Behavior, Professional Conduct	1-2 Temperamental & sometimes rude, inconsiderate in understanding patient's needs, expects patient to adjust to various situations.	3 Tolerant of patient behavior, needs additional experience to understand patient behavior, polite but indifferent. Views patient as part of the system.	4-5 Tolerant & understanding of patient behavior, ethical, Empathetic- recognizes patient as an individual.		
2. Appearance Maintenance of an outward personal display of what is professionally proper.	1-2 Neglects dress code, unbecoming, needs counseling.	3 May breach code at times, fair appearance, tidy.	4-5 Follows dress code, neat, favorable appearance, well groomed.		
3. Adaptability Ability to learn new behavior and adjust to change.	1-2 Resistance to change impedes learning ability. Argumentative and reluctant to accept constructive criticism or try new ideas. Not able to make necessary adjustments in atypical situations.	3 Assumes new behavior after adequate instruction and time. Is capable of adjustments to atypical situations with adequate support. Sometimes does not appear to accept suggestions or new ideas	4-5 Masters new methods quickly. Able to make appropriate adjustments in atypical situations based on learned concepts, and experience, in typical situations and previous experience. Accepts and profits from constructive criticism.		
4. Attendance Present at clinical assignments at prescribed times.	1-2 Missed more than the maximum personal leave days allowed for the semester, make-up time prescribed, frequently late for clinical assignments.	3 Used maximum allowed personal leave days for semester, occasionally late for clinical assignments.	4-5 Attended clinical hours as prescribed, adheres to time schedule, punctual.		
5. Productivity Ability to complete assigned tasks in accordance with experience level.	1-2 Mistakes require extra attention, needs remedial measures to achieve expectations parallel to experience	3 Adequate grasp of essentials and related factors but requires occasional prompting or assistance to complete task.	4-5 Timeliness and accuracy parallels what is expected for experience level, completes tasks assigned.		
6. Ambition Desire to succeed or achieve something.	1-2 Would rather watch than directly experience a task, avoids challenges, responsibility, or measures for self-improvement, indolent.	3 Initiates a routine task when assigned; accepts challenges, responsibility, or measures for self- improvement, consistent	4-5 Initiates a routine task without being told; seeks challenges, responsibility, or measures for self- improvement; emulous		
7. Cooperation Ability to work with others effectively.	1-2 Inclined to create friction, hinders team progress, discourteous and rude at times, insubordinate.	3 Willing to vary task assignments when pressured, usually helpful and supportive, courteous when not stressed, accepts authority.	4-5 Willingness to vary task assignments; helpful, supportive, courteous, tactful, respects authority.		

8. Confidence Assurance, belief in one's own abilities.	1-2 Easily flustered, makes excuses, negative outlook, uncertain, will shy away from responsibility.	3 Displays composure during ordinary circumstances, occasionally unsure, more secure when others are around.	4-5 Displays composure during normal and adverse circumstances, proceeds with calmness, positive outlook, certainty; accountable for own actions.		
9. Dependability Ability to assume responsibility and carry out instructions in a reliable manner.	1-2 Expectations not always clear, frequently needs supervisory follow up on repetitive tasks, appears to have no inclination to follow policy or directives, careless with equipment.	3 Knows expectations requiring occasional supervisory intervention to meet them, can occasionally be distracted from assigned task; usually follows policies and directions without error, demonstrates adequate care for equipment.	4-5 Knows expectations and meets them, persistent in following through on tasks on schedule, follows policies and instructions without error, careful with equipment and reports potential problems.		
10. Communication Ability to express concepts, verbally or in writing.	1-2 Does not communicate well. Seems unaware of what is important to be communicated and the appropriate time to communicate.	3 Communication skills are adequate. Occasionally fails to communicate important or necessary information.	4-5 Is able to communicate well with others, expressing ideas, situations and concepts clearly. Is aware of what must be communicated and when. Is concise when speaking with patients.		

Summary of strengths: _____

Area for future development: _____

Comments of Clinical Evaluator: _____

Record of Review

Student's Comments: _____

Student Signature: _____ Date: _____

APPENDIX I

Summary Competency Evaluation Form

RAD 331 – SUMMER I

Exam	CI Initials	Date

RAD 332 – FALL II

Exam	CI Initials	Date
Retention Test:		

RAD 333 – SPRING II

Exam	CI Initials	Date
Retention Test:		

RAD 334 – SUMMER II

Exam	CI Initials	Date
Retention Test:		

APPENDIX J

Competency Requirements

Mandatory Procedures (37)

Chest and Thorax

- Chest – Routine
- Chest AP (Wheelchair or Stretcher)
- Geriatric Chest*
- Ribs

Upper Extremity

- Thumb or Finger
- Hand
- Wrist
- Forearm
- Elbow
- Humerus
- Shoulder
- Trauma** Shoulder or Humerus (Y, Transthoracic, or Axial)
- Trauma** UE Non-Shoulder
- Clavicle
- Geriatric Upper Extremity*

Lower Extremity

- Foot
- Ankle
- Knee
- Tibia-Fibula
- Femur
- Trauma** Lower Extremity
- Geriatric Lower Extremity*

Spine and Pelvis

- Cervical Spine
- Thoracic Spine
- Lumbar Spine
- Pelvis
- Hip
- X-table Hip
- X-table Spine

Abdomen

- KUB
- Upright Abdomen

Surgical Studies

- C-Arm (Requiring manipulation to obtain more than one projection)
- Surgical C-arm (Requiring manipulation around a sterile field)

Mobile Studies

- Portable Chest
- Portable Abdomen
- Portable Upper or Lower Extremity

Elective Procedures (A minimum of 15)

Fluoroscopy

Must complete UGI, CE and at least 1 other

- Upper GI (Single or Double Contrast)
- Contrast Enema (Single or Double)
- Small Bowel Series
- Esophagus
- Cystography/Cystourethrography
- ERCP
- Myelography
- Arthrography
- Hysterosalpingography

Head

Must select at least 1

- Skull
- Paranasal Sinuses
- Facial Bones
- Orbits
- Nasal Bones
- Mandible
- Temporomandibular Joints

Additional Elective Procedures

- Decubitus Chest
- Decubitus Abdomen
- Sternum
- Soft Tissue Neck
- Sacroiliac Joints
- Intravenous Urography
- Scapula
- AC Joints
- Toes
- Patella
- Calcaneus (Os Calcis)
- Sacrum/Coccyx
- Scoliosis Series
- Pediatric Upper Extremity (6 years or younger)
- Pediatric Lower Extremity (6 years or younger)
- Pediatric Abdomen (6 years or younger)
- Pediatric Mobile Study (6 years or younger)
- Geriatric* Hip or Spine
- Sternoclavicular Joint

*Geriatric = At least 65 or older and physically or cognitively impaired as a result of aging

**Trauma = Requires modifications in positioning due to injury with monitoring of the patient's condition

UNLV RADIOGRAPHY PROGRAM CLINICAL ACCOUNTABILITY REPORT

Reported by: _____ Date of Report: _____

Title/Role: _____ Supervisor/Clinical preceptor: _____

Student Name: _____ Supervising Technologist: _____

Date: _____ Time: _____ Location: _____

EXPLANATION OF EVENTS:

IMMEDIATE ACTION TAKEN:

FOLLOW UP ACTION:

All areas of this form must be completed. By signing this document, I acknowledge that the information is true and accurate to my best understanding.

Signature: _____ Date: _____

APPENDIX M

Technical Standards School of Integrated Health Sciences Radiography Program

The following are tasks normally performed by students while in the UNLV Radiography Program. Please check the appropriate box below to answer the question ("Are you able to?"). Students must meet these requirements to succeed in the program.

1. Stand for 30 minutes on a tiled or carpeted surface.
☐ Yes
☐ No
2. Walk 600 feet, one way, on a tiled or carpeted surface.
☐ Yes
☐ No
3. Lift a 19 lb. sandbag (weight) from the floor to a height of 36 inches.
☐ Yes
☐ No
4. Lift and carry approximately 22 lbs. of film cassettes (x-ray film holders) a distance of 20 ft.
☐ Yes
☐ No
5. Lift a 10 lb. leaded apron to shoulder level.
☐ Yes
☐ No
6. Wear a 10 lb. leaded apron for up to 2 hours.
☐ Yes
☐ No
7. Push a 250 lb. patient in a wheelchair or on a gurney.
☐ Yes
☐ No
8. Pull an adult patient 3 to 4 feet using a sheet or sliding board.
☐ Yes
☐ No
9. Reach overhead to 74" from the floor.
☐ Yes
☐ No
10. Handle various size objects (such as cassettes, sponges, sliding boards, etc.).
☐ Yes
☐ No
11. Utilize a computer keyboard for inputting clinical data.
☐ Yes
☐ No
12. Have sufficient vision to manipulate x-ray control panels, position patients, identify patients, assess radiographs, etc.
☐ Yes
☐ No
13. Have sufficient hearing to assess patients and answer questions, operate machinery, etc.
☐ Yes
☐ No
14. Have sufficient verbal and writing skills to give instructions to patients relate patients' symptoms, cope with emergency situations, etc.
☐ Yes
☐ No

Signature: _____

Date: _____

APPENDIX N

UNLV Radiography Program Policy Manual Acknowledgement of Review

I have read and been informed of the content, requirements, and expectations stated in the UNLV Radiography Program Policy Manual. I have received a copy of the policy manual and agree to abide by the policy guidelines as a condition of my status as a student in the UNLV Radiography Program.

I understand that if I have questions, at any time, regarding the policy manual, I will consult with the Program Director.

I also understand, that at any time during the duration of my time spent in the Radiography Program, if I do not abide by the policy guidelines, I may be subject to disciplinary actions such as probation, suspension, or dismissal from the Radiography Program.

Name (Printed): _____ NSHE #: _____

Check the following boxes for acknowledgement:

- ☐ I have read and been informed of the UNLV Radiography Program Policy Manual.
- ☐ I agree to abide by the policy guidelines.

Student Signature: _____ Date: _____

APPENDIX O

School of Integrated Health Sciences Statement of Responsibility

As a student participating in an internship or off-site clinical training, the undersigned assumes all risks and is solely responsible for any injury, illness, or loss sustained while traveling to or from, or participating in the _____ program, operated by the Board of Regents of the Nevada System of Higher Education, the University of Nevada, Las Vegas, School of Integrated Health Sciences, and their agents, officers, and employees, at its rotation sites and throughout its programs unless such injury or loss arises solely out of the sites' gross negligence or willful misconduct.

Student Signature: _____ Date: _____

Student Name (Printed): _____ Date: _____