## MISSIONS AND GOALS

I

## DEFINITION OF TERMS

II

# CHAPTER 1

## PROGRAM INFORMATION

### SECTION 1: CURRICULUM

1

| I. | RADIOGRAPHY PROGRAM | 1-3 |
| II. | EXTENDED PROGRAM | 1 |
| III. | TRANSFER STUDENTS | 1 |
| IV. | STUDENTS REPEATING A PROGRAM (ARRT RE-ENTRY REQUIREMENT) | 1 |

### SECTION 2: PROGRAM GRADE REQUIREMENTS

4-9

| I. | MINIMUM GRADE POINT AVERAGE (GPA) | 4 |
| II. | DEGREED STUDENTS WITH INSUFFICIENT GPA | 4 |
| III. | APPLICANTS WITH A C- OR LESS GRADE IN PROGRAM REQUIRED COURSES | 4 |
| IV. | APPLICANTS WITH A FAILING GRADE | 4 |
| V. | APPLICANTS WITH MORE THAN 8 CREDITS OF C- | 4 |
| VI. | PROGRAM PROBATION | 4 |
| VII. | PROGRAM DISMISSAL | 4 |
| VIII. | APPEALS | 5 |
| IX. | PROGRAM RE-ENTRY | 5 |

### SECTION 3: STUDENT ADVISEMENT

6

### SECTION 4: STUDENT REPRESENTATION

6

### SECTION 5: STUDENT RIGHTS

6

### SECTION 6: GRIEVANCE/APPEALS

7-10

| I. | DESERT SPRINGS HOSPITAL AUXILIARY | 8 |
| II. | SUNRISE HOSPITAL AND MEDICAL CENTER | 8 |

### SECTION 7: FINANCIAL ASSISTANCE

8

### SECTION 8: AFFILIATE SCHOLARSHIPS

8

### SECTION 9: OTHER SCHOLARSHIPS, HONORS AND AWARDS

8

### SECTION 10: RADIATION SAFETY PRACTICES

8-9

### SECTION 11: COMPLETION OF PROGRAM AND GRADUATION

10

### SECTION 12: TIME FRAME FOR COMPLETION

10

### SECTION 13: AMERICAN REGISTRY OF RADIOLOGY TECHNOLOGISTS (ARRT)

10

### SECTION 14: APPLICATION TO THE AMERICAN REGISTRY OF RADIOLOGY TECHNOLOGISTS (ARRT)

10

# CHAPTER 2

## AFFILIATE INFORMATION & REQUIREMENTS

11

### SECTION 1: INTRODUCTION

11

### SECTION 2: CODE OF ETHICS

11

### SECTION 3: OBJECTIVE

11

### SECTION 4: AFFILIATE CLINICAL ASSIGNMENT

11-12

| I. | RADIOGRAPHY AFFILIATE ASSIGNMENT | 11-12 |

### SECTION 5: CLINICAL POLICIES AND FORMS

12

| I. | PRE-CLINICAL ASSIGNMENT REQUIREMENTS | 12 |
| II. | POST-CLINICAL ASSIGNMENT RESPONSIBILITY | 12 |

### SECTION 6: DRESS CODE

13

### SECTION 7: VACATION TIME AND HOLIDAYS

13

### SECTION 8: AFFILIATE ATTENDANCE

13-17

| I. | PERSONAL LEAVE | 13 |
| II. | MULTIPLE ABSENCES | 14 |
| III. | MEDICAL LEAVE | 14 |
| IV. | EMERGENCY MEDICAL LEAVE | 14 |
| V. | DEATH IN THE IMMEDIATE FAMILY | 14 |
| VI. | TIME OFF FOR PREGNANCY | 14 |
| VII. | OTHER EXCUSED ABSENCES | 14 |
| VIII. | TARDINESS | 15 |
IX. UNEXCUSED ABSENCES 15
X. WRITTEN WARNINGS 15
XI. MAKE-UP TIME 15
XII. JURY DUTY 15
XIII. REQUEST FOR SCHEDULE VARIANCE 16-17
SECTION 9: AFFILIATE ACCIDENTS 17
SECTION 10: AFFILIATE SCHEDULING 17-18
SECTION 11: FILM BADGES 18
SECTION 12: LEAD MARKERS 18
SECTION 13: MEETINGS 18
SECTION 14: PARKING 18
SECTION 15: BULLETIN BOARDS IN AFFILIATES 18
SECTION 16: CLINICAL TRANSFER POLICY 18-19
   I. AFFILIATE INITIATED TRANSFER 18
   II. STUDENT INITIATED TRANSFER 18
   III. ADMINISTRATIVE TRANSFERS 19
SECTION 17: CLINICAL COMPETENCY FORMS 19
SECTION 18: CLINICAL TESTING PROCEDURES 19-20
   I. PROCEDURES 19
   II. TESTING REQUIREMENTS FOR EACH TERM 20
   III. REPEAT EXAMS 20
   IV. PORTABLES AND SURGERY 20
   V. STUDENT SUPERVISION AND ACCOUNTABILITY 20
SECTION 19: CLINICAL GRADING 20-21
SECTION 20: HOSPITAL INFORMATION 21
SECTION 21: DRUG POLICY 21-22
SECTION 22: COMMUNICABLE DISEASE POLICY 23
ADDENDA 24

STANDARDS OF AN ACCREDITED EDUCATIONAL PROGRAM 25
FOR THE RADIOGRAPHER
TECHNICAL STANDARDS 26
EXTENDED PROGRAM COMPLETION 27-28
ELIGIBILITY FOR ARRT CERTIFICATION 29
REQUEST FOR HOSPITAL ASSIGNMENT 30
STUDENT CHECK LIST PRIOR TO ENTERING CLINICALS 31
COMPETENCY EVALUATION 32-33
PROFESSIONAL GROWTH ASSESSMENT 34-35
STUDENT CLINICAL ACTION REPORT 36
SUMMARY COMPETENCY EVALUATION FORM 37
MANDATORY PROCEDURES 38
PREGNANCY POLICY 39
MISSION AND GOALS

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.

The Goals of the Radiography Program include: (To)

1. Students will become clinically competent.
   Outcomes:
   Students will display proper radiographic positioning skills.
   Students will demonstrate proper exposure factor selection.
   Students will practice proper radiation safety.
   Students will provide appropriate patient care.

2. Students will develop critical thinking skills.
   Outcomes:
   Students will recognize emergency patient conditions and initiate appropriate treatments.
   Students will determine corrective measures that may be needed for suboptimal radiographs.

3. Students will develop acceptable communication skills.
   Outcomes:
   Students will communicate effectively with patients.
   Students will demonstrate effective written communication skills.

4. Students will demonstrate professionalism.
   Outcomes:
   Students will demonstrate a professional appearance.
   Students will demonstrate a professional demeanor.
   Students will demonstrate a professional work ethic through attendance and dependability.
DEFINITION OF TERMS

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

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

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

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

**Chief clinical Instructor:** A registered radiographer and a hospital employee responsible for the supervision, instruction and evaluation of radiography student training.

**Clinical Instructor:** A registered radiographer and a hospital employee and/or UNLV faculty member responsible for the supervision, instruction, and evaluation of radiography student training.

**Acting clinical Instructor:** A registered radiographer and a hospital employee of an affiliate who acts in the capacity of a clinical instructor and is in the process of completing their skills in educational methods.

**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.

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

**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.

**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 have been inspected and approved by the Joint Review Committee On Education In Radio logic Technology (JRCERT). Major affiliates are responsible for the primary clinical education of the radiography student.
CHAPTER 1

PROGRAM INFORMATION

SECTION 1: CURRICULUM

I RADIOGRAPHY PROGRAM
The Radiography Program is fully accredited by the Joint Review Committee on Education in Radiologic Technology *(JRCERT [see Addenda 1-01, for JRCERT Standards]). Upon completion of the Program, the student receives a Certificate or B.S. in Comprehensive Medical Imaging and may sit for the American Registry of Radiologic Technologists (ARRT) certifying exam in Radiography. The following is UNLV's Radiography Curriculum. (Also see addendum 1-03 for the course sequencing.)

(a) Radiography Program courses:
   RAD 100, 102, 117, 330, 350, 370, 371, 372, 373, 331, 332, 333, 334, 354, 474, and 486

(b) Required courses outside the Radiography Program.
   BIO 189, 223, AND 224; MAT 126 AND 127 OR 128; ENG 101, 102; AND IS 101 OR equivalent (these course also fulfill portions of the UNLV core curriculum).
   CMI 360, 376, and HPS 420

NOTE: These are certificate program requirements per the JRC and must be completed by ALL STUDENTS.

* For information on accreditation contact the JRCERT at:
  20 North Wacker Dr. Suite 2850
  Chicago, IL 60606-3182
  (312) 704-5300
  E-Mail: mail@jrcert.org

II EXTENDED PROGRAM
Recognizing that a student may require additional time to complete the Radiography Program, UNLV's Radiography Program has instituted an extended completion policy. Request to extend a course of study may be initiated during any semester after starting the Program. (Addendum 1-04)

III TRANSFER STUDENTS
The UNLV Radiography Program currently has a moratorium on accepting applications for transfer students.

IV STUDENTS REPEATING A PROGRAM (ARRT RE-ENTRY REQUIREMENT)
Students who must repeat an entire program (e.g., per the ARRT re-entry for exam eligibility) must complete at least one half of the UNLV Radiography courses at UNLV. In order to be awarded a Certificate of Completion. Students must complete UNLV Core classes required by the Program. Acceptable transfer work may be substituted for the UNLV core courses. Students may challenge up to 24 credits to include RAD 100 and Clinical courses. Clinical courses may be challenged under certain circumstances, for example, if the student has been employed as a non-registered Radiographer for a minimum of one year.
Bachelor of Science in Comprehensive Medical Imaging
Radiological Sciences/Radiography

Lower Division Requirements (33)
- English 101 (3)
- English 102 (3)
- English 231 or 232 (3)
- HSC 100 (2) First Year Experience
- US Constitution (3)
- NV Constitution (1)
- Social Science (3)
- Social Science (3)
- Social Science (3)
- Fine Arts (3)
- Humanities (3) Multicultural - can be filled with Multicultural cross reference list
- Humanities (3) International - can be filled with International cross reference list

Mathematics and Science Requirements (32)
- Math 126 & 127 or higher (6)
- Biology 189/189L (4)
- Biology 223/223L (4)
- Biology 224/224L (4)
- Computer Science 115 (3)
- Physics 151/151L (4)
- Chemistry 108 (4) or higher
- Health Physics 420 (3)

Radiography Professional Coursework (57)
- CMI 360 (3)
- CMI 376 (3)
- RAD 100 (3)
- RAD 117 (3)
- RAD 102 (3)
- RAD 330 (3)
- RAD 350 (3)
- RAD 351 (1)
- RAD 354 (3)
- RAD 370 (3)
- RAD 371 (1)
- RAD 372 (3)
- RAD 373 (1)
- RAD 331 (6)
- RAD 332 (3)
- RAD 333 (3)
- RAD 334 (6)
- RAD 474 (3)
- RAD 486 (3)

Additional course for in depth study
- RAD 490 (3)* May be repeated

Highlighted Courses - Must be completed prior to application for admittance to the Radiography Program.

120 Total Semester Hours (122 with HSC 100 First Year Experience)
UNLV Radiography Program BS in CMI Radiologic Sciences
Professional 2 year Coursework

<table>
<thead>
<tr>
<th>Fall Junior Year</th>
<th>Fall Senior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 350 RAD Physics</td>
<td>CMI 360 Prin of CT</td>
</tr>
<tr>
<td>RAD 351 RAD Physics Lab</td>
<td>RAD 332 RAD Clinics III</td>
</tr>
<tr>
<td>RAD 370 RAD Anat &amp; Pos I</td>
<td>HPS 420 RAD Bio</td>
</tr>
<tr>
<td>RAD 371 RAD Anat &amp; Pos Lab</td>
<td>RAD 486 Ethics in Imaging</td>
</tr>
<tr>
<td><strong>Total Sem hrs</strong></td>
<td><strong>Total Sem hrs</strong></td>
</tr>
<tr>
<td>8</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Junior Year</th>
<th>Spring Senior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 330 RAD Clinics I</td>
<td>RAD 333 RAD Clinics IV</td>
</tr>
<tr>
<td>RAD 354 Advanced Tech</td>
<td>RAD 474 RAD Pathology</td>
</tr>
<tr>
<td>RAD 372 RAD Anat &amp; Pos II</td>
<td>CMI 376 Sectional Anat</td>
</tr>
<tr>
<td>RAD 373 Anat &amp; Pos Lab</td>
<td>RAD 102 RAD Science</td>
</tr>
<tr>
<td><strong>Total Sem hrs</strong></td>
<td><strong>Total Sem hrs</strong></td>
</tr>
<tr>
<td>10</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Junior Year</th>
<th>Summer Senior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 331 RAD Clinics II</td>
<td>RAD 334 RAD Clinics V</td>
</tr>
<tr>
<td>Elective RAD 490 Indep. Study 1-3 hrs</td>
<td></td>
</tr>
<tr>
<td><strong>Total Professional coursework sem hrs</strong></td>
<td>54</td>
</tr>
</tbody>
</table>

120 Total Semester Hours

NOTE: All of the RAD courses MUST be taken in the order listed with the exception of RAD 486 which may be taken any semester offered

Previous B.S. degree students must complete all professional coursework as well as:

- Eng 101/102
- Bio 189
- Bio 223
- Bio 224
- CIS 115
- Math 126/127 or higher
SECTION 2: PROGRAM GRADE REQUIREMENTS

I  MINIMUM GRADE POINT AVERAGE (GPA)
Admittance to the Program requires a minimum of a 2.50 GPA. Once in the Program, students must maintain a minimum overall GPA of 2.00

II  DEGREED STUDENTS WITH INSUFFICIENT GPA
Students applying to the Program who have previously earned a Baccalaureate Degree with a cumulative GPA of less than 2.50 may be considered for acceptance as long as their overall GPA exceeds 2.0.

III  APPLICANTS WITH A C- OR LESS GRADE IN PROGRAM REQUIRED COURSES
Students who have a 4-8 credits with a C- or lower, may be accepted to the Program on a probationary basis. A "C" grade or higher is required for ALL RAD, HPS, and CMI courses. See "RADIOGRAPHY PROGRAM PROBATION" below.

IV  APPLICANTS WITH A FAILING GRADE IN A PROGRAM REQUIRED COURSE
Students who have a failing grade in a Program-Required course(s), taken before application to the program will be denied admission. Students who repeat the course(s) with a "C" or better grade, will be considered for admission on a subsequent application.

V  APPLICANTS WITH MORE THAN 8 CREDITS OF "C-" OR LESS IN PROGRAM REQUIRED COURSES
Taken before application to the Program will be denied admission. Students who repeat these courses with a "C" or better grade, will be considered for admission on a subsequent application.

VI  RADIOGRAPHY PROGRAM PROBATION
A. Radiography students receiving 4-8 credits of "C-" or lower in all academic courses required by the Radiography Program (who have no negative grade points) and have a GPA of 2.00 or higher, are placed on Program Probation. The terms of removal from Probation is determined by an evaluation of the students performance to date and will be stated in a letter to the student.

B. Students on Program Probation because of a grade deficiency of 4-8 credits must receive a grade of "C" or higher in all remaining Program-required academic courses. Failure to do so will result in Program dismissal.

C. Poor clinical performance as determined by Program Clinical Evaluation Procedures' (Clinical Competency Evaluation [CCE] and Professional Growth Form [PGAF]).

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

A. Students with negative grade points for UNLV and 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.

G. Plagiarism.

H. Violation of any University or major affiliate hospital policy.

I. Excessive unexcused absences and / or habitual tardiness.
VIII APPEALS
Program dismissal appeals should follow the process outlined in the UNLV Catalog. (See "Academic Policies").

IX PROGRAM RE-ENTRY
A student wishing to re-enter the Radiography Program must re-apply to the Program. 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 are 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.

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

1. Unethical or immoral behavior.

2. Cheating.

3. Plagiarism.

4. Violation of any Major University or Major Affiliate Policy.

5. Students removed from a clinical site due to a behavior or ethics issue may NOT be able to transfer or continue in the program. Program and or clinical faculty will decide this situation on a case by case basis.
SECTION 3: STUDENT ADVISEMENT

Students are assigned an advisor as they enter the Program. All "pre" students, alternate students, students on probation, transfer students (from another Radiography Program), and all students repeating a program, per ARRT requirements, are advised by the Program Director.

All regular Students are assigned a Faculty Advisor.

Advisors post office hours for appointments.

Students much 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 4: STUDENT REPRESENTATION

The program encourages student input. A good example of this is through student participation as active members of the Radiography Advisory Committee, the Radiography Program Review Committee, and the Student Technologist Association in Radiological Sciences.

I RADIOGRAPHY ADVISORY COMMITTEE:
The Radiography Advisory committee consists of members associated with the Radiography Program. The committee recommends policies and procedures, for consideration to the Radiography Program.

One second-year Radiography Student Representative and an Alternate are elected by his/her respective classmates to serve on the Advisory Committee on Radiography.

II RADIOGRAPHY PROGRAM REVIEW COMMITTEE:
This committee meets annually to review the Program Mission and Goals and Methods of program evaluation; to assess the outcomes of evaluations; and to recommend a plan for the coming year based on the assessment of outcomes. Committee membership is made up of the Medical Advisor, Program Director and Faculty, Chief Clinical Instructors, a current Program Student and a Graduate Student.

III STUDENT TECHNOLOGIST ASSOCIATION IN RADIOLOGICAL SCIENCES (STARS)
STARS is an organization made up of Pre-Radiographic and Current Radiography Students. The organization is involved in many events including recruitment of New Students for the Program.

STARS officials meet regularly with program faculty to discuss suggestions for Program Improvement.

SECTION 5: STUDENT RIGHTS

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
SECTION 6: GRIEVANCE / APPEAL PROCESSES

I UNLV POLICIES

A grievance is an alleged violation, questionable interpretation, or adminis
trative of existing 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 University System). The grievant should initially attempt to resolve the grievance informally with the party alleged to have committed the violation. The following procedural steps and TIME-LINES should be followed in any grievance where the initial attempt failed.

A. Informal Process: Practical (affiliate)
1. Party involved - ASAP (within one week) to: UNLV Chief Clinical Instructor; Response to student within one week after notification
2. Affiliate administrator/manager (within one week of occurrence): Response to student within one week after notification
3. UNLV Instructor of class (within 45 day of occurrence). Response to student within one week after notification
4. Student's Academic Advisor, Program Director, or Chair (in that order - within 60 days of occurrence). Response to student within one week after notification
5. College Academic Standards Committee (within 65 days of occurrence) Response to student within one week of meeting

Didactic UNLV
1. Party involved (within two business days of occurrence) Response to student within one week after notification
2. Radiography Program Director (within one week of occurrence). Response to student within one week of notification
3. Student's Academic Advisor/Chair (within 30 days of occurrence). Response to student within one week of notification
4. AHS College Academic Standards Committee (within 45 days of occurrence). Response to student within one week of meeting
5. College Dean (within 60 days of occurrence). Response to student within one week of notification

B. Formal Process:
6. Faculty Senate Grievance Committee (during the semester occurrence occurred: if at the end of the semester, the next immediate semester the Faculty Senate is in session). Response to student within two weeks of Faculty Senate Action.

7. UNLV Provost Office (During the semester occurrence occurred: if at the end of the semester, the immediate next semester). Response to student within two weeks of Provost Action.

NOTE: The UNLV varied grievance procedures may be seen on the UNLV website www.unlv.edu
SECTION 7: FINANCIAL ASSISTANCE

All students are advised to contact the Student Financial Services office of the University to obtain information regarding the various scholarships, loans, and grants available.

SECTION 8: AFFILIATE SCHOLARSHIPS

I DESERT SPRINGS HOSPITAL AUXILIARY SCHOLARSHIP:
The Desert Springs Hospital Auxiliary allocates money to Desert Springs Hospital's second-year Radiography Students for tuition and books. The scholarship is awarded each semester. The amount of funds available and number of recipients varies from year to year. Applications are available in the Board of Director's Auxiliary Office at Desert Springs. That office posts a deadline date for application at an appropriate time to allow for submission of applications.

Criteria for this scholarship are:
1. Be in good standing at UNLV, with no negative grade points.
2. Minimum cumulative GPA of 2.00 and a minimum 2.50 GPA in Radiography courses.
3. Continually operate at a competent level at Desert Springs Hospital.
4. Maintain an ethical and professional attitude.

II SUNRISE HOSPITAL AND MEDICAL CENTER SCHOLARSHIP:
The Auxiliary of Columbia Sunrise Hospital offers a scholarship to all Health Professionals. As such, this scholarships available to all Radiography Students. Applicants should check with the Auxiliary regarding deadlines to submit applications. Incomplete applications are not considered. A copy of student's grades must accompany the application.

Criteria for this scholarship are:
1. The student must be enrolled for a minimum of 8 credits.
2. The amount of the scholarships based on the number of credits taken, but may not exceed $500.
3. Priority is given to hospital volunteers and employees.
4. Student must maintain a B- (2.7 GPA)
5. The scholarship is based first on need and then on Academic Achievement.

SECTION 9: OTHER SCHOLARSHIPS, HONORS AND AWARDS

I THE HARRY AND REBECCA LAHR SCHOLARSHIP
Is financial in nature and awarded to our second year students. Information and application procedures are given to our students as they complete their first clinical summer.

II MARY Z. GOLDSWORTHY AWARD
This award is a $100 cash award presented yearly by Mr. Ray Goldsworthy in honor of his Mother, Mary Z. Goldsworthy. A Perpetual plaque is maintained by the Radiography Program for this award. Program for this award. The criterion for this award is: highest passing score on the American Registry of Radiologic Technologists (ARRT) Examination in Radiography for the Preceding Calendar Year.

SECTION 10: RADIATION SAFETY PRACTICES

I DOSE UNITS DURING PREGNANCY
Disclosure of pregnancy is voluntary. If disclosed, the UNLV Environmental Health and Safety Department Radiological Safety Office has limited radiation dose to Pregnant personal. During the Gestation period, the Pregnant female 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. When the radiation exposure readings approach a total of 500 mr, transfer out of the radiation area or leave is mandatory. (See Pregnancy Policy Addendum 2-15)

II STUDENT SUPERVISION DURING ON-CAMPUS LABS
Each UNLV Radiography Program student will always wear their film badge, provided by the Program, while using the on-campus energized labs. 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) only under the "Direct" or "Indirect" supervision of a UNLV Faculty Member.
III DOSE AND CONTAMINATION CONTROL LIMITS

A. OCCUPATIONAL AND NON-OccUPATIONAL DOSE CONTROL LIMITS

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 the table below and 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.

| Annual Limits for Occupational Radiation Exposure | | |
| Total Effective Dose Equivalent | 5000 mrem (0.05 Sv) | |
| Any Organ Except Lens of Eye | 50000 mrem (0.5 Sv) | |
| Skin and Extremities (Shallow Dose Equivalent) | 50000 mrem (0.50 Sv) | |
| Lens of Eye (Lens Dose Equivalent) | 15000 mrem (0.15 Sv) | |
| Declared Pregnant Worker | 500 mrem (0.005 Sv) duration of pregnancy | |

UNLV administrative control limits are 10% of the annual limits excluding the general public and declared pregnant worker limits. The administrative limits for the general public and declared pregnant worker are the same as the annual limits.

B. Patient Holding and Primary Beam Exposure - It is never acceptable for a student to hold a patient during an exposure or place themselves in the path of the primary beam.

PROCEDURE WHEN EXPOSURE LIMITS ARE EXCEEDED

1. PROCEDURE WHEN ADMINISTRATIVE LIMITS ARE EXCEEDED

When UNLV Administrative Dose Control Limits (Section 1.III.A of this manual) 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 must file a report with the Radiation Safety Office describing any conditions or activities which may have led to the exposure.

2. 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. Ensure that any unsafe practices are discontinued.

2. REGULATORY LIMITS

The RSO or his/her designee must be notified IMMEDIATELY if any person is know 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 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 ENERGIZED LABORATORY USAGE POLICY

1. The energized radiography laboratories for the UNLV Radiography program are not licensed for exposures on people. Any student making an exposure on a person 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 qualified faculty.
4. All students must wear their own radiation monitoring badge while in the laboratories.

Failure to adhere to the laboratory policies may result in the following:
- Grade reduction
- Suspension
- Expulsion
SECTION 11: COMPLETION OF PROGRAM AND GRADUATION
(CERTIFICATE OF PROGRAM COMPLETION)

Students completing the Radiography Certificate Program in July of their final year are eligible to walk in the December graduation ceremonies. Successful completion of the Program requires the student to complete all required courses, including all RAD and all UNLV core courses with no more than 8 credits of C- or less, to receive a Certificate of Program Completion.

SECTION 12: TIME FRAME 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 from the UNLV Radiography Program and will not receive the status of being ARRT board eligible.

SECTION 13: AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT) ELIGIBILITY

Students who successfully complete the Radiography Program and receive a Certificate of Program Completion are qualified to write the ARRT Exam in Radiography. However, the ARRT has specific requirements for eligibility (see Addendum 1-05) including educational requirements (completion of an accredited program) and compliance with the "Rules of Ethics" contained in the "ARRT Standard of Ethics" (Addendum 1-06). 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.

SECTION 14: APPLICATION TO THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT)

It is the student's responsibility to make application to the ARRT Radiography Exam once the student is deemed eligible to write the exam.

Students that do NOT already have a B.S. degree may continue after or during the CERTIFICATE program in the Comprehensive Medical Imaging - RAD Option to complete the degree to apply to take the ARRT Board Exam.
CHAPTER 2

AFFILIATE INFORMATION & REQUIREMENTS

SECTION 1: 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 Hospital Affiliates where students gain clinical experiences. Affiliates provide a large variety of experiences for the student.

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 requirements.

Affiliates for the Radiography Program include: Desert Springs Hospital, Sunrise Hospital and Medical Center, North Vista Hospital medical center of North Las Vegas, University Medical Center of Southern Nevada, Summerlin, Mountain View, Valley Hospital, St. Rose Dominican-Sienna St. Rose Dominican-San Martin, and St. Rose Dominican-De Lima Hospitals. All Program Affiliate sites are accredited by the Joint Commission on Accreditation of Healthcare organizations (JCAHO).

Students are provided medical malpractice insurance by the University in the event that a claim is brought against a student while participating in the clinical setting. Students must carry personal Medical Insurance to cover the student for any injury or illness incurred as a result of participation in Clinical Courses.

SECTION 2: CODE OF ETHICS

The experience gained in the clinical setting is one of the most important and meaningful aspects of the Radiography Program. As a member of the medical team, students are expected to conduct themselves in a professional manner. UNLV and all affiliated hospitals have adopted the American Registry of Radiologic Technologist Code of Ethics. (see Addendum [appendix E, ARRT Standard of Ethics]).

SECTION 3: OBJECTIVE

All clinical experience is designed as a competency-based system of evaluation. The objective of the competency-based educational (CBE) clinical experience is to ensure that the student operates at no less than the minimum efficiency level of both the psychomotor (clinical performance) and affective (attitude and ethics) learning domains.

An additional component of clinical instruction is securing the proper experiences to become competent. The clinical classes represented by RAD 330, 331, 332, & 334 are considered the minimum necessary to acquire the experiences to achieve competency.

SECTION 4: AFFILIATE CLINICAL ASSIGNMENT

I RADIOGRAPHY AFFILIATE ASSIGNMENT

Students are afforded the opportunity to visit the ten affiliates during the Fall I semester. After visiting all facilities, the student completes a Request for Hospital Assignment Form (Addendum 2-01) and submits it to the Student clinical Placement committee at UNLV.

All hospital assignments are made by a committee to two Radiography Faculty Member and one Representative from each affiliate. Generally, the Program Director chairs the committee. The Clinical Coordinator reviews the Request for Hospital Assignment Form and assigns the student to a hospital. The hospital reserves the right to refuse admittance to any student. If a student is denied admission to a hospital, the Committee must reassign the student to another hospital. The following is the criteria used for hospital assignment:

1. Student’s Preference for Hospital Assignment.

2. The affiliate’s acceptance of the student.

3. Student's justification for the hospital assignment.

4. Radiography Program GPA.
5. Capacity of the hospital as determined by the number of JRCERT standards and the number of students the hospital is willing to accept. The number of students requested by the hospital cannot exceed the JRCERT’s recommendation.

6. Students who are currently employed in Radiology Departments are not assigned to that respective hospital unless the student can provide the following:
   
   (a) Proof that lack of such an assignment will cause undue hardship.

   (b) Justification proving the need for such an assignment.

The Committee makes every attempt to assign students to 1 of their first 3 choices. Any student not receiving 1 of their first 3 choices is given the option to meet with the chair of the Committee to discuss the student’s assignment.

After the assignments are complete, the Radiography Program Director notifies the Students in writing of their assignment prior to the beginning of the clinical education class.

II. Clinical Rotations:

Students will be assigned to (2) affiliates. The 1st assignment will remain for RAD 330, 331, and 332. The 2nd assignment will remain for RAD 333 and 334.

SECTION 5: CLINICAL POLICIES AND FORMS

I PRECLINICAL ASSIGNMENT REQUIREMENTS

After the student has been accepted and assigned to an affiliate, the student is responsible for the following:

The State of Nevada requires that all individuals working in a Health Care Facility be tested for: Tuberculosis (TB) on an annual basis (2-step TB)

Occupational Safety and Health Administration (OSHA) requires that all individuals working in a Health Care Facility receive Hepatitis A/B vaccine.

Because of these requirements, the Radiography Program further requires that all students be tested for TB before starting clinical courses (and annually thereafter while in clinical courses); and all students must receive at least the first two (2), of a series of three (3) Hepatitis A/B vaccinations. The third vaccination must be completed within the appropriate time limit.

Tuberculosis testing and Hepatitis A/B vaccinations are available at the Student Health Center on UNLV campus.

If there is a medical reason that a student cannot receive the Hepatitis A/B vaccine, a written excuse from the student's physician will be required, and the student must sign a form waiving the vaccination.

A 10-panel Drug Screen and Personal Background Check are also required at Student Expense.

   A. Providing proof of personal medical insurance to UNLV.
   B. Attending affiliate orientation prior to performing their clinical experience.
   C. Submit release form regarding potential health risks.
   D. Providing information needed for Radiation Monitoring with the Radiation Safety Officer.
   E. Influenza vaccine, MMR, and Tetanus
   F. Current CPR certification (BLS for healthcare workers) American Heart Association.

Students are not allowed to attend an affiliate unless all the preceding requirements have been met.

II POST-CLINICAL ASSIGNMENT RESPONSIBILITY

A. Students are responsible for notifying UNLV if their medical insurance expires or the Insurance carrier changes.
SECTION 6: DRESS CODE

The student is expected to exhibit appropriate personal cleanliness and mode of attire. Students are expected to wear approved surgical 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.
   - Excessive ornaments, headbands or scarves are prohibited.
   - Hair colors must be tasteful and professional.
4. Nails - Nails must be well-manicured.
   - Nail length may not exceed 1/4” beyond the tip of the finger.
5. Jewelry - Excessive jewelry is prohibited
   - Earrings will be limited to two per ear. Earrings should not dangle.
   - Rings or studs in non-conventional places (eyebrow, lips, tongue) will not be allowed.

SECTION 7: VACATION TIME AND HOLIDAYS

Vacation time and holidays are in accordance with the UNLV class schedule. This time will not have to be made up.

SECTION 8: AFFILIATE ATTENDANCE

All students are required to attend the affiliate at the scheduled time. All Students are required to "Subscribe" to TRAJECSYS.COM for an accurate report of student attendance. Multiple absences may result in probation, suspension and/or dismissal. If a student is unable to attend clinical, he/she must notify the Chief Clinical Instructor or a Clinical Instructor 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.

PERSONAL LEAVE:

A. Excused Absences
   If a student is unable to attend clinical, he/she must notify the Chief Clinical Instructor or a Clinical Instructor 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.

B. Students accrue 8 hours of Personal leave per (approximately) 110 hours of clinical course time. During the regular semesters, 16 hours are accrued (includes RAD 330, 332, and 333). For Summer (RAD 331 and 334, sections 1 and 2), a total of 24 hours are accrued. These hours are not cumulative among semesters and do have to be made up. Arrangements for personal leave must be made with the Chief Clinical Instructor before the leave occurs.

C. All hours exceeding personal leave hours must be made up within 30 days or before the beginning of the next University term, which ever comes first. UNLV, the Student and the affiliate will agree as to make-up time. No Clinical testing is to be done on make-up time unless prior approval by the UNLV Clinical Coordinator.

Affiliate personnel, or Program Director is obtained. Failure of the student to make up time may lead to Probation and/or Suspension.
II MULTIPLE ABSENCES

Any leave exceeding the allotted personal leave time may result in probation, suspension or dismissal.

III MEDICAL LEAVE

Medical leave is awarded for personal or dependent (as defined by the affiliate) 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.

Students who need a medical leave must submit a Physician’s Statement (not a Radiologist's) indicating the student is unable to attend Clinical because of medical reasons. 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.

IV EMERGENCY MEDICAL LEAVE

Students involved in emergency medical care, e.g. automobile accident, should notify UNLV 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 is have as III of this section.

V DEATH IN THE IMMEDIATE FAMILY

If a death in the immediate family occurs, the student may take time off as personal leave. Immediate family is defined by each respective affiliate's personnel manual.

VI TIME OFF FOR PREGNANCY

Female students who become pregnant and voluntarily declares their pregnancy may elect to withdraw from classes until an appropriate post delivery time. Individuals electing to take time off for pregnancy must meet with their advisor for proper withdrawal and re-entry process.

VII OTHER EXCUSED ABSENCES

Students may be excused from clinical assignment (without make up time) to attend special University supported or sponsored functions such as ACERT, STARS, Registry. Review classes, or other functions deemed appropriate by program faculty. If the student does not, in fact attend the function for which he/she was excused, the clinical time lost must be made up per program policies.

A maximum two weeks of clinical may be performed as "light duty" due to a documented (by a non Radiologist Physician written note) medical condition.

A maximum of four (4) excused days (32 Hrs.) for documented Jury Duty. Any additional will need to be made up.
VIII TARDINESS

A. Definition
A student is considered tardy if the student arrives after the scheduled starting time.

B. Notifying the Affiliate
If the student anticipates being absent or late for the affiliate, he/she must notify the Chief Clinical Instructor or a Clinical Instructor 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.

D. MAKE-UP TIME
Time missed because of unexcused tardiness must be made up within 30-days or before the next terms begins, which ever comes first.

Habitual tardiness may result in probation, suspension, and/or dismissal.

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

IX UNEXCUSED ABSENCES

A student is considered unexcused if he/she does not notify the Clinical Evaluator or Shift Supervisor of their absence 30 minutes prior to assigned time. After one unexcused absence the student will receive a written warning. As second unexcused absence within a semester will result in probation. If a third unexcused 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 within a 30-day period, or before the beginning of the next semester, which ever comes first.

Times available for make up are Monday thru Saturday, 7:00 am to 9:30 pm. The Radiography Program and the affiliate will agree as to when the time will be made up. Additional time (one hour for every day of unexcused absence) may be required as a penalty. Penalties are mutually decided between the Affiliate and University.

Additional time (one hour for every day of unexcused absence) may be required as a penalty. Application of penalties is mutually decided between the Affiliate and University.

X WRITTEN WARNINGS

A student may receive a written warning for any infraction of University and/or affiliate policy. A written warning will define the problem and state suggested disciplinary action. Copies of the warning letter will be mailed to the student's advisor and Program Director. All students have the right to appeal any written warning to the appropriate personnel.

XI MAKE-UP TIME

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

XII JURY DUTY

All absences, except personal leave AND up to 32 hours of "Jury Duty" must be made up.
XIII REQUEST FOR SCHEDULE VARIANCE

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. The procedure for adjustments to clinical hours is listed below:

1. A written request must be submitted to the affiliate Chief Clinical Instructor 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 will notify the student in writing of the decision.

3. Clinical Attendance Parameters are:
   a. Clinical courses are scheduled Monday through Friday. Saturday is reserved for make up time only, provided proper supervision is available. Students may not attend clinical on Sunday.
   b. During the summer term students may attend clinical for a maximum of four-ten hour shifts per week. 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 Instructor). Subsequent request for changes to the contract are treated as another (separate) variance.
   c. Summer Clinical may be performed any weekday OR Saturday.
   d. The total contract hours (practical and theory) must not exceed 40 hours per week. No variances will be approved which require students to exceed the 40 hours per week limitation.
   e. Students may not attend clinical between 9:30 PM and 6:00 AM.
   f. Students must attend clinical at times when proper supervision is available.
   g. A schedule variance must not interfere with the student’s education or with the normal operation of the affiliate or the UNLV educational operation.
   h. Variances requested to accommodate difficulties in scheduling (see: 4 Program Mandated Variance, below) will not be granted when a course is taken out of sequence as per the published Radiography Curriculum.
   i. 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 of the priority should be completion of the Radiography Program before considering entering another program.
   j. JRCERT policy "Students are limited in swing shift and Saturday to no more than 25% of the total clinical time in the program". This equates to a 360 hour maximum during the entire program.

4. Program Mandated Variance

It may be necessary to alter a student’s clinical schedule in order to accommodate difficulties in scheduling required Program Courses offered by other departments. (e.g. Biology). 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.

5. Specific, defined clinical rules
   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. Make-up time. All make up time must be approved by the chief clinical instructor 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. Make-up time. Any make up hours are subject to additional penalty time.

d. Attendance. No modification to the clinical schedule can be done without written approval from the CI and CC.

e. Clinical time record. Students are responsible for maintain their clinical time record via Trajecsys. Students must clock in/out from recognized computers at their clinical sites. 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 such as probation, suspension or dismissal. Excessive time exceptions are defined as 3 or more in a 30 day period.

SECTION 9: AFFILIATE ACCIDENTS

Accidents involving patient, equipment, supplies, etc. occurring at the affiliate must be reported to the Chief Clinical Instructor or appropriate Supervisor immediately. The proper 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 10: AFFILIATE SCHEDULING

1. A student's clinical schedule will be determined through a meeting by the Chief Clinical Instructor and the student. The Chief Clinical Instructor will provide a written master schedule of all affiliate students to the Program Director or Clinical Coordinator.

2. The factors that affect student Clinical schedules include, but are not limited to, student variances, program mandated variances, and student testing requirements.

3. Student clinical hours for attending clinical are on appropriate weekdays from:

   a. Day shift - 7:00 AM to 3:30 PM
   b. Swing shift - 1:00 PM to 9:30 PM
   c. Saturdays may be done Summer semester and for make up only.

4. All students are required to complete a total of 80 hours of swing shift as part of their clinical experience. A swing shift is defined as an eight or ten hour shift ending no earlier than 7:00pm and 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.

5. 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.

6. Radiography students will be rotated to various x-ray rooms. Rotation will occur a minimum of one week to a maximum of three weeks. A schedule of the room rotation assignment will be posted.

7. Although students are expected to participate in all educational experiences in the clinical setting, no student will be assigned to any particular activity or procedure, including ancillary procedures, for an extended period of time.
8. ALL clinical hours done after 7 pm and Saturdays **MUST** be documented separately from **total** clinical hours, (they do count as clinical hours, but total hours must be documented and not exceed **360** hours total for the program.

SECTION 11: FILM BADGES

The University System provides film badges for Radiography Students for use at the University and clinical Students will always wear their film badge while in Practicum and Laboratories involving Ionizing radiation. **Failure to do so will result in immediate dismissal from the affiliate/ laboratory until a proper radiation monitoring device is obtained.** Badges will be kept at the respective institutions at all times. **Failure to do so may result in a failing grade for clinical or lab.**

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

Students may obtain their dose report at any time by contacting either the program faculty or the RSO at 702-895-4419.

SECTION 12: LEAD MARKERS

All Radiography Students are expected to utilize the proper lead film markers. Purchase of lead lead marker in accordance with each respective hospital’s policy.

SECTION 13: MEETINGS

At times it is necessary that all the 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.**

SECTION 14: PARKING

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 manuals provide information regarding the location of these parking lots.

SECTION 15: BULLETIN BOARDS IN AFFILIATES

The Student is responsible for reading any information posted on the affiliate bulletin board.

SECTION 16: CLINICAL TRANSFER POLICY

The student or affiliate may initiate a request for the transfer of a student 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.**

I AFFILIATE INITIATED TRANSFER

After unsuccessful attempts to resolve any of the student's problems or grievances, the Chief Clinical Instructor will submit, in writing, to the Clinical Coordinator a letter requesting a student transfer from the Clinic. The letter must contain the reason(s) for requesting the transfer, and the attempts that have been made to resolve any problems or grievances. The Radiography Program Officials will assist the student in, but not be responsible for finding another affiliate.

All affiliate records from the hospital releasing the student will be submitted to the Radiography Program.

II STUDENT INITIATED TRANSFER:

After unsuccessful attempts to resolve any of the student's problems or grievances, the Student, in writing, to the Chief Clinical Instructor and 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. All clinical records from the affiliate releasing the student will be submitted to the Radiography Program office.
III ADMINISTRATIVE TRANSFERS:

Radiograph Program Officials may initiate an administrative transfer in cases where a transfer would benefit a student's clinical education. The transfer must be agreed upon by the involved student, the Clinical affiliate, and the Radiography Program.

SECTION 17: CLINICAL COMPETENCY FORMS

The radiography Program employs two forms during the students 24-month clinical experience. These forms are designed to assess the student's competency in the clinical environment. These are the Competency Evaluation form (Addendum 2-04) and Professional Growth Assessment Form (Addendum 2-05).

The Competency Evaluation Form is used to assess the students clinical performance and psychomotor learning abilities. This form tests the student in the area of Radiographic Examination performance and addresses ten areas. A separate information packet lists the testing areas and their criteria (Addendum 2-08). This is found on "TRAJECSYS.COM".

The Professional Growth Assessment Form appraises the students attitudinal ethical behavior or affective learning domain. The form is completed twice a term by the Chief Clinical Instructor responsible for supervising the student. The object of the form is to provide the student with proper feedback concerning their areas of strengths and weaknesses. The student reviews the completed form with the Chief Clinical Instructor. The Chief Clinical Instructor and Student sign the form acknowledging the fact that the form was reviewed. Space is provided for written comments of the Chief Clinical Instructor and student. It is expected that the student will maintain their areas of strength and remove any deficiencies. This is found on "TRAJECSYS.COM".

Other forms employed for Radiography Clinical are:

A. Examination Log (Addendum 2-09)
B. Summary Competency Evaluation form (Addendum 2-10)
C. Clinical room Assignments (Addendum 2-11)

The Examination Log is completed by the Student. The log has a space for the student to record the examination using the affiliates' appropriate patient identification code. Spaces are also provided for the student to indicate if the procedure was observed or performed under direct or indirect supervision.

The Summary Competency Evaluation Form is a one-page form which lists all the procedures the student must complete during their entire two years of clinical participation. This enables the evaluator to determine the student's status by observing which examinations the student has completed and which are incomplete.

The Clinical room Assignments Form is used to record the room (e.g., Radiographic, Fluoroscopic) to which the student was assigned and the dates of the assignment during their practicum.

SECTION 18: CLINICAL TESTING PROCEDURES

There are many individuals (Radiography Program and Hospital Personnel) designated as Clinical Instructors. 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."

I PROCEDURES:

The entire process of evaluation involves a number of forms which much be checked and/or completed. These include the Examination Log (Addendum 2-08), Competency Evaluation Forms (Addendum 2-04), and the Summary Competency Evaluation Form (Addendum 2-09).
The radiography testing procedures are as follows:

1. A student initiate the testing request and the Clinical Instructor 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. (NO SIMULATION).
4. One retention test is completed on each student each term. (with the exception of RAD 330).
   Retention testing is only performed after the completion of the fifth week of a term and 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 to the scoring and criteria identified for the evaluation form employed, the Clinical Instructor 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.
7. A student must complete all testing for a particular term by utilizing a minimum of three different Clinical Instructors.

II TESTING REQUIREMENTS FOR EACH TERM

For each term (semester or summer), there are specific and selected required competencies which must be completed for a grade. 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 REPEAT EXAMS

A Radiograph Student will repeat a radiographic exam only under the direct supervision of a qualified Radiographer.

IV PORTABLES AND SURGERY

No student will be allowed to perform a mobile radiograph or surgical procedure alone. A Registered Technologist must be on the same floor and within a reasonable distance if the student has tested competent in the procedure. Otherwise the Registered Technologist must be present in the room during the procedure.

A Registered Technologist MUST always be present with the student in Surgery.

V STUDENT SUPERVISION AND ACCOUNTABILITY

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.

Once Competency in a particular procedure is documented, the student may perform the examination under indirect supervision (see definitions, Page II, for "direct" and "indirect" supervision).

SECTION 19: CLINICAL GRADING

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 reduced or failing grade.

The student must pass all clinical competency evaluations with a minimum grade of 90%. Evaluations below 90% must be repeated.
A student may repeat an original competency exam for a maximum of three times. Prior to retesting the evaluator will state the remedial procedure the student must complete prior to retesting, e.g., perform seven more X-ray procedures on patients in fair condition. The remedial procedure prescribed is individualized according to the student's needs. Grades below 90% are **not** calculated in the students final grade. The exceptions are radiography retention testing grades and exams repeated for the third time.

Every time a competency exam is repeated, the student's grade is reduced by two percentage points. For example, a radiography exam repeated for the second time in which a student scored 100% would earn a recorded grade of 96% or $100 - 4 = 96$.

The average percent of all the clinical competency evaluations (including retention tests) represent 75% of the student's clinical grade. (refer to Addendum 2-14)

The Personal Growth Assessment form (PGAF) is typically completed twice during Fall and Spring terms and once during Summer terms. The average of the two represents 25% of the student's grade. Data for the PGAF is compiled using the Weekly Progress Report (WPR) Form. The Chief Clinical Instructor at each Major Affiliate is responsible for correlating the data from the WPR and filling out the PGAF appropriately.

All clinical term grades are satisfactory/fail (S/F)

During any term, the average of the PGAF forms must not be below 75%. PGAF averages below 75% will result in a failing grade for the clinical class.

**SECTION 20: HOSPITAL INFORMATION** - Refer to the hospital Employee's handbook for information regarding:

- Personal information
- Inspection of Packages
- Appearance of Hospital area
- Leaving assigned area
- Safety
- Fire and disaster Plan
- Accidents
- Solicitations
- Name Badges
- Smoking
- Telephone Calls
- Personal Mail
- Loitering
- Visiting patients
- Personal appearance
- Lockers
- Lost and Found
- Physical Examination
- Pregnancy
- Press/Publicity
- Security
- Other

**SECTION 21: DRUG POLICY**

**Substance Abuse Policy and Procedures**

**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.

**Procedure**
- When a faculty member, clinical instructor 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.
- 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.
- 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 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.
- Refusal to submit for testing warrants immediate program dismissal.
- If the student admits to alcohol or drug use, the testing procedures will still need to be completed.
- If the results are negative, no action will be taken and the student will be allowed to make up the work missed.
If the results are positive (and substantiated by a second or confirmation test) the student will be dismissed from the program. 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.

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:
- After a period of (1) calendar year the student may submit a letter requesting readmission to the admissions committee.
- Document completion of a prescription treatment program.
- 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.
- Repeat the drug and alcohol screening process immediately prior to readmission.
- If a student, after being readmitted receives another positive drug and alcohol test they will be permanently dismissed from the UNLV Radiography Program

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.

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
- Rapid/Choppy
- Incoherent
Substance Abuse Compliance Contract

I, ________________________________, have read the University of Nevada Las Vegas Department of Health Physics and Diagnostic Imaging policy and procedures and agree, as a student in the professional health program to comply with all aspects of the policy as written, including testing for substances and appropriate release of that information. Furthermore, I agree to abide by the provisions for determining dismissal and to follow the conditions of readmission as outlined.

________________________  __________________________
Student Name Print        Student's Signature

_____________________
Date
SECTION 22: 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.
- 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 T) 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.

AIDS/HIV: UNLV supports the following guidelines, based on the most current information available and promulgated by authoritative health organizations.

- Available scientific evidence indicates that no restrictions need be placed on the employment of a person with HIV infection, so long as that person's health status enables him or her to perform the duties required by employment.
- Current knowledge indicates that students or employees with HIV infection do not pose a health risk to other students or employees in an academic setting. "Students who have HIV infection, whether they are symptomatic or not, should be allowed regular classroom attendance in an unrestricted manner, as long as they are physically and mentally able to attend classes. There is no justification, medical or otherwise, for restricting the access of students with HIV infection to student unions, theaters, restaurants, snack bars, gymnasiums, swimming pools, saunas, recreational facilities, or other common areas." (American College Health Association, p.3)
- "Decisions about housing for students with HIV infection must be made on a case-by-case basis. The best currently available medical information does not indicate any risk to those sharing residence with infected individuals." (ACHA, p.3)
- "The primary response of colleges and universities to the epidemic of HIV infection must be education." (ACHA, p.2)
- Any person desiring to be tested for AIDS is encouraged to do so and may obtain such testing at the Student Health Center. Medical information, including the results of all tests, is confidential. The University of Nevada, Las Vegas will not release confidential medical or other information about students or employees except where required by law.

Policy for student exposure of infectious materials (blood or air born) 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.

Section 23: Advanced Modality Rotations

Students may assist in other modalities during their clinical shift. These modalities include; Mammography, MRI, CT, Nuclear Medicine, Interventional Radiology, and Sonography. In addition, student may rotate through other modalities during their final summer term if all competencies are complete or with approval from the chief clinical instructor and UNLV clinical coordinator. Students must remain under direct supervision whilst working in these other areas.

Students must be abide by the following criteria:
A. Mammography: All students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

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 in to 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/pagers
- 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 a site specific MRI screening form and reviewed by the MRI technologist. If any contraindications are present the student may not enter the MRI suite.

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

1-01 Joint Review committee on Education in Radiologic Technology Standards.
1-02 Technical Standards
1-03 Extended Program Completion
1-04 ARRT Eligibility
2-01 Radiography Request for Hospital Assignment Form
2-02 Student Check-List Prior to Starting Clinicals
2-03 Competency Evaluation Form
2-04 Professional Growth Assessment
2-05 Student Clinical Action Report
2-06 Summary Competency Evaluation Form
2-07 Mandatory Procedures
2-08 Pregnancy Policy
Standards
for an Accredited Educational Program
in Radiologic Sciences

Adopted by:
The Joint Review Committee on Education
in Radiologic Technology

May be found at: WWW.JRCERT.ORG
TECHNICAL STANDARDS FOR THE SCHOOL OF ALLIED 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?"). If you check "no" to any question, we will ask a group of qualified individuals to determine if accommodations can be made in the clinical environment for the appropriate activity(ies).

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

________________________________________________________________________

Signature                      Date
EXTENDED PROGRAM COMPLETION FOR
STUDENTS REQUIRING ADDITIONAL TIME
IN THE RADIOGRAPHY PROGRAM

INTRODUCTION

Recognizing that all students do not require the same education to achieve proficiency, UNLV's Program has instituted an extended completion policy. Request to extend a course of study may be initiated during any term.

RATIONALE

By adopting this concept, the Program recognizes student differences and provides a means of extended education for those students unable to maintain continuity in the formal two-year program.

ELIGIBILITY

A student is eligible for extended clinical completion if they have demonstrated the following:

1. A minimum 2.0 GPA for all didactic courses.
2. A minimum 2.5 GPA for all clinical courses and an 89% in all Professional Growth Evaluation forms.

EXTENDED STUDENT CLASSIFICATION

Extended student classifications are remediation and part-time.

1. Remediation may be initiated by a student or faculty member who believes the identified student is not meeting the Program's objectives in any radiography subject area and wish to request additional course work or clinical experience to fulfill the objectives. These students will be appropriately advised to their options.
2. Part-time students are those individuals who are unable to attend the program on a full time basis. These students may wish to request an extension of their course work or clinical experience to fulfill these objectives. These students will be appropriately advised as to their options.

STUDENT REMEDIATION

1. The student or faculty member may initiate the process for Program extension in the form of designing a contract in concert with the appropriate advisor, Radiography Program Director (or another Radiography Faculty Member if the Director is also the Advisor), and Clinical Professional, if appropriate.
2. The contract will indicate the subject(s) in need of remediation, the prescription for remediation, and an equitable timetable in which to accomplish the work.
3. The contract must be completed no less than three weeks prior to the end of a term. Appropriate paperwork must be completed to officially withdraw from classes, if appropriate.
4. All contracts must comply with the JRCERT Standards and the UNLV Catalogue.

PART-TIME STUDENTS

1. The student or faculty member may initiate the process for Program extension in the form of designing a contract with the respective advisor, Radiography Program Director (or another radiography faculty member if the Director is also the advisor), and clinical professional, if appropriate.
2. The appropriate pre-requisite didactic portion of the Program will precede clinical course in terms of class sequencing.
3. The clinical aspect of the Program will take the form of an externship not to exceed two years at an affiliated hospital. The externship will contain the same clinical competency, professional growth, and ethical standards as the formal two-year Radiography Program. All clinical contracts must be approved and signed by the appropriate clinical personnel and UNLV personnel.

4. All contracts must comply with the JRCERT Standards and the UNLV Catalogue.
Eligibility for ARRT Certification

See www.arrt.org ARRT Certification
REQUEST FOR HOSPITAL ASSIGNMENT

After completing the rotation, you are requested to list IN ORDER your choices of hospital clinical training centers. Please include logical justification for each choice. Every effort will be made to place each student in the hospital of his/her choice; however, placement by choice is not guaranteed since this is limited by the number of students each clinical affiliate can accept. (USE BACK OF PAGE IF NECESSARY.)

1st Choice…HOSPITAL

JUSTIFICATION

2nd Choice…HOSPITAL

JUSTIFICATION

3rd Choice…HOSPITAL

JUSTIFICATION

4th Choice…HOSPITAL

JUSTIFICATION

5th Choice…HOSPITAL

JUSTIFICATION

6th Choice…HOSPITAL

JUSTIFICATION

STUDENT’S NAME: __________________________________ PHONE: _______________________

LOCAL ADDRESS: ________________________________________________________________

PERMANENT ADDRESS: ___________________________________________________________
Radiography Student Checklist PRIOR to starting clinical classes in January

As per Radiography Policy Manual, the following MUST be done prior to any RAD student starting the formal clinical Experiences:

(Check off when complete to help you in complying with all of these)

- Basic drug Screening (sometimes referred to as the "10 Panel Screen").
  Cost is Approximately $30.00 (Student Expense) and please call in advance (walk-in's have to wait) 895-0280 at the UNLV Student Health Center on campus. You may have the Panel done elsewhere if you wish.

  Confidential fax # for the results are to be faxed to the MAIN OFFICE is 895-1312

  Please supply this information when you are being tested!

  ALSO, inform them if you are taking any prescription Medications or Over the Counter

- Hep A/B shot series (3 shots total) at least started--need not have all three shots done.
- PPD Tuberculosis tine test (TWO STEP TEST!!!)
- Tetnus (TD)
- MMR
- Flu Shot
- Varicella
- Physical
- Updated CPR

- Background checks are also required. The initial student orientation meeting will provide information on this.

  All of the above must be completed prior to November 30

- Copy of your medical card on file in the RAD office, (you MUST have your own Medical Insurance coverage in order to participate in the Clinical portion of the Program).
- Several "SETS" of medical scrubs. Color may either gray (pewter) or "Rebel red" (wine colored). Second year students may also wear blue scrubs beginning during fall semester.
- The following RAD courses MUST have been successfully completed:
  RAD 100, 117, 350, 351, 370, 371
UNLV RADIOGRAPHY PROGRAM
SAMPLE
COMPETENCY EVALUATION

Student: __________________________ Date: __________ Medical Record # ____________

Evaluator: __________________________ (Evaluator must be Registered) Exam: __________

Comments: Any "NO" requires evaluator comment


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

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

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

Comments: Any "NO" requires evaluator comment

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

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

Comments: Any "NO" requires evaluator comment

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

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

Comments: Any "NO" requires evaluator comment
This part to be filled out ONLY by a UNLV tester!

**Image Critique: The student was able to and accomplish the following:**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NO</td>
<td>N/A</td>
<td>1. Assessed if the correct IR size was used</td>
</tr>
<tr>
<td>NO</td>
<td>N/A</td>
<td>2. Determined if the image is free of artifact</td>
</tr>
<tr>
<td>NO</td>
<td>N/A</td>
<td>3. Determined that the pertinent anatomy is properly demonstrated</td>
</tr>
<tr>
<td>NO</td>
<td>N/A</td>
<td>4. Identify pertinent anatomy</td>
</tr>
<tr>
<td>NO</td>
<td>N/A</td>
<td>5. Determine the presence or absence of motion artifact</td>
</tr>
<tr>
<td>NO</td>
<td>N/A</td>
<td>6. Assessed if the density and contrast of the image is optimal</td>
</tr>
<tr>
<td>NO</td>
<td>N/A</td>
<td>7. Identified any specific deficiencies present requiring a repeat radiograph</td>
</tr>
<tr>
<td>NO</td>
<td>N/A</td>
<td>8. Identified specific corrections and/or changes to be employed in the repeat</td>
</tr>
</tbody>
</table>

Comments: Any "NO" requires evaluator comment

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Scoring: ____________ (Earned Points / Total Points) = ____________ %

Comments and Recommendations:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Student Signature ___________________  Evaluator Signature ___________________
### PROFESSIONAL GROWTH ASSESSMENT

**Student:**

**Clinical Assignment:**

**Evaluation from:**

**Hours:**

<table>
<thead>
<tr>
<th>1. Deemansor</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outward Behav of Professional Conduct</td>
<td>Tolerant &amp; Understanding of patient behavior, ethical, Empathetic - recognizes patient as an individual.</td>
<td>Tolerant of patient behavior, needs additional experience to understand patient behavior, polite but indifferent.</td>
<td>Temperamental &amp; sometimes rude, inconsiderate in understanding patient's needs, expects patient to adjust to various situations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Appearance</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance of an outward personal display of what is professionally proper.</td>
<td>Follows dress code, neat favorable appearance, well groomed.</td>
<td>May breach at times fair appearance, tidy</td>
<td>Neglects dress code, unbecoming, needs counseling.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Adaptabilit</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to learn new behavior and adjust to change.</td>
<td>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.</td>
<td>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.</td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Attendance</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present at Clinical assignments at prescribed times</td>
<td>Attended clinical hours as prescribed, adheres to time schedule, punctual</td>
<td>Used Maximum allowed personal leave days for semester, occasionally late for clinical assignments.</td>
<td>Missed more than the maximum personal leave days allowed for the semester, make-up time prescribed, frequently late for clinical assignments.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Productivity</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to complete assigned tasks in accordance with experience level</td>
<td>Timeliness and accuracy parallels what is expected for experience level, completes tasks assigned</td>
<td>Adequate grasp of essentials and related factors but requires occasional prompting or assistance to complete task.</td>
<td>Missed more than the maximum personal leave days allowed for the semester, make-up time prescribed, frequently late for clinical assignments.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Ambition</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desire to succeed or achieve something.</td>
<td>Initiates a routine task without being told; seeks challenges, responsibility or measures for self improvement; enterprising.</td>
<td>Initiates a routine task when assigned; accepts challenges, responsibility, or measures for self improvement, consistent.</td>
<td>Would rather watch than directly experience a task, avoids challenges, responsibility or measures for self-improvement, indolent.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Radiography Policy Manual

Fall 2012
7. Cooperation
Ability to work with others effectively.

<table>
<thead>
<tr>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Willingness to vary task assignments; helpful, supportive, courteous, tactful, respects authority.</td>
<td>Willing to vary task assignments when pressured, usually helpful and supportive, courteous when not stressed, accepts authority.</td>
<td>Inclined to create friction, hinders team progress, discourteous and rude at times, insubordinate.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

8. Confidence
Assurance, belief in one's own abilities.

<table>
<thead>
<tr>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displays composure during normal and adverse circumstances, proceeds with calmness, positive outlook, certainty; accountable for own actions.</td>
<td>Displays composure during ordinary circumstances, occasionally unsure, more secure when others are around.</td>
<td>Easily flustered, makes excuses, negative outlook, uncertain, shys away from responsibility.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

9. Dependability
Ability to assume responsibility and carry out instructions in a reliable manner.

<table>
<thead>
<tr>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Knows expectations requiring occasional supervisory intervention to meet them, can occasionally be distracted from assigned task, usually follows policies and direction without error, demonstrates adequate care for equipment.</td>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

10. Communication
Ability to express concepts, verbally or in writing.

<table>
<thead>
<tr>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Communication skills are adequate. Occasionally fails to communicate important or necessary information.</td>
<td>Does not communicate well. Seems unaware of what is important to be communicated and the appropriate time to communicate.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

11. Summary of strengths:

12. Area for future development:

13. Comments of Clinical Evaluator:

Record of Review

Student's Comments:

Student Signature: ___________________________ Date: ___________________________
UNLV Radiography Program
Student Clinical Action Report

Student Name:

Counselor's Name:

Date:

Infraction of policy (cite UNLV Radiography Program Policy Manual by page/policy):

Resolution of Problem:

Recommendations:

Re-evaluation Date:

Consequences if not resolved:

_________________________________________  ________________  
Student Signature  Date

_________________________________________  ________________  
Counselor Signature(s)  Date
# SUMMARY COMPETENCY EVALUATION FORM

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Exam</th>
<th>Tester</th>
<th>Date</th>
<th>Initials</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 330</td>
<td>SPRING I</td>
<td>Dept. Procedures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PACS Training</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Patient Transport</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>KUB</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chest-routine</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RAD 331</td>
<td>SUMMER I</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Retention Test</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RAD 334</td>
<td>SUMMER II</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Retention Test</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RAD 332</td>
<td>FALL II</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Retention Test</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student: ____________________________

Clinical Affiliate: ________________

Retest: ____________________________
<table>
<thead>
<tr>
<th>MANDATORY PROCEDURES (33)</th>
<th>Elective Procedures (A minimum of 15)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chest and Thorax</strong></td>
<td>Fluoroscopy</td>
</tr>
<tr>
<td>Chest - Routine</td>
<td>Upper GI (Single or Double contrast)</td>
</tr>
<tr>
<td>Chest AP (Wheelchair or stretcher)</td>
<td>Barium Enema (Single or Double)</td>
</tr>
<tr>
<td>Pediatric Chest (6 or younger)</td>
<td>Small bowel Series</td>
</tr>
<tr>
<td>Ribs</td>
<td>Esophagus</td>
</tr>
<tr>
<td><strong>Upper Extremity</strong></td>
<td>cystography/Cystourethrography</td>
</tr>
<tr>
<td>Thumb or Finger</td>
<td>ERCP</td>
</tr>
<tr>
<td>Wrist</td>
<td>Myelography</td>
</tr>
<tr>
<td>Forearm</td>
<td>Arthrography</td>
</tr>
<tr>
<td>Elbow</td>
<td>Head - Must select at least 1</td>
</tr>
<tr>
<td>Humerus</td>
<td>Paranasal Sinuses</td>
</tr>
<tr>
<td>Shoulder</td>
<td>Facial Bones</td>
</tr>
<tr>
<td>Trauma shoulder (Y, Transthoracic, or Axillary)</td>
<td>Orbits</td>
</tr>
<tr>
<td>Trauma UE Non-Shoulder</td>
<td>Zygomatic Arches</td>
</tr>
<tr>
<td><strong>Lower Extremity</strong></td>
<td>Mandible</td>
</tr>
<tr>
<td>Foot</td>
<td>Additional Elective Procedures</td>
</tr>
<tr>
<td>Ankle</td>
<td>Decubitus Chest</td>
</tr>
<tr>
<td>Knee</td>
<td>Decubitus Abdomen</td>
</tr>
<tr>
<td>Tibia-Fibula</td>
<td>Sternal</td>
</tr>
<tr>
<td>Femur</td>
<td>Soft Tissue Neck</td>
</tr>
<tr>
<td>Trauma Lower Extremity</td>
<td>Clavicle</td>
</tr>
<tr>
<td><strong>Spine and Pelvis</strong></td>
<td>Scapula</td>
</tr>
<tr>
<td>Cervical Spine</td>
<td>AC Joints</td>
</tr>
<tr>
<td>Thoracic Spine</td>
<td>Toes</td>
</tr>
<tr>
<td>Lumbar Spine</td>
<td>Patella</td>
</tr>
<tr>
<td>Pelvis</td>
<td>Calcaneus (OS Calcis)</td>
</tr>
<tr>
<td>Hip</td>
<td>Sacrum/Coccyx</td>
</tr>
<tr>
<td>X-Table Hip</td>
<td>Scoliosis Series</td>
</tr>
<tr>
<td>X-Table C-Spine</td>
<td>Pediatric Upper Extremity (6 or younger)</td>
</tr>
<tr>
<td><strong>Abdomen</strong></td>
<td>Pediatric Lower Extremity (6 or younger)</td>
</tr>
<tr>
<td>KUB</td>
<td>Pediatric Abdomen (6 or younger)</td>
</tr>
<tr>
<td>Upright Abdomen</td>
<td>Pediatric Mobile Study (6 or younger)</td>
</tr>
<tr>
<td><strong>Surgical Studies</strong></td>
<td></td>
</tr>
<tr>
<td>C-Arm (Orthopedic)</td>
<td></td>
</tr>
<tr>
<td>C-Arm (Non_Orthopedic)</td>
<td></td>
</tr>
<tr>
<td><strong>Mobile Studies</strong></td>
<td></td>
</tr>
<tr>
<td>Portable Chest</td>
<td></td>
</tr>
<tr>
<td>Portable abdomen</td>
<td></td>
</tr>
<tr>
<td>Portable Orthopedic</td>
<td></td>
</tr>
</tbody>
</table>
UNLV RADIOGRAPHY PROGRAM
PREGNANCY POLICY

This Policy has been adopted for the purpose of Radiation Protection of the Fetus of the expectant student, while assigned to the Clinical Laboratory portions of the Radiography Program. The Radiography Program will follow the regulations set forth in the Nuclear Regulatory Commission (NRC) Guide 8.13 (Instruction Concerning Prenatal Radiation Exposure).

The VOLUNTARY DISCLOSURE of the Pregnancy by the Student is to enable the Student to have the option to: continue in the Program uninterrupted with additional radiation protection counseling and monitoring, leave of absence from the program, or voluntary termination from the program.

(ALL THE CHOICE OF THE STUDENT)

Should the Declaration be made, it should be in writing using the 'Form Letter for Declaring Pregnancy' and given to the Program Director and Radiation Safety Officer.

The Student has the option to withdraw the Declaration of Pregnancy at any time.
FORM LETTER FOR DECLARING PREGNANCY

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 your Radiological Safety Officer (RSO) or you may write your own letter.

DECLARATION OF PREGNANCY

To: ____________________________, UNLV Radiation Safety Officer

I am declaring that I am pregnant. I believe I became pregnant in ____________________________ (only the month and year need to be provided).

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 further understand that this Declaration may be rescinded by me at any time.

(Your signature)

(Your name printed)

(Date)