

**UNLV
RADIOGRAPHY PROGRAM
POLICY MANUAL**

**Radiography Program
Department of Health Physics and Diagnostic Sciences
University of Nevada, Las Vegas**

**Radiography Policy Manual
Rev
Revised 7/2020**

**POLICY MANUAL
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MISSION AND GOALS

Mission

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

Goals and Outcomes

The goals and outcomes of the Radiography Program comprise:

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

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, affiliate managers, and 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 appointed as the main contact for students at an affiliated site. Is responsible for the supervision, instruction and evaluation of radiography student training.

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

Acting clinical Instructor: A registered radiographer and clinical affiliate 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 Radiologic 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, for JRCERT Standards link]). Upon completion of the Program, the student receives a B.S. in Comprehensive Medical Imaging or Certificate of completion and may sit for The American Registry of Radiologic Technologists (ARRT) certifying exam in Radiography.

* For information on accreditation or if a student feels the program is not complying with accreditation standards contact the JRCERT at:

20 North Wacker Dr. Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
E-Mail: mail@jrcert.org
Website: www.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 2)

III TRANSFER and ADVANCED STANDING STUDENTS

The UNLV Radiography Program currently has a moratorium on accepting applications for transfer and/or advanced standing students.

IV AFFILIATES

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

Current affiliates include:

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

V. Bachelor of Science in Comprehensive Medical Imaging Curriculum
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)
Bio 189/189L (4)
Bio/Kin 223/223L (4)
Bio/Kin 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)

VI.

**UNLV Radiography Program BS in CMI and
Certificate Radiologic Sciences Professional
2-year Coursework**

Fall Junior Year

RAD 350 RAD Physics	3
RAD 351 RAD Physics Lab	1
RAD 370 RAD Anat & Pos I	3
RAD 371 RAD Anat & Pos Lab	1

Total Sem hrs 8

Fall Senior Year

CMI 360 Prin of CT	3
RAD 102 RAD Science	3
RAD 332 RAD Clinics III	3
RAD 486 Ethics in Imaging	3

Total Sem hrs 12

Spring Junior Year

RAD 330 RAD Clinics I	3
RAD 354 Advanced Technique	3
RAD 372 RAD Anat & Pos II	3
RAD 373 Anat & Pos Lab II	1

Total Sem hrs 10

Spring Senior Year

RAD 333 RAD Clinics IV	3
RAD 474 RAD Pathology	3
CMI 376 Cross Sectional Anatomy	3
HPS 420 Radiobiology	3

Total Sem hrs 12

Summer Junior Year

RAD 331 RAD Clinics II 6 Sem hrs

Summer Senior Year

RAD 334 RAD Clinics V 6 Sem hrs

Elective RAD 490 Indep. Study 1-3 hrs

Total Professional coursework sem hrs 54

120 Total Semester Hours

NOTE: All of the RAD courses MUST be taken in the order listed with the exception of RAD 102 which may be taken any semester offered

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 2.50

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 2.50.

III GRADUATION REQUIREMENTS

Students must maintain a 2.5 minimum GPA. 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. Once admitted, students receiving an 'F' in any RAD course are dismissed.

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), are placed on Program Probation. The terms of removal from Probation is determined by an evaluation of the student's 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] below a 75%)

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/Plagiarism.

G. Site requested removal from clinics due to unprofessional behavior

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

I. Excessive unexcused absences and / or habitual tardiness.

VIII GRIEVANCE PROCESS

I UNLV POLICIES

A grievance is an alleged violation, questionable interpretation, or administration of existing Program/University System regulations. (NOTE: A grievance is NOT a complaint against, or a request to amend, eliminate, or add to, the regulations and procedures that govern the Program/ University System).

The grievant should initially attempt to resolve the grievance informally with the party alleged to have committed the violation before proceeding outside the program in the formal process. The following procedural steps and time-lines should be followed in any grievance where the initial attempt failed. **All notifications should be done in writing.**

If further investigation is needed at any step, responses may be extended which will be communicated to the student.

A. Informal

Clinical: Affiliate

1. **Clinical Instructor.** Within 10 days of occurrence provide notification to the Site Chief Clinical Instructor. Response to student of notification within one week. If no resolution is found or unsatisfied proceed to step 2.
2. **Clinical Coordinator.** Within 10 days of response from step 1 notify the UNLV Radiography Clinical Coordinator. Response to student of notification within one week. If no resolution is found or unsatisfied proceed to step 3.
3. **Program Director.** Within 10 days of response from step 2 notify the UNLV Radiography Program Director. Response to student of notification within one week. If no resolution found or unsatisfied proceed to step 4.
4. **Department Chair.** Within 10 days of response from step 3 notify the Department of Health Physics and Diagnostic Sciences Chair. Response to student of notification within two weeks. If no resolution found or unsatisfied proceed to step 5.
5. **School Academic Standards Committee (if appropriate).** Within 10 days of response from step 4 notify the School of Integrated Health Sciences College Academic Standards Committee. Meetings are held at the discretion of the Committee Chair. Ad hoc committees may be formed to hear specific clinical issues. Response to student within one week of committee meeting. If no resolution or unsatisfied proceed to step 6.
6. **School Dean.** Within 10 days from receipt of response in step 5 notify the Dean of the School of Integrated Health Sciences. Response to the students of notification within 2 weeks.

Didactic: UNLV radiography course

1. **Course Instructor.** Within 10 days of incident provide notification to the course instructor. Response to student of notification within one week after notification
2. **Program Director.** Within 10 days of response from step 2 notify the UNLV Radiography Program Director. Response to student of notification within one week. If no resolution found or unsatisfied proceed to step 4.
3. **Department Chair.** Within 10 days of response from step 3 notify the Department of Health Physics and Diagnostic Sciences Chair. Response to student of notification within two weeks. If no resolution found or unsatisfied proceed to step 5.
4. **School Academic Standards Committee.** Within 10 days of response from step 4 notify the School of Integrated Health Sciences College Academic Standards Committee. Meetings are held at the discretion of the Committee Chair. Ad hoc committees may be formed to hear specific clinical issues. Response to student within one week of committee meeting. If no resolution or unsatisfied proceed to step 6.
5. **School Dean.** Within 10 days from receipt of response in step 5. Response to the students of notification within 2 weeks.

If the results of the informal process are unsatisfactory, the student may proceed outside the program using the formal process.

B. Formal Process:

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

IX APPEALS

Program dismissal appeals should follow the Grievance Process beginning at the informal step #4.

X. 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 students 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**.

C. Students previously dismissed due to clinical policy violations must write a letter explaining the changes that will be made if allowed reentry must accompany the application.

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 University or Major Affiliate Policy.
5. Students removed from a clinical site due to a behavior or ethics issue may not be eligible to transfer or continue in the program. Program 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, 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 must meet with their advisor at least once a semester for approval of a class schedule, and registration for the following semester/session; however, students are encouraged to meet with their advisor as often as needed.

SECTION 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, and the Student Technologist Association in Radiological Sciences.

I RADIOGRAPHY ADVISORY COMMITTEE:

The Radiography Advisory committee consists of members associated with the Radiography Program that include but not limited to program faculty, chief clinical instructors, and affiliate managers/directors. The committee recommends policies and procedures, 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.

One Radiography Student Representative is elected by his/her respective classmates to serve on the Advisory Committee on Radiography.

II 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

Title IX

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito. The Title IX Coordinator can be reached through the online reporting form at https://cm.maxient.com/reportingform.php?UnivofNevadaLasVegas&layout_id=18, by email at titleixcoordinator@unlv.edu, by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

SECTION 6: 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 7: SCHOLARSHIPS

Scholarships/Awards are not guaranteed to be awarded each year and is based on the donor's availability.

I. 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.

SECTION 8: AWARDS

I. 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. 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 9: RADIATION SAFETY PRACTICES

I. DOSE UNITS DURING PREGNANCY

Disclosure of pregnancy is voluntary. If disclosed, the UNLV Risk Management and Safety Department of Radiological Safety allows limited radiation dose to Pregnant personal. During the Gestation period, the declared 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 (5 mSv). A declared pregnant student has the option to request scheduling modifications but is not required. Requests for modifications should be made in writing. When the radiation exposure readings of a voluntarily declared pregnant student approach a total of 0.5 rem (5 mSv), transfer out of the radiation area or leave is mandatory. A written withdrawal of the declaration can be given at any time (See Pregnancy Policy Addendum 11)

II. STUDENT SUPERVISION DURING ON-CAMPUS LABS

Each UNLV Radiography Program student will wear their own dosimeter 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
Annual Limits for Non-Occupational Radiation Exposure	
General Public	100 mrem (0.001 Sv)

UNLV administrative control limits are 10% of the annual limits excluding the general public and shall not exceed 500 mrem (5 mSv). The administrative limits for the general public and declared pregnant worker are the same as the annual limits. Dosimeters are measured every 3 months. Exposure will be limited to 125 mrem (1.25 mSv) every 3 months.

B. Image Receptor and Patient Holding – Students are never permitted to hold image receptors during any radiographic procedure. Students should not hold a patient during any radiographic procedure when an immobilization method is the appropriate standard of care.

1. PROCEDURE WHEN Exposure 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 (Clinical Coordinator or Program Director) must file a report with the Radiation Safety Office (RSO) describing any conditions or activities which may have led to the exposure. The report will be reviewed by the RSO and presented to the Radiation Safety Advisory Committee for action.
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 known to have or suspected to have received a dose in excess of the Regulatory Limits. Such persons must receive proper and appropriate care in accordance with standard Health Physics and medical practices. The exact circumstances of such an event cannot be fully 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 will result in disciplinary actions that include dismissal

SECTION 10: COMPLETION OF PROGRAM AND GRADUATION

Students completing the Radiography Program in July of their final year are eligible to walk in the May or December graduation ceremonies (Contact the advising center). 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.

SECTION 11: 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 or Degree from the UNLV Radiography Program and will not receive the status of being ARRT board eligible.

SECTION 12: THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT) ELIGIBILITY

Students who successfully complete the Radiography Program and receive a Certificate of Program Completion or Degree are qualified to write the ARRT Exam in Radiography. However, the ARRT has specific requirements for eligibility (see Addendum 4) including educational requirements (completion of an accredited program) and compliance with the "Rules of Ethics" contained in the "ARRT Standard of Ethics" (Addendum 4). 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 13: 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. Applications will be given to the students once eligible.

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 Clinical 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, University Medical Center of Southern Nevada, Summerlin, Mountain View, Valley Hospital, St. Rose Dominican-Sienna St. Rose Dominican-San Martin, Henderson Hospital, Desert Radiology, and SimonMed. All Program Affiliate sites are accredited by the Joint Commission on Accreditation of Healthcare organizations (JCAHO) or equivalent and recognized by the JRCERT.

I. Insurance

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 sites have adopted the American Registry of Radiologic Technologist Code of Ethics. (see Addendum 4)

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, 333 & 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 hospital affiliates during the Fall I semester. After visiting all facilities, the student completes a Request for Hospital Assignment Form (Addendum 5) and submits it to the clinical coordinator.

All clinical assignments are at the sole discretion of the UNLV Radiography Program faculty. 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 clinical coordinator will review the reason for denial and determine if reassignment is warranted. If warranted the clinical coordinator will reassign the student to another hospital. The following is the criteria used for hospital assignment:

1. Student preference for hospital assignment
2. The affiliate acceptance of the student
3. Capacity of the hospital is determined by the JRCERT; however, that number may be less and dependent on the number of students the hospital is willing to accept. The number of students requested by the hospital cannot exceed the JRCERT's recommendation and assurance there is a 1:1 technologist to student ratio.
4. 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.

While student choices are taken into consideration it is the sole discretion of the program to place students. Students may be placed at affiliates not on their preference list. After the assignments are complete, the Radiography Program faculty notifies the Students of their assignment prior to the beginning of the clinical education class.

II. Clinical Rotations:

All students will be assigned to hospital and outpatient rotations. The clinical rotations will be made known to the student in the Fall semester prior to the Spring clinical start. Clinical courses are taken in consecutive semesters beginning with Spring I. Clinical courses are RAD 330, 331, 332, 333, and 334. All efforts will be made to ensure students complete clinics as scheduled; however, in the event there is a disruption in clinics due to unforeseen circumstances (i.e. pandemics, natural disasters), clinical courses may be modified. Modification may include but are not limited to schedules, location, start/end dates.

SECTION 5: CLINICAL POLICES AND FORMS

I PRECLINICAL ASSIGNMENT REQUIREMENTS

After the student has been accepted and assigned to an affiliate, students must complete a series of pre-clinical activities (See Addendum 6). This checklist is made available at program orientation prior to the start of the program.

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.

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 and Pertussis
- 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 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**. Multiple absences are defined as 3 or more after the exhaustion of PTO in an academic term

I 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 does not 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 before the beginning of the next University term, UNLV, the Student and the affiliate will agree to the make-up time. Make-up time is subject to additional penalty time, up to 1 hour per 8 being made up could be applied. Issuance of penalty time will be at the discretion of the program faculty. Excessive absences beyond the use of personal time off is subject to disciplinary actions including; probation or dismissal. Excessive absences are defined as 3 or more absences after PTO is used. Disciplinary actions will be handled on a case-by-case basis at the discretion of program faculty.

Failure to complete all required clinical time will result in an 'F' for the clinical course.

II 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. A student should not attend clinics if they are ill.

Students who need an extended medical leave must submit a **Physician's Statement (not a Radiologist's)** indicating the student is unable to attend Clinical because of medical reasons no later than 1 week after diagnosis. Students are allowed to return to the affiliate upon receipt of a statement from the Physician indicating the student is medically able to return to work without restrictions. If a dependent is ill, a Physician's statement is required for the student to use medical leave. Failure to submit a physician's statement may result in unexcused absences.

III 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 must be approved by the chief clinical instructor and UNLV Clinical Coordinator.

IV DEATH IN THE IMMEDIATE FAMILY

If a death in the immediate family occurs, the student may take time off as personal leave.

V TIME OFF FOR PREGNANCY

Female students who become pregnant and voluntarily declare their pregnancy may continue in the program without modification or elect to withdraw from classes/clinics 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. Students wishing to voluntarily declare pregnancy must complete a pregnancy declaration form (Addendum 11).

VI OTHER EXCUSED ABSENCES

Students may be excused from clinical assignment (without make up time) to attend special University supported or sponsored functions e.g. ACERT, STARS, registry, review classes, or any other function/activity deemed appropriate by program faculty. **Approved functions/activities can count toward clinical time.** If the student does not, in fact attend or complete the function for which he/she was excused, the clinical time lost will be unexcused and subject to disciplinary actions and must be made up per program policies.

VII Tardiness

A. Definition

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

B. Notifying the Affiliate

If the student anticipates being absent or late 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. Continued tardiness may result in suspension and/or dismissal.

D. MAKE-UP TIME

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

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

VIII UNEXCUSED ABSENCES

- A. 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**. A second unexcused absence within a semester will result in probation. If a third unexcused absence occurs, the student will be ineligible to continue clinical at their assigned affiliate and will receive a failing grade. Time missed because of unexcused absences must be made up **before** the beginning of the next semester.

IX DISCIPLINARY ACTIONS

Accountability Reports. Written documentation of any clinical or didactic activities are done via the 'Accountability Report' (Addendum 14). No disciplinary action will be taken without submission of this report. Accountability Reports may be submitted by the clinical site or program faculty. Accountability Reports will be reviewed by the appropriate faculty and reviewed with the student. Students are afforded the opportunity to rebut the report in writing.

- A. **Probation** A student may receive probation for any infraction of University and/or affiliate policy. A probation will define the problem and state suggested disciplinary action. The student will meet with program faculty to review the probationary letter. Copies of the letter can be e-mailed or delivered to the student's advisor and Program Director. Probation letters will define the length of time the probation will be in effect.
- B. **Suspension.** A suspension is a removal of the student from the program for a specific length of time. Suspensions will be administered in writing and delivered to the student. If suspended from clinics, students will need to make up the time missed. Not all infractions will result in a suspension which will be explained in the probation letter.
- C. **Dismissal.** Dismissal is expulsion from the program. Dismissal letters will be delivered to the student either in person, via e-mail, or mail.

Students have the right to appeal any disciplinary action (see Chapter 1 section 2VIII).

X 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.

XI JURY DUTY

Up to 32 hours of time is excused for Jury Duty. Proof of attendance is required.

XII Clinical Schedule and Variance Requests

Clinical credit hours are based on the number of hours worked per week with 1 credit not to exceed

7 hours per week. Clinics are scheduled as follows: RAD 330 (3cr/16hrs per week) – Wednesday and Friday 7-3:30pm, RAD 331 (6cr/40hrs per week)– Monday through Friday 7-3:30pm, RAD 332 (3cr/16hrs per week)– Tuesday and Thursday (3cr/16hrs per week) 7-3:30pm, RAD 333 (3cr/16 hrs per week) Tuesday and Thursday 7-3:30, RAD 333 Monday through Friday (6cr/40 hrs per week) 7-3:30. Clinical hours may be adjusted or replaced with other approved program activities (See Chapter 2 section 8 VI) 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 of the decision.

3. **Clinical Attendance Parameters are:**

- a. Clinical courses are scheduled Monday through Saturday. Saturday is reserved for make-up time during the fall and spring semester but may be used for a normal clinical day in the summer term provided proper supervision is available. Students may **not** attend clinical on Sunday.
- b. Students may attend clinical for a maximum of ten-hour shifts. Any ten-hour shift schedule must be submitted in writing and approved by a contract with the Radiography Program (Clinical Coordinator) and the Clinical Affiliate (Chief Clinical Instructor). Subsequent request for changes to the contract are treated as another (separate) variance.
- c. The total contact hours (practical and theory) must not exceed **40 hours per week at any point during the program**. *No variances will be approved which require students to exceed the 40 hours per week limitation.*
- d. Students may **not** attend clinical between **9:30 PM and 6:00 AM**.
- e. Students must attend clinical at times when proper supervision is available.
- f. A schedule variance must not interfere with the student's education or with the normal operation of the affiliate or the UNLV educational operation.
- g. 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.
- h. 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.
- i. 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. Mandated variance may also be needed to ensure proper clinical site supervision.

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. Typically, 1 hour for every 8 to be made up may be applied. Penalty time is at the discretion of program faculty.
- d. Make up time. Times available for make-up are Monday thru Saturday, 7:00 am to 9:30 pm.
- e. Attendance. No modification to the clinical schedule can be done without written approval from the CI and CC.
- f. Clinical time record. Students are responsible for maintain their clinical time record via Trajecsyst. 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 (with approved variance)
 - c. Saturdays may be done **Summer semester** and for **make up** only (with approved variance).
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 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. A schedule of the room rotation assignment will be posted at the clinical site.
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, **not** to exceed **360** hours total for the program.
9. All students will complete a minimum of 80 hours of an outpatient rotation. Scheduling of the outpatient rotation will be completed by the clinical coordinator and given to the student.

SECTION 11: Dosimeters

The University System provides film badges (Dosimeters) for Radiography Students for use at the University and clinics. Students will always wear their film badge while in **Practicum** and **Laboratories** involving **ionizing radiation**. **Failure to do so will result in disciplinary actions and removal 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 (RSO).

Students will be sent their dose reports within 30 days of arrival but may obtain their dose report at any time by contacting 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 marker in accordance with each respective hospital's policy and may be at the students' expense.

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 if available.

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, will submit 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:

Radiography 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

Clinical competency is assessed in the Radiography Program with 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 7) and Professional Growth Assessment Form (Addendum 2-05).

The Competency Evaluation Form (Addendum 8) is used to assess the students' clinical performance and psychomotor learning abilities. This form tests the student in the area of Radiographic Examination performance.

The Professional Growth Assessment Form (Addendum 8) appraises the students' attitudinal ethical behavior or affective learning domain. The form is completed twice during the fall and spring terms and once each summer 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.

Other forms employed for Radiography Clinical are:

- A. The Examination Log is completed by the Student in Trajecsyst. 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.
- D. The Summary Competency Evaluation Form (Addendum 9) is a one-page form which lists all the procedures the student must complete during their entire two years of clinical participation and complies with the ARRT requirements. This enables the evaluator to determine the student's status by observing which examinations the student has completed and which are incomplete.

SECTION 18: CLINICAL TESTING PROCEDURES

There are many individuals (Radiography Program and Hospital Personnel) designated as Clinical Instructors (CI). A CI is an individual who meets JRCERT requirements and completed the UNLV clinical instructor workshop. Because of the large number of individuals involved in the evaluation process, every attempt is made to reduce the subjectivity and maintain equitable standards. A method of obtaining uniform evaluation criteria is by defining the term competent.

Competent, as employed for student assessment, refers to ***"the minimal acceptable performance necessary to obtain a diagnostic image while maintaining maximum radiation protection, patient care and safety practices."***

I PROCEDURES:

The entire process of evaluation involves a number of forms which must be checked and/or completed. These include the Examination Log (Trajecsyst), Competency Evaluation Forms (Addendum 7), and the Summary Competency Evaluation Form (Addendum 9).

The radiography testing procedures are as follows:

1. A student initiates 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. Only under unusual circumstances approved by program faculty can this be modified
4. One retention test is completed on each student each term (with the exception of RAD

330).

Retention testing is considered a "**pop quiz**" on any procedure that the student has been certified as competent in either the current or previous term(s).

5. After the evaluation has been completed in accordance 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 in Trajecsys.
7. A student should complete all testing 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 (Addendum 9). 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 Radiography 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**. Portable and surgical (including any C-arm) procedures must be under **direct supervision**.

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) with the exception of portable and surgical procedures.

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.

The Personal Growth Assessment form (PGAF) is completed twice during Fall and Spring terms and once during Summer terms. The average of the two represents 25% of the student's grade. The Chief Clinical Instructor at each Major Affiliate or Clinical Coordinator is responsible 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%. The 1st PGAF received below a 75% will result in clinical probation. The student must meet with the Clinical Coordinator to set up a plan to improve. PGAF averages below 75% or 2 consecutive PGAF below a 75% regardless of term will result in a failing grade for the clinical class.

SECTION 20: Affiliate INFORMATION - Refer to the affiliate employee handbook for information regarding:

- | | | |
|--------------------------------|------------------|-------------------------|
| a. Personal information | h. Solicitations | p. Lockers |
| b. Inspection of Packages | i. Name Badges | q. Lost and Found |
| c. Appearance of Hospital area | j. Smoking | r. Physical Examination |

- d. Leaving assigned area
- e. Safety
- f. Fire and disaster Plan
- g. Accidents

- k. Telephone Calls
- l. Personal Mail
- m. Loitering
- n. Visiting patients
- o. Personal appearance

- s. Pregnancy
- t. Press/Publicity
- u. Security
- v. 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 Program.

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 will arrange for the student's transportation to a designated medical testing facility. The student will sign a statement requesting the results of the test will be sent securely to the UNLV Radiography Program office.
- 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

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 TB) at the clinical site, the student will be sent to a health service provider at the clinical site or of the student's choice. The student is responsible for any costs incurred for treatment.

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, p3.)
- "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 law.6. Discrimination based on AIDS will not be condoned within the University of Nevada, Las Vegas.

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

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

Section 23: Advanced Modality Rotations and MRI Screening

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

- A. Mammography: 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 an MRI screening form (Addendum 12) prior to the start of the program and may be screened at the site. The screening form will be reviewed by an MRI technologist. If any contraindications are present the student may not enter the MRI suite. Any changes to the students' medical history should be disclosed to program faculty to ensure the student is safe to enter an MRI suite.

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

ADDENDA

- 1** Joint Review committee on Education in Radiologic Technology Standards.
- 2** Technical Standards
- 3** Extended Program Completion
- 4** American Registry of Radiologic Technologists (ARRT)
- 5** Radiography Request for Hospital Assignment Form
- 6** Clinical checklist
- 7** Competency Evaluation Form
- 8** Professional Growth Assessment
- 9** Summary of competencies
- 10** Mandatory Procedures
- 11** Pregnancy Policy
- 12** MRI Screening Form
- 13** Clinical Site Orientation Form
- 14** Clinical Accountability report
- 15** Policy Manual Acknowledgment Form
- 16** SIRS Statement of Responsibility

Addendum - 1
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

JRCERT Contact Information:
20 N. Wacker Drive Suite 2850
Chicago, IL. 60606-3182
Phone (312) 704-5300
Fax (312) 704-5304
Email mail@jrcert.org

===JRCERT=====

Addendum - 2

**TECHNICAL STANDARDS
SCHOOL OF INTEGRATED HEALTH SCIENCES
RADIOGRAPHY PROGRAM**

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

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

Signature

Date

Addendum - 3

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.

Addendum - 4

Eligibility for the American Registry of Radiologic Technologists (ARRT)

Once all program requirements are completed, the students will be eligible to sit for the ARRT examination. Additional information on the ARRT can be found at:

www.arrt.org
ARRT Certification

ARRT Contact Information

1255 Northland Drive
St. Paul, MN. 55120-1155
651-687-0048

Addendum - 5

REQUEST FOR HOSPITAL ASSIGNMENT

After completing the rotation, you are requested to list **IN ORDER** your preference for hospital clinical training centers. Please include logical justification for each choice. While justifications can be considered, placement is at the sole discretion of the program faculty...

(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:_____

Clinical Check List

Check off when completed

10 panel Drug Screening (Time Sensitive) _____

PPD (Tuberculosis 2 Step) _____

Hepatitis A/B _____

Tetanus and Pertussis (Tdap) _____

MMR _____

Flu Shot _____

Varicella _____

Physical _____

Background Check (Time Sensitive) _____

Current CPR _____

Medical Insurance _____

Bloodborne Pathogen Training _____

HIPAA Training _____

- Upload documents to Complio.
- Turn in this sheet with the appropriate copies to Yolanda once **ALL** are completed.

Exceptions: - Hep A/B must be started and 2 completed by 11/30/2020
- Medical Insurance must be provided before the 1st day of clinics

Blood borne Pathogen and HIPAA training are online and can be found at:
<https://rms.unlv.edu/occupational/training/online/>

Addendum – 7

UNLV RADIOGRAPHY PROGRAM SAMPLE COMPETENCY EVALUATION

Student: _____ Date: _____ Medical Record # _____

Evaluator: _____ (Evaluator must be Registered) Exam: _____
This part to be filled out by ANY R.T.

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

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

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

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

Comments: Any "NO" requires evaluator comment

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

Yes

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

Comments: Any "NO" requires evaluator comment

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

Yes

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

Comments: Any "NO" requires evaluator comment

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

This part to be filled out ONLY by a UNLV tester!

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

Yes

Comments: Any "NO" requires evaluator comment

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

Comments and Recommendations:

Student Signature _____

Evaluator Signature_____

Addendum - 8

Professional Growth Assessment

Student:

Term: Fall Spring

Summer

Clinical Assignment:

Midterm or Final

	5	4	3	2	1
1. Demeanor Outward Behavior, Professional Conduct	Tolerant & understanding of patient behavior, ethical, Empathetic-recognizes patient as an individual.		Tolerant of patient behavior, needs additional experience to understand patient behavior, polite but indifferent. Views patient as part of the system.		Temperamental & sometimes rude, inconsiderate in understanding patient's needs, expects patient to adjust to various situations.
Comments:					
2. Appearance Maintenance of an outward personal display of what is professionally proper.	Follows dress code, neat, favorable appearance, well groomed.		May breach code at times, fair appearance, tidy.		Neglects dress code, unbecoming, needs counseling.
Comments:					
3. Adaptability Ability to learn new behavior and adjust to change.	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.		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		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.
Comments:					
4. Attendance Present at clinical assignments at prescribed times.	Attended clinical hours as prescribed, adheres to time schedule, punctual.		Used maximum allowed personal leave days for semester, occasionally late for clinical assignments.		Missed more than the maximum personal leave days allowed for the semester, make-up time prescribed, frequently late for clinical assignments.
Comments:					
5. Productivity Ability to complete assigned tasks in accordance with experience level.	Timeliness and accuracy parallels what is expected for experience level, completes tasks assigned.		Adequate grasp of essentials and related factors but requires occasional prompting or assistance to complete task.		Mistakes require extra attention, needs remedial measures to achieve expectations parallel to experience
Comments:					
6. Ambition Desire to succeed or achieve something.	Initiates a routine task without being told; seeks challenges, responsibility or measures for self improvement; emulous		Initiates a routine task when assigned; accepts challenges, responsibility, or measures for self improvement, consistent		Would rather watch than directly experience a task, avoids challenges, responsibility, or measures for self improvement, indolent.
Comments:					

Comments:

	5	4	3	2	1
7. Cooperation Ability to work with others effectively.	Willingness to vary task assignments; helpful, supportive, courteous, tactful, respects authority.	Willing to vary task assignments when pressured, usually helpful and supportive, courteous when not stressed, accepts authority.	Inclined to create friction, hinders team progress, discourteous and rude at times, insubordinate.		

Comments:

	5	4	3	2	1
8. Confidence Assurance, belief in one's own abilities.	Displays composure during normal and adverse circumstances; proceeds with calmness, positive outlook, certainty; accountable for own actions.	Displays composure during ordinary circumstances, occasionally unsure, more secure when others are around.	Easily flustered, makes excuses, negative outlook, uncertain, will shy away from responsibility.		

Comments:

	5	4	3	2	1
9. Dependability Ability to assume responsibility and carry out instructions in a reliable manner.	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.	Knows expectations requiring occasional supervisory intervention to meet them, can occasionally be distracted from assigned task; usually follows policies and directions without error, demonstrates adequate care for equipment.	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.		

Comments:

	5	4	3	2	1
10. Communication Ability to express concepts, verbally or in writing.	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.	Communication skills are adequate. Occasionally fails to communicate important or necessary information.	Does not communicate well. Seems unaware of what is important to be communicated and the appropriate time to communicate.		

Comments:

11. Summary of strengths:

12. Area for future development:

13. Comments of Clinical Evaluator:

Record of Review

Student's Comments:

Student Signature: _____

Date: _____

<u>Mandatory Procedures (37)</u>	<u>Elective Procedures (A minimum of 15)</u>
<u>Chest and Thorax</u>	<u>Fluoroscopy</u> Must complete UGI, CE and at least 1 other
○ Chest – Routine	○ Upper GI(Single or Double contrast)
○ Chest AP (Wheelchair or Stretcher)	○ Contrast Enema (Single or Double)
○ Pediatric Chest (6 or younger)	○ Small Bowel Series
○ Geriatric Chest*	
○ Ribs	○ Esophagus
<u>Upper Extremity</u>	○ Cystography/Cystourethrography
○ Thumb or Finger	○ ERCP
○ Hand	○ Myelography
○ Wrist	○ Arthrography
○	○ Hysterosalpingography
○ Forearm	<u>Head</u> – Must select at least 1
○ Elbow	○ Skull
○ Humerus	○ Paranasal Sinuses
○ Shoulder	○ Facial Bones
○ Trauma** Shoulder or Humerus (Y, Transthoracic, or Axial)	○ Orbits
○ Trauma** UE Non-Shoulder	○ Zygomatic Arches
○ Clavicle	○ Nasal Bones
○ Geriatric Upper Extremity*	○ Mandible
<u>Lower Extremity</u>	○ Temporomandibular Joints
○ Foot	<u>Additional Elective Procedures</u>
○ Ankle	○ Decubitus Chest
○ Knee	○ Decubitus Abdomen
○ Tibia-Fibula	○ Sternum
○ Femur	○ Soft Tissue Neck
○ Trauma** Lower Extremity	○ Sacroiliac Joints
○ Geriatric Lower Extremity*	○ Intravenous Urography
<u>Spine and Pelvis</u>	○
○ Cervical Spine	○ Scapula
○ Thoracic Spine	○ AC Joints
○ Lumbar Spine	○ Toes
○ Pelvis	○ Patella
○ Hip	○ Calcaneus (Os Calcis)
○ X-Table Hip	○ Sacrum/Coccyx
○ X-table Spine	○ Scoliosis Series
○ <u>Abdomen</u>	○ Pediatric Upper Extremity (6 or younger)
○ KUB	○ Pediatric Lower Extremity (6 or younger)
○ Upright Abdomen	○ Pediatric Abdomen (6 or younger)
○ <u>Surgical Studies</u>	○ Pediatric Mobile Study (6 or younger)
○ C-Arm (Requiring manipulation to obtain more than one projection)	
○ C-Arm (Requiring manipulation around a sterile field)	
○ <u>Mobile Studies</u>	
○ Portable Chest	
○ Portable Abdomen	
○ Portable Orthopedic	

**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 a Radiography faculty member or you may write your own letter.

DECLARATION OF PREGNANCY

To: _____, UNLV Radiography Program
Faculty

I am declaring that I am pregnant. I believe I became pregnant
on:
Month _____ Year _____

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

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

(Your signature)

(Your name

printed)

Addendum-13
University of Nevada Las Vegas
Radiography Program
Clinical Site Orientation

This orientation checklist must be completed during the first week of a student's rotation. Once signed, the student must return this to the UNLV Radiography program clinical coordinator.

Printed Student Name: _____

Clinical Site: _____

Place an 'X' by each item once reviewed

_____ Department Chain of Command

_____ Hospital Codes / Drills

_____ Facility Tour

_____ Infection Control Procedures
- Standard/Universal Precautions
- Isolation Procedures

_____ Safety
- Fire
- Electrical
- Chemical

_____ Incident Reports

_____ Emergency procedures
- Cart locations

_____ Parking

_____ PACS/RIS

_____ Department Procedures

_____ HIPAA

I attest that the above items were explained, and any questions were answered.

Student Signature

Date

Clinical Instructor Signature

Date

UNLV RADIOGRAPHY PROGRAM CLINICAL ACCOUNTABILITY REPORT

Reported by: _____

Date of Report:

Title/Role: _____

Supervisor/Clinical Instructor:

Student Name: _____

Supervising Technologist:

Date: _____

Time: _____

Location:

EXPLANATION OF EVENTS:

IMMEDIATE ACTION TAKEN:

FOLLOW UP ACTION:

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

Signature

Date

ADDENDUM – 15

UNLV Radiography Program
Policy Manual Acknowledgement of Review

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

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

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

Name: _____
Print

NSHE#: _____

Check the following boxes for acknowledgement:

_____ I have read and been informed of the UNLV Radiography Program Policy Manual.

_____ I agree to abide by the policy guidelines.

Student Signature

Date

Addendum 16

School of Integrated Health

Sciences Statement of

Responsibility

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

Student Signature

Date

Printed Student's Name

Date