RADIOGRAPHY SCHOOL
STUDENT HANDBOOK

Department of Allied Health
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(330) 972-6655

2016 - 2017
UNIVERSITY OF AKRON RADIOGRAPHY SCHOOL

RECEIPT OF STUDENT HANDBOOK

The undersigned Student Radiographer hereby acknowledges receipt of the University of Akron (UA) Radiography Student Handbook. The Student Radiographer declares to have read this handbook in its entirety. The Student Radiographer acknowledges to be an at-will student and that this handbook is not, in any way, a guarantee of student continuance in the UA Radiography program or a written contract of studentship between the student and UA’s Radiography program. This handbook may be changed at any time in writing by the UA Radiography program officials. The Student Radiographer understands that if they have any questions concerning material in this handbook, they may contact any of the UA Radiography program faculty for further clarification. The Student Radiographer also understands that they are responsible for all of the information contained in this handbook and that they will be expected to conform to the programs rules and regulations during their training.

________________________________________
SIGNATURE PRINT NAME DATE
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**TERMINOLOGY USED IN THIS HANDBOOK**

For the purposes of this STUDENT HANDBOOK, the following abbreviations and personnel will be assumed:

<table>
<thead>
<tr>
<th>Program Director (PD)</th>
<th>- David L. Whipple M.Ed.,R.T.(R)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Coordinator (CC)</td>
<td>- Michelle L. Rich B.S.,R.T.(R)</td>
</tr>
<tr>
<td>Clinical Instructors (CI)</td>
<td></td>
</tr>
<tr>
<td>ACH</td>
<td>- Kristina Hart A.A.S.,R.T.(R)</td>
</tr>
<tr>
<td>AGMC</td>
<td>- Lattie Fero, R.T. (R)</td>
</tr>
<tr>
<td>BCH</td>
<td>- LeeAnn Casto R.T.(R)</td>
</tr>
<tr>
<td>CHMCA</td>
<td>- Sandy Van Horn R.T.(R)</td>
</tr>
<tr>
<td>HWCW</td>
<td>- Roseann Eggleston B.A.,R.T.(R)(N)</td>
</tr>
<tr>
<td>HWCN</td>
<td>- Ann Westenbarger M.A. R.T.(R)</td>
</tr>
<tr>
<td>MVH</td>
<td>- K. Paige Schantz B.S., R.T.(R)(CT)</td>
</tr>
<tr>
<td>STH</td>
<td>- Shaunna James A.A.S., R.T.(R)(CT)</td>
</tr>
<tr>
<td>WRH</td>
<td>- Frank Nestich A.A.S., R.T.(R)</td>
</tr>
</tbody>
</table>

**Clinical Education Centers (CEC)** |  |
| AKRON CHILDREN'S HOSPITAL * |  |
| Children’s Hospital Medical Center of Akron (CHMCA) |  |
| CHMCA Mahoning Valley Hospital (MVH) |  |
| CLEVELAND CLINIC FOUNDATION (CCF) |  |
| Akron General Medical Center (AGMC) |  |
| Health & Wellness Center North (HWCN) |  |
| Health & Wellness Center West (HWCW) |  |
| SUMMA HEALTH SYSTEM (SUMMA) |  |
| Akron City Hospital (ACH) |  |
| Barberton Citizen’s Hospital (BCH) |  |
| Saint Thomas’s Hospital (STH) |  |
| Wadsworth - Rittman Hospital (WRH) |  |

**Radiology Managers:**

| ACH/STH | - Jeanette Doria |
| AGMC | - Richard White R.T. (R) |
| BCH | - Sam Courie R.T.(R) |
| CHMCA | - Noel Hairston MBA/HCF, R.T.(R) |
| HWCW | - Jeff Teitsworth B.S., R.T.(R) |
| HWCN | - Cindy Bozo R.T.(R) |
| MVH | - TBA |
| WRH | - Nancy Lawson R.T.(R) |
ABBREVIATIONS

AKRON CHILDREN’S HOSPITAL ................................................................. CHMCA *
AKRON CITY HOSPITAL ................................................................. ACH
AKRON GENERAL MEDICAL CENTER ................................................. AGMC
AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGY .................. ARRT
AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS .............. ASRT
BARBERTON CITIZEN’S HOSPITAL .................................................. BCH
CLINICAL COORDINATOR .............................................................. CC
CLINICAL EDUCATION CENTER ..................................................... CEC
CLINICAL INSTRUCTOR .................................................................. CI
CHILDREN’S HOSPITAL MEDICAL CENTER OF AKRON * .................... CHMCA
GENERAL X-RAY MACHINE OPERATOR’S EXAMINATION .................. GXMO
HEALTH & WELLNESS CENTER NORTH ........................................ HWCN
HEALTH & WELLNESS CENTER WEST ......................................... HWCW
MAHONING VALLEY HOSPITAL ...................................................... MVH
OHIO BOARD OF REGENTS ........................................................ OBR
OHIO DEPARTMENT OF HEALTH ................................................. ODH
OHIO SOCIETY OF RADIOLOGIC TECHNOLOGISTS ................. OSRT
PROGRAM DIRECTOR ................................................................. PD
SAINT JOSEPH’S COLLEGE OF MAINE .......................................... SJCME
SAINT THOMAS’S HOSPITAL ..................................................... STH
SUMMA HEALTH SYSTEM .................................................... SUMMA
UNIVERSITY OF AKRON ............................................................... UA
WADSWORTH-RITTMAN HOSPITAL ........................................... WRH

* To avoid confusion between the initials of Akron Children’s Hospital and Akron City Hospital, for the sake of this document we will be using the initials of CHMCA which are the initials of Akron Children’s Hospital former name (Children’s Hospital Medical Center of Akron) to identify any Akron Children’s Hospital associations.
PROGRAM PHILOSOPHY

I. MISSION

The University of Akron (UA) Radiography program is a comprehensive, two (2) year degree whose purpose is to provide the Student Radiographer with a high quality, customer service focused, competency-based didactic and clinical education. The UA Radiography program serves primarily a five (5) county region in Northeast Ohio and prepares Student Radiographers to become an entry-level diagnostic Radiographer as a member of the paramedical team for the overall care of a patient. Additionally, this program also includes introductory education for the advanced radiologic modalities as well as instilling life-long learning values that will help the Student Radiographer in achieving their professional and personal goals.

II. GOALS

The program implements this mission through clearly defined program goals and learning outcomes that meet and/or exceed the Standards for an Accredited Educational Program in Radiologic Sciences through the Joint Review Committee on Education in Radiologic Technology (JRCERT).

The program follows the American Society of Radiologic Technologists (ASRT) Curriculum Guide in the presentation of the Radiography content and prides itself on the professional behavior and clinical competency skills obtained by it’s graduates. Well supervised clinical rotations through all phases of the curriculum provides Student Radiographers the practical foundation to meet the job demands as an entry level Radiographer. The program goals are:

- Students will develop technical skills to be clinically competent.
- Students will communicate effectively while affirming the dignity and worth of all patients, family members, & staff.
- Students will integrate critical thinking and problem solving skills for non-routine patients & procedures.
- Students will demonstrate the importance of professional growth, development, and acquire the skills for life-long learning.
- The program will provide the healthcare community with graduate, entry-level Radiographers skilled in diagnostic imaging procedures.
III. LEARNING OUTCOMES

The profession of Radiography requires the ability to provide appropriate health care services. Radiographers are highly skilled professionals qualified by education to perform imaging examinations and accompanying responsibilities at the direction of physicians qualified to request and/or perform radiologic procedures. The degree covers twenty-four (24) consecutive months and combines classroom instruction with practical application of knowledge and skills necessary to work in a Radiology department. At the completion of the 24-month degree the Student Radiographer will have achieved the following learning outcomes.

THE STUDENT/GRADUATE WILL:

- Position & irradiate patients to visualize anatomical structures on an imaging receptor to achieve a diagnostic radiographic image (Clinical competency).
- Apply radiation protection principles for the patient, self, and others (Clinical competency).
- Demonstrate & employ verbal & written communication skills (Communication).
- Apply critical thinking skills for non-routine patients & multiple exam studies in the most efficient manner (trauma, age-specific, etc.) (Problem Solving).
- Practice clinical professionalism by integrating patient care principles consistent with the ARRT Code of Ethics & ASRT Standards of Practice (Professional Growth).
- Complete the program within the structured 24-month degree (Program Effectiveness).
- Successfully pass the ARRT national certification examination on their 1st attempt and obtain radiologic employment within twelve (12) months post-graduation (Program Effectiveness).
- The communities of interest will appraise their level of satisfaction with the program (Program Effectiveness).

SCHOOL HISTORY

The University of Akron (UA) Radiography program came about as the consolidation of multiple hospital-based Radiography programs; each local hospital had their own Radiography program which was a highly inefficient use of hospital resources. By the early part of his century most of those programs had closed. But in 2000 Akron General Medical Center (AGMC) and Summa Health Systems (SUMMA) consolidated their clinical resources with Children’s Hospital’s Medical Center (CHMCA) to form the CHMCA Radiography School. Chartered since 1958, CHMCA sponsored the program until the Summer/2016 when the program was turned over to the UA. During that time the CHMCA Radiography program was extremely successful in producing a 95% pass rate for first-time test takers on The American Registry of Radiologic Technologists (ARRT) licensing examination (the ARRT national average was only 90%).
Now a college-based Radiography program, the UA has an on-campus, energized radiographic lab and utilizes Clinical Education Centers (CEC) within AGMC, CHMCA, & SUMMA.

**RADIOPHGRAPHER JOB DESCRIPTION**  
(formerly Radiologic Technologist/X-Ray Technologist)

A Radiographer is a healthcare professional who possesses the knowledge and skills to utilize diagnostic level x-radiation and their associated instrumentation in the production of medical images of the human body and in the performance of radiologic procedures. Supervision is provided by Radiologists who are medical physicians with the specialization in the interpretation of radiologic images. The Radiographer is responsible for positioning the patient properly into the beam of the radiation source and adjusting the proper exposure techniques for the optimum image resolution with least radiation exposure to the patient.

The Radiographer is also responsible for placing proper immobilization devices and protective shielding on the patient and taking any protective measures for themselves and all other personnel in the radiation area. The length and time of exposure is calculated by the Radiographer for the diagnosis and/or treatment of the affected area.

Administration of drugs and the preparation of chemical mixtures for the visualization of radiographic structures is also required. Observation of the patient for any adverse reactions to these chemical mixtures is also a required behavior.

The Radiographer uses the proper size image receptor and technically adjusts it so as to record the maximum visualization of an anatomic structure. The primary concern during the procedure is the lessening of discomfort for the patient through the examination. The Radiographer then develops the image and is responsible for distinguishing acceptable radiographs for the Radiologist to interpret. The preparation and maintaining of records and reports is a vital concern for the Radiographer. Minor maintenance of the equipment, cleaning of the equipment, and reporting of any equipment malfunctions are also necessary duties of the Radiographer.

The Radiographer may specialize in one or more of the advanced modalities (e.g. Sonography, Mammography, Nuclear Medicine, Radiation Therapy, CT Scanning, Magnetic Resonance, Bone Densitometry, etc.). The Radiographer x-rays and works with healthy, sick, and disabled people in emergency situations, hospitals, clinics, private medical offices, or industrial environments. The Radiographer provides basic medical care and assists with emergency patient treatment as a member of the healthcare team. The examinations performed may be done so under sterile conditions so as to not increase the likelihood of infection to the patient, other medical personnel, themselves, or the general populace outside of the medical setting. The Radiographer is often on emergency call 24-hours a day.
PSYCHOMOTOR, COMMUNICATIVE, & AFFECTIVE TASK ANALYSIS

MAJOR TASKS OF JOB PERFORMANCE AND CLINICAL EDUCATION

1. Transport patients within the department and in the hospital at large.
2. Assist with patient movement and perform direct positioning for radiographic projections and procedures.
3. Provide for the patient's physical safety and well being while the patient is under the Radiographer's jurisdiction.
4. Retrieve, manipulate, and operate radiologic equipment and other associated instruments for patient imaging.
5. Prepare and use procedural materials such as: sterile drugs, contrast media’s, sterile instruments, trays, drapes, linens, and other patient care items.
6. Retrieve, secure, and dispatch radiographic image receptors or other recording mechanisms during the imaging process.
7. Process and/or retrieve radiographic images, and dispatch patient and radiographic records.
8. Evaluate radiographic images for technical accuracy and procedural determinations.
9. Provide basic life support services (CPR) when needed.
10. Secure and assist with advance life support services, where indicated.
11. Coordinate the provision of fluoroscopic and contrast media examinations, and provide physician assistance.
12. Receive/schedule patients, file radiographic images & reports, & assist with office and clerical work.
13. Perform surgical and/or mobile Radiography and operate related instrumentation.
14. Work with various radiographic units within the Radiology departments of affiliated hospitals.
15. Perform basic equipment maintenance and report any equipment malfunctions to the appropriate supervisor.
17. Show empathy for patients, families (significant others), without internalizing their pain to the point that it affects your appropriate performance in the department.
<table>
<thead>
<tr>
<th>TASKS (#) NUMBER</th>
<th>CAPABILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>SELF MOBILITY</td>
<td>Capability of safely propelling a patient-occupied wheelchair/cart alone or with assistance as available. Must be ambulatory and able to maintain a center of gravity when met with opposing forces as in lifting, supporting, and transferring a patient.</td>
</tr>
<tr>
<td>PATIENT MOBILITY</td>
<td>Ability to sight a patient for identification, positioning, imaging field placement/alignment, and image analysis. Ability to move and manipulate the body regions in order to provide patient support and to position the patient for imaging and/or treatment. Ability to work with and to observe a patient above the standard radiologic examination height of thirty-six (36) inches above the floor level.</td>
</tr>
<tr>
<td>IMAGING EQUIPMENT MANIPULATION</td>
<td>Ability to reach, manipulate, and operate mechanisms such as: Digital and Computerized Radiography imaging and treatment tables, x-ray tubes, nuclear detectors, radiotherapy equipment and related collimators, control consoles, x-ray processors, etc. at standard locations and placements.</td>
</tr>
<tr>
<td>PHARMACEUTICAL CAPABILITIES</td>
<td>Ability to handle and utilize procedural items such as pharmaceuticals, vials, syringes, sterile lines, instruments, catheters, intravenous systems, dressings, etc.</td>
</tr>
<tr>
<td>IMAGE ACCESSORIES MANIPULATION</td>
<td>Ability to handle and use image receptors (cassettes, cassette holders, pass-boxes, etc.) and other imaging mechanisms.</td>
</tr>
<tr>
<td>DARKROOM CAPABILITIES</td>
<td>Ability to use radiographic darkrooms of various standard designs and be able to load, unload, and process radiographic images.</td>
</tr>
<tr>
<td>COMMUNICATION CAPABILITIES</td>
<td>Ability to read written passages, to communicate orally, and to write. Ability to hear or lip read for reception of spoken communication.</td>
</tr>
<tr>
<td>REMOTE EQUIPMENT MOBILITY</td>
<td>Ability to propel standard mobile imaging units, and to perform procedural tasks in a routine patient room and/or surgical unit.</td>
</tr>
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</table>
Listed above are suggested task standards for a career in Radiography. As a result of surveys of other Radiography programs, we have concluded that it would be very difficult, if not impossible, to make any definitive statements regarding all capabilities and/or limitations. Accordingly, each person’s circumstances will be evaluated on a case-by-case basis to ensure that reasonable accommodations are addressed where applicable.

Do you feel that there are any psychomotor, communicative, affective, mental, or emotional limitations that you have that would restrict you from performing any of the tasks outlined?

_____ Yes  _____ No

If your answer is YES, please explain on the back side of this form.

__________________________  _______________________
Signature                   Date

PROGRAM FACULTY


MICHELLE L. RICH M.S., R.T.(R) (CLINICAL COORDINATOR) Michelle coordinates and monitors all clinical activities at all of the Clinical Education Centers (CEC), does clinical simulations of all radiographic procedures, and teaches Methods of Patient Care I & II.

CLINICAL INSTRUCTORS All of the Clinical Instructors (CI) are ARRT-certified, JRCERT-certified, and most of them have either their Associates or Bachelor’s degrees. The CI’s coordinate and directly monitor all clinical activities at their respective Clinical Education Centers (CEC). Additionally, in Clinic Class they test Student Radiographers assigned to their CEC in the radiographic positioning specific to that CEC.
CODE OF ETHICS

As approved by the:
American Society of Radiologic Technologists (ASRT)
American Registry of Radiologic Technologists (ARRT)

This code shall serve as a guide by which Radiologic Technologists may evaluate their professional conduct as it relates to patients, colleagues, other members of the medical care team, health care consumers and employers. The Code is intended to assist Radiologic Technologists in maintaining a high level of ethical conduct.

1. The Radiologic Technologist conducts himself/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

2. The Radiologic Technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.

3. The Radiologic Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination regardless of sex, race, creed, religion, or socioeconomic status.

4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purposes for which they have been designed, and employs procedures and techniques appropriately.

5. The Radiologic Technologist assesses situations, exercises care, discretion and judgement, assumes responsibility for professional decisions, and acts in the best interest of the patient.

6. The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment management of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The Radiologic Technologist utilizes equipment and accessories, employ techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in limiting the radiation exposure to the patient, self, and other members of the health care team.

8. The Radiologic Technologist practices ethical conduct appropriate to the profession, and protects the patient’s right to quality radiologic technology care.

9. The Radiologic Technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The Radiologic Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice. One means available to knowledge and skill is through professional continuing education.
GENERAL INFORMATION

CELL PHONE USAGE
Hospital Cellphone Use - Cell phones may disturb patients or other medical personnel and can be considered a violation of a patient's privacy (HIPAA violation). Therefore, it is strongly recommended that cell phones not be used inside of the hospitals (see Cell phone Policy).

Classroom Cell phone Use - Unless you are using the calculator function, cell phone use is prohibited from use while a class is in progress. Cell phones are to be either turned off or put on vibrate mode during class. During breaks cell phone usage is allowed in the classroom.

GIFTS AND GRATUITIES
Every patient is entitled to high quality service regardless of their ability to pay. Therefore, Student Radiographers conducting business on behalf of the hospitals may not accept or give gifts, gratuities, loans or favors of any kind from or to any individual, firm or corporation engaged in business with or seeking to engage in business with UA or it's CEC's. The rules on accepting of gifts and gratuities also applies to your program officials, didactic faculty, and Clinical Instructors. During the program gifts should not be purchased for any program official(s) (e.g. for birthdays, Christmas, etc.).

REST BREAKS
During your clinical assignments, you will receive a half-hour (30-minute) lunch break. However, patient care is the highest priority, and there may be times when you will be requested to take a "short" lunch. If your Clinical Instructor verifies that you didn't receive your entire lunch break, that time will be added back into your personal time-off (PTO) for use at another time. Under no circumstances are you allowed to refuse your lunch breaks without your Clinical Instructor’s permission.

SOLICITATION
Student Radiographers, individuals and/or groups are not permitted to solicit on any of the hospital premises.

VISITORS AND VISITING PATIENTS
Student Radiographers are discouraged from being on CEC premises when off-duty, other than to visit a patient, receive medical care, or with specific authorization from the program faculty. When visiting a patient, please do so during established visiting hours.
• You Visiting Patients: Use discretion when visiting patients who are friends or relatives of yours. If wanting to visit a patient while assigned to your CEC, you must check first with your CI or your floor supervisor and also the floor nurse in charge so as not to interrupt any medical procedure.

• People Visiting You: Do not invite people to your CEC during your educational experiences. If it is an emergency, a Student Radiographer may meet a visitor in the general public areas like the hallways or outside of the hospital. Visitors are not permitted in designated staff areas. If you are riding to or from the hospital with someone other than another Student Radiographer or staff member, you should arrange to meet the driver at a specified area outside the hospital. Children are not permitted to accompany you within the hospital during your educational experience.

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**ETHICS**

**PROFESSIONAL CONDUCT**

Patient and visitor impressions of the hospitals are influenced by the personnel with which they interact. All Student Radiographers are expected to conduct themselves in a respectable manner and exhibit good citizenship at all times. This includes not only following established policies and procedures, but also treating every visitor, patient, employee, and fellow Student Radiographers with courtesy and respect.

Any Student Radiographer engaging in conduct that reflects negatively upon the CEC or that is harmful to a CEC’s reputation may be subject to corrective action up to and including termination.

Another aspect of professional conduct is not disturbing patients, visitors, or other employees with loud talking or other unnecessary noise. Talking softly, wearing soft-soled shoes, and moving equipment through patient areas as quietly as possible are measures Student Radiographers can take to reduce noise within the hospitals.

**PATIENT CONFIDENTIALITY**

Based on the congressional Health Insurance Portability and Accountability Act (HIPAA), all information regarding patients is confidential and private. Student Radiographers are specifically prohibited from accessing medical records of patients about whom they have no need to know or from discussing with any other person, the specifics of any patient’s condition, treatment, or situation, unless authorized by the patient, parent(s) or legal guardian, or unless required by law to do so. This prohibition protects all patients, including employees, and/or their family members. Failure to abide by this policy may result in corrective action up to and including termination from the program. Student Radiographers should never discuss patient histories, cases, or procedures in public areas (e.g. the cafeteria, the main lobby, the gift shop, the elevators, or any other public thoroughfare area).
This policy is not meant to prohibit the appropriate exchange of information among the healthcare staff directly involved with a patient's care. However, every attempt should be made to be as discrete as possible when discussing specific cases.

- **Students** - The Radiography School establishes and maintains the confidentiality of records of all current and former Student Radiographers. No information other than transcripts and dates of education will be released to anyone without written authorization from the Student Radiographer. Student Radiographers are permitted to make an appointment to examine their educational file, excluding references, in the presence of a program official. The file may not be removed from the Radiography School.

- **Electronic** - The information contained and processed in each CEC’s Health Information System (HIS) and Radiology Information System (RIS) is proprietary and confidential. Protecting the confidentiality of the information stored on disk, hard drive, flash drive, or server is increasingly important as more information is being stored electronically. Access to these computer systems is controlled through the use of security codes and passwords. As a Student Radiography, you will have access to much of this sensitive data and are not permitted to divulge any of this data to other non-authorized individuals. Computer data containing confidential information should be stored in a locked area when not being used. To prevent unauthorized access to confidential information, signing-off (exiting) the computer system when leaving a computer terminal unattended is every Student Radiographer’s responsibility.

**PROFESSIONAL ETHICS & BEHAVIOR**

A complete course on professional ethics will given to you during your Methods of Patient Care courses. The following general items are guidelines of appropriate ethical behavior.

- Your highest priority is placing the patient's needs before anything else, including your own concerns.
- The Student Radiographer must utilize radiation protection procedures at all times.
- Radiographic equipment may only be used on patients under the direct order of a physician. Radiographic equipment may be used on a non-patient procedure (e.g. anatomical phantoms) when ordered by your Radiography faculty.
- Leave your own personal problems outside of the hospital.
- Talking to and relieving the fears of your patients is one of your largest responsibilities including soothing a crying child.
- You should feel like you are doing more than your share to comfort the patient.
- Keeping your appearance neat and clean is extremely important to prevent infection and appearing professional.
- Being enthusiastic about your career, the program, and the hospital that you are affiliated with will create a positive atmosphere for both the patients and the staff.
- Education is not a one-way street; you are equally responsible for how much you learn.
UNPROFESSIONAL BEHAVIOR

- Discussion of any personal situations, especially personal problems, in the Clinical Education Center (CEC) should never be done. Think how you would feel if a medical team was doing a procedure on you and all they talked about was "that stupid spouse of mine".
- Gossip in any form for any reason.
- Discussing patients, their families, or others, even when it means obtaining necessary information, in front of or within distance of patients or visitors.
- Wearing unkept, wrinkled, or stained uniforms or unclean shoes.
- Lack of consideration for your patient in any form.
- Abusive or profane language to the patients, families, or staff will not be tolerated.
- Eating or drinking in front of the patients or in a clinical setting.

SEXUAL HARASSMENT POLICY

Each of the hospitals expects all Student Radiographers to accomplish their educational activities in a businesslike manner with a concern for the well being of others. Any harassment is not permitted, regardless of their relationship. Any Student Radiographer who experiences conduct of a harassing nature should bring it to the attention of the program officials, your floor supervisor, the department head, or to Human Resources. All charges or complaints of discrimination will be referred immediately to the UA or CEC Human Resources Department. Any Student Radiographer violating these rules against harassment may be subject to corrective action, up to and including termination.

A. Statement of UA Sexual Harassment Policy

The university of Akron reaffirms its commitment to an academic, work, and study environment free of inappropriate and disrespectful conduct and communication in any form. All students, faculty, and staff shall be protected under the guidelines of this policy.

A copy of this policy shall be incorporated into all employee handbooks. It shall also be included in student orientation materials, including those distributed to students in professional schools. It shall also be published in scheduling materials each semester. Copies of this policy shall be available at appropriate university offices, including the office of the deans of each college, the university library, associate vice president for student affairs, the affirmative action office, the department of human resources, all other administrative offices, and other places specified by the executive director of human resources.

It shall be the policy of the university of Akron to prohibit any and all forms of sexual harassment. All students, faculty, and staff have a responsibility to assist in the enforcement of this policy, be aware of its contents, and to abide by its terms. All supervisory personnel shall insure that those who are under their supervision are aware of the policy, receive a copy of it, and shall from time to time reinforce the university's commitment to the policy. From time to time, the affirmative action office shall disseminate materials throughout the university concerning the effective prevention of sexual harassment.
By this policy, the university is providing notice that sexual harassment in any form will not be tolerated and that the procedures specified below shall be utilized to inform the university of incidents of harassment and to allow all students, faculty, and staff to prevent, report, and to eliminate sexual harassment from this campus.

B. Definitions
Sexual harassment is a form of sex discrimination which violates state and federal laws respecting both employees and students. The definitions used in this policy shall be interpreted consistent with such laws. It consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, of obtaining an education, or of obtaining educational benefits or opportunities; or
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, education, educational benefits or opportunities; or
- Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment, education, educational benefits or opportunities, or creating an intimidating, hostile or offensive employment or education environment. Any sexual harassment as defined herein is limited to conduct or communication by someone in authority, but also includes any sexual harassment as defined herein when perpetrated on any student or employee by any other student or employee.

Sexual harassment is sexual conduct that is "unwelcome." It may include, but is not limited to:

- Uninvited verbal harassment or abuse such as sexual name calling, jokes, spreading sexual rumors, leers, or overly personal conversations of a sexual nature;
- Subtle pressure for sexual activity;
- Inappropriate patting, pinching or fondling, pulling at clothes, or intentional brushing against a student's or an employee's body;
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
- Any sexually motivated unwelcome touching, cornering, or blocking an individual's movement;
- Conditioning a student's grade or academic progress on submission to sexual activity;
- Hanging or displaying inappropriate and sexually explicit pictures, posters, or drawings in the workplace;
- A pattern of conduct intended to discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following: unnecessary touching or hugging, remarks of a sexual nature about a person's clothing or body, or remarks about sexual activity or speculations about previous sexual experience.
The university recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal social relationship without a discriminatory effect requires a determination based on all the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties and all others who are concerned. This policy shall not be used to bring frivolous or malicious charges against fellow students, faculty members, or employees. Such charges may result in discipline against the offending individual pursuant to applicable university disciplinary procedures.

C. Retaliation
Under this policy, retaliation is defined as the undertaking of adverse action against students or employees for the exercise of rights under this policy; or for having brought forward a charge of discrimination or sexual harassment, testified, assisted, or participated in any manner in an investigation or hearing or other proceeding under this policy or pursuant to procedures provided by law. The exercise of such legally protected rights shall not reflect upon an individual's status or affect future employment, grades, or assignments when such exercise is pursuant to the terms set forth in this policy.

D. Responsibility
All persons affiliated with the university have a responsibility to actively oversee and implement this policy. The affirmative action officer shall facilitate and administer this policy consistent with the terms set forth herein and consistent with the state and federal rules, regulations, and laws governing this institution.

Any person who believes he or she has been the victim of sexual harassment by an employee, student, or visitor of the university, or any third person with knowledge or belief of such conduct, should report the alleged acts immediately to a university official listed in paragraph (e) of this rule.

Employees and students should make clear through affirmative conduct and/or verbal statements to an alleged harasser that such conduct is unwelcome and uninvited and should cease immediately. However, the employee's or student's inability to do so does not, in itself, negate the validity of the offensiveness of the conduct alleged.

E. Investigating Reporting and Procedures

Persons who believe they are the victim of sexual harassment have the right to file a complaint. Such complaints should be filed as quickly as possible, but not later than one hundred twenty (120) days after the incident in question, utilizing either the informal or formal procedures outlined below.

However, any sexual conduct defined as criminal conduct in accordance with Title XXIX of the Revised Code shall be handled by the formal procedures outlined herein. The university reserves the right to refer such complaints to the appropriate external agency, including the prosecutor, police, or other appropriate investigative agency.
Informal procedures. Those desiring to file complaints are strongly encouraged to utilize the procedures outlined below:

- Any complainant who is an employee should contact his or her immediate supervisor, or if the supervisor is the alleged perpetrator or unavailable, the vice president or head of the administrative unit;
- Any complainant who is a student should contact immediately the dean of the student's college or the assistant vice president for student affairs;
- The complainant may also contact the affirmative action officer directly;
- Third persons referenced in paragraph (d) of this rule should contact any of the above-listed officials;
- University personnel contacted about an incident or informal complaint of sexual harassment must report the incident/complaint to the affirmative action officer as soon as possible. The affirmative action officer shall be appraised of patterns of incidents or complaints as they may develop;
- The affirmative action officer and the university official listed above shall promptly investigate and then attempt to resolve the complaint in cooperation with the university representative originally contacted when appropriate.

Formal procedures

- Should informal procedures not produce a resolution satisfactory to the complainant, the complainant has the right to file a formal written complaint with the affirmative action officer.
- Upon receiving a formal complaint, the affirmative action officer shall inform the alleged offender of the allegation and of the identity of the complainant. A written statement of the complaint shall be given to both parties. The affirmative action officer shall then conduct an investigation and fully inform the complainant and the accused of the results thereof.

F. Resolution of a Complaint

There shall be an aggressive effort on the part of all parties involved to resolve informal or formal complaints promptly.

Resolution of an informal complaint by the appropriate administrative person and/or the affirmative action officer shall occur within thirty calendar days of submission of complaint. For a formal complaint, the affirmative action officer shall report the results of his/her investigation and any recommendation within sixty (60) calendar days.

Any faculty or staff person accused of sexual harassment is entitled to due process as specified in the faculty or staff manual or applicable collective bargaining agreement. Any student accused of sexual harassment is entitled to due process in accordance with established university disciplinary procedures applicable to students.
If the affirmative action officer, based on his or her findings, concludes that there is a substantial likelihood that sexual harassment has taken place, these findings shall be forwarded immediately to the accused's supervisor along with a recommendation for disciplinary action.

Violators of this policy may incur a variety of sanctions which may include, but are not limited to, referral for counseling, written or oral reprimands, suspension with or without pay, termination, or referral to the criminal justice system.

Nothing contained herein shall be deemed to restrict or otherwise prohibit the complainant from filing a complaint with an appropriate external governmental agency, nor shall this policy be deemed as discouraging individuals from seeking legal counsel. It shall, however, be the responsibility of such individuals to meet any agency filing deadlines.

In the event allegations are not substantiated, reasonable steps shall be taken to ensure that the accused suffers no damage to his/her reputation which may have been caused by the proceedings. Any complainant found to be dishonest in making allegations or who has been found to have made them maliciously, shall be subject to university disciplinary action.

G. Confidentiality

All complaints of sexual harassment shall be considered confidential and only those persons necessary for the investigation and resolution of the complaints will be given information about them. The university will respect the confidentiality of the complainant and the individual against whom the complaint is filed as much as possible consistent with the university's legal obligations to protect the rights and security of its employees and students.

PATIENT-STUDENT RELATIONSHIPS

The UA deeply values its reputation of having a caring culture and it is expected that all care providers establish a professional and sincere caring relationship. Social relationships are prohibited with patients either while an active patient or following discharge. Under no circumstances should any Student Radiographer date, visit, or foster a social relationship with any patient, or attempt to establish such a relationship. Such behavior is considered highly unprofessional and could be interpreted as exploitation of a patient. Any Student Radiographer engaging in such behavior may be subject to corrective action up to and including termination.
HEALTH POLICIES

IMMUNIZATIONS SCREENING
While you are not required to obtain a pre-program physical, the UA recommends that you consider getting a physical examination to assure your good health prior to the program. You will be coming in contact with many types of infectious diseases and it is in your best interest to be at peak resistance.

The CEC’s do require complete and verifiable immunization records that documents your immunity to measles, mumps, chicken pox, hepatitis, and polio prior to having any patient contact. Your documentation will be reviewed by the UA (or their designate) Employee Health Nurse prior to the start of the program. If your records are in compliance, you will be cleared for patient contact. If your records are not in compliance, additional immunization shots may be required prior to you having any patient contact (see Health & Immunization policy).

DRUG SCREENING
As part of the immunization screening, all Student Radiographers must pass a drug, alcohol, & nicotine screening prior to their first day of orientation. The intent of the screening is to detect the use of alcohol, illegal drugs, nicotine, and other prescription-controlled substances not specifically prescribed for the applicant by a registered physician for a specific medical treatment or which are not being used in accordance with the prescribed treatment. A Student Radiographer will not be allowed to continue their educational experience as a result of a positive drug/alcohol screening or a student’s refusal to undergo testing.

While it is not the intent of UA to intrude into the private lives of its students, the CEC’s requires that Student Radiographers report to their educational assignments in a condition allowing them to perform their duties safely and efficiently. The CEC’s Substance Abuse & Testing Policies have been adopted to attempt to maintain a safe and efficient workplace, and to promote the health and welfare of its patients, visitors, Student Radiographers, and employees. The CEC’s prohibit all personnel, while on CEC premises or while conducting CEC business off premises from using, possessing, selling or being under the influence of:

- illegal drugs (e.g., marijuana (THC Metabolite), cocaine, amphetamines, opiates (including heroin), phencyclidine (PCP)
- alcohol
- nicotine
- prescription-controlled substances which have not been specifically prescribed, for the Student Radiographer, by a registered physician for a specific medical treatment
prescription-controlled substances, prescribed for the Student Radiographer by a registered physician, which are not being used in accordance with the prescribed treatment.

The CEC’s also prohibit “off-the-job” use of drugs or alcohol which adversely affects a Student Radiographer’s performance or which jeopardizes the safety of persons or property at any of the CEC’s. In conformance with the Drug Free Workplace Act of 1988, the unlawful manufacture, distribution or dispensation of a controlled substance on CEC premises or while conducting CEC business off premises is prohibited. Violation of this regulation will result in corrective action up to and including termination and may have legal consequences. In addition, Student Radiographers must notify the UA Human Resources Department, within five (5) days, of any criminal drug statute conviction or violation occurring on CEC premises or while conducting CEC business off premises.

The UA supports rehabilitation rather than termination of Student Radiographers with drug and alcohol problems. The UA will provide a list of support groups which provide confidential assistance for Student Radiographers with drug and/or alcohol problems.

Fitness for Duty Evaluation: If after observation, a Student Radiographer is suspected of being unable to safely and adequately perform position duties, your CI or your floor supervisor, with authorization from your CEC’s Employee Health, may request the Student Radiographer submit to a Fitness for Duty Evaluation, which includes a drug and alcohol screening. Refusal by the Student Radiographer to undergo a Fitness for Duty Evaluation may result in termination.

Return to School Agreement: Student Radiographers entering into a drug or alcohol rehabilitation program must sign a “Return to School Agreement”, prior to beginning treatment. Among the conditions outlined by this contract is an agreement to submit to random drug and/or alcohol screens when the Student Radiographer returns to their educational assignments after completion of the treatment program. A positive drug and/or alcohol screen or any other violation of the CEC’s Substance Abuse & Testing Policy will be grounds for immediate termination.

SECURITY SCREENING

In addition to your immunization screening and drug screening, you will be directed to the Security Department who will take your fingerprints and submit them to the Federal Bureau of Investigation (FBI) and the Ohio Bureau of Criminal Investigation (BCI) to be reviewed and to confirm that there are no disqualifying convictions and/or pending legal actions under ORC 2151.86. Because certain violations prohibit a person from performing their educational experiences in the affiliated hospital, based on the results of these reports you may/may not be allowed to continue in the program.

INFLUENZA VACCINATION

According to the Center for Disease Control (CDC) and other healthcare organizations, the annual influenza vaccine is strongly recommended for healthcare workers, not only to protect themselves, but also to reduce the chance of spreading influenza to vulnerable patients, families and their coworkers.
All of the affiliated CEC's have a mandatory requirement of an annual influenza vaccine for all staff, vendors, and students. The annual vaccine is available to Student Radiographers free of charge at your CEC. Student Radiographers who decline the annual vaccine will NOT be allowed to continue in the program.

**COMMUNICABLE DISEASE**

Health care personnel must exercise a constant vigilance to insure that the spread of infectious diseases is prevented. As Student Radiographers, you will be involved in direct patient care and in the preparation of sterile supplies. You have a special obligation to insure that you are aware of the protective measures for both you and the patients that you come in contact with and follow those guidelines at all times. The mission of providing the best quality health care requires that all hospital personnel understand this obligation.

**SMOKING**

All of the CEC's prohibit smoking and/or the using of tobacco products anywhere within their buildings or their grounds. This policy applies to all hospital property, either owned or leased (including parking lots). The UA College of Health Professions Non-Smoking Policy states:

- The College of Health Professions states in its mission that we support human health and wellness. Smoking, in any form, is harmful and therefore cannot be supported in our mission of well being. Therefore as of January 1, 2014, The College of Health Professions and each of its Schools, prohibits tobacco use in all its forms including smokeless tobacco and smoking through any method (cigarettes, cigars, pipes and any similar devices). This policy also applies to e-cigarettes. This policy is intended for the College of Health Profession’s classrooms, labs and clinics where our schools are located.

Student Radiographers will be tested for nicotine at the time of their pre-program physical. If a Student Radiographer reports to their clinical assignment smelling of smoke, they will be sent home to clean up and this time will be deducted from their PTO bank. As an example, here are the smoking guidelines that the CHMCA Security Department will apply:
## TOBACCO-RELATED OFFENSES

<table>
<thead>
<tr>
<th>Nature of Offense</th>
<th>guidelines</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
<th>Fourth Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smoking outside ON property (including in vehicle)</td>
<td>Ask smoker to cease; citation will be issued and copy sent to program faculty</td>
<td>if smoker complies - Written Counseling</td>
<td>Written Warning</td>
<td>Final Warning</td>
<td>Dismissal</td>
</tr>
<tr>
<td>Smoking outside ON property (including in vehicle)</td>
<td>Ask smoker to cease; citation will be issued and copy sent to program faculty</td>
<td>if smoker is non-compliant - Written Warning</td>
<td>Final Warning</td>
<td>Dismissal</td>
<td>N/A</td>
</tr>
<tr>
<td>Smoking OFF property</td>
<td>Reported to program faculty</td>
<td>Written Counseling</td>
<td>Written Warning</td>
<td>Final Warning</td>
<td>Dismissal</td>
</tr>
<tr>
<td>Smoking inside buildings</td>
<td>Ask smoker to cease; citation will be issued and copy sent to program faculty</td>
<td>Immediate dismissal</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Student smells of smoke</td>
<td>Reported to program faculty</td>
<td>Written Counseling</td>
<td>Written Warning</td>
<td>Final Warning</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

## MEDICAL MALPRACTICE INSURANCE

Documentation of medical insurance may be required to attend your CEC. As an educational institution, UA does NOT offer medical insurance for the Student Radiographer's educational experience. Therefore, each Student Radiographer is responsible for obtaining their own medical insurance. If a Student Radiographer desires to purchase medical insurance, contact the UA Health Services Department @ (330) 972-7808 for insurance options.
PROGRAM COSTS

UA TUITION & OTHER FEES

• Tuition Fees - In any college degree, core (technical) courses are the specific classes that define that degree while general education (non-technical) courses are the pre-requisite and foundation courses. In the sixty-five (65) credit hour UA Associate Degree in Radiologic Technology there are thirty-one (31) credit hours of core (technical) courses and thirty-four (34) credit hours of general education (non-technical) courses. Each University of Akron (UA) credit hour of class you are invoiced for includes several charges (all of these may/may not apply to you):
  ○ Instructional Fees - covers the actual educational cost of the class
  ○ General Fees - the non-academic, administrative costs
  ○ Facility Fees - for access to the sports facilities
  ○ Out-of-State Surcharge and/or New Student Surcharge
  ○ Technology Fees - for the use of technical equipment (e.g. computers, printers, etc.)
• Screening Fee - The pre-school physical includes (a) fingerprinting, (b) drug screening and (c) an immunization check. This non-refundable fee is submitted with your program acceptance forms. With the exception of this non-refundable fee, all other Radiography program fees are invoiced for by the UA with payments being made directly to the UA in four (4) time periods; Summer I, Fall I, Spring I, Summer II semester increments. Your first installment will be due before the summer session begin in June.
• Parking Fees - The UA will be charging you a parking fee every semester to allow you access to the UA facilities and for taking some tests on campus. There are currently NO parking fees required for UA or any of it’s Clinical Education Centers (CEC).
• Textbooks - The cost listed below is an estimation of what your textbooks will cost for the Radiography component of the degree.
• Medical Liability Insurance - An annual multi-million dollar, medical liability insurance policy must be purchased by you to protect you from liability during the program. The cost for this premium will be added to your UA invoice. However, this policy is only valid if you are acting within the scope of your duties.
• E-Value Electronic Records - In an attempt to reduce our carbon footprint, the program utilizes a web-based healthcare educational database that will house a master scheduler, your performance evaluations, documentation warehouse for your clinical accomplishments, a user-defined electronic portfolio, attendance & time tracker. There is an annual fee for this product.
• Uniforms & Incidentals: You must also purchase appropriate hospital uniforms which must be worn to your assigned CEC’s (see Dress Code Policy) and a set of radiopaque lead markers. It is NOT recommended that you purchase any uniforms supplies until after our pre-orientation class in April. Due to the wide range of prices, styles, and preferences of uniforms, no cost projections are given for this category.
## UA Program Cost Analysis
(projected costs based on UA Spring/2016 fee schedule)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COST</th>
<th>CREDIT HOURS OR FREQUENCY</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHIO RESIDENT FEES</td>
<td>$337.80</td>
<td>41</td>
<td>$13,849.80</td>
</tr>
<tr>
<td>PROJECTED TEXTBOOKS</td>
<td>$400.00</td>
<td>1</td>
<td>$400.00</td>
</tr>
<tr>
<td>PRE-SCHOOL SCREENING FEE</td>
<td>$75.00</td>
<td>1</td>
<td>$75.00</td>
</tr>
<tr>
<td>MEDICAL LIABILITY INSURANCE</td>
<td>$50.00</td>
<td>1</td>
<td>$50.00</td>
</tr>
<tr>
<td>E-VALUE ELECTRONIC DATABASE</td>
<td>$150.00</td>
<td>1</td>
<td>$150.00</td>
</tr>
<tr>
<td>RADIOPAQUE LEAD MARKERS</td>
<td>$10.00</td>
<td>2</td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>TOTAL PROJECTED PROGRAM COSTS</strong></td>
<td></td>
<td></td>
<td><strong>$14,544.80</strong></td>
</tr>
</tbody>
</table>

## FINANCIAL AID

- **UA Financial Aid Department** - The UA offers full-time financial aid and grant programs for Student Radiographers who have been accepted into our Radiography program. Information concerning these programs can be obtained from the University of Akron's Financial Aid Department located in the Student Affairs Building (Simmons Hall (330) 972-7032).

- **UA Installment Payment Plan (IPP)** - You can make a single, lump sum payment to UA within thirty (30) days of the UA tuition deadline. Alternatively, you can choose to use the IPP plan payments may be made in 50% increments over a two (2) month period.

- **Your Responsibilities**: Student Radiographers who have not paid in full their UA invoice by the end of each billing period will not be allowed to attend UA classes or CEC clinical's until your invoice is paid in full. Additionally, PTO time will deducted from your account until your invoice is paid in full. At the time of graduation Student Radiographers must return all hospital ID’s, hospital parking passes, radiation monitoring badges, and hospital uniforms. Student Radiographers with outstanding UA fees or hospital materials at the time of graduation will not be issued their degree until your fees are paid in full and/or your hospital materials have been returned.

- **Tuition Refund Policy**: With the exception of the non-refundable screening fee, the published UA refund policy will apply to tuition refunds.
PERCENTAGE OF REFUND

<table>
<thead>
<tr>
<th>Period of the UA Semester</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up through the 7th day</td>
<td>100%</td>
</tr>
<tr>
<td>Day 8–14 of the UA semester</td>
<td>70%</td>
</tr>
<tr>
<td>Day 15–21 of the UA semester</td>
<td>50%</td>
</tr>
<tr>
<td>Day 22–28 of the UA semester</td>
<td>30%</td>
</tr>
<tr>
<td>Day 29–25 of the UA semester</td>
<td>20%</td>
</tr>
<tr>
<td>Day 36 or after of the UA semester</td>
<td>0%</td>
</tr>
</tbody>
</table>

SCHOOLING

ATTENDANCE

Developing responsible attendance habits are an essential component of your educational experience. If you will be late or absent to any of your clinical assignments because of an illness or emergency, you must notify the program officials ASAP. If you have to leave your clinical assignment early, you must also request permission from the program officials in advance. If you are going to be absent for more than a day, you must keep the program officials informed of your progress and projected date of return. Excessive absenteeism will be subject to corrective actions (see Attendance Policy).

GRADUATION

After successfully completing all of your UA graduation requirements and tested-out on the American Registry of Radiologic Technologists (ARRT) mandatory/elective clinical competencies, you will receive your UA Associate of Applied Science Degree in Radiologic Technology (unless completion of UA courses and/or financial obligations are still pending). You must graduate from the UA to be eligible to sit for the ARRT certification examination.

CLINICAL STUDENT SUPERVISION

- Direct Supervision: At the beginning of your training, you will only perform procedures under direct supervision of a program official or qualified Radiographer. Direct supervision is defined as the following:
  - A qualified Radiographer will review the patient's examination in relation to your level of achievement
  - A qualified Radiographer will evaluate the condition of the patient in relation to your knowledge
A qualified Radiographer will be physically present during the conduct of the procedure
A qualified Radiographer will review and approve the procedure and/or image.
After observing and assisting on a specific procedure (e.g. wrist examination), you may wish to "test out" on a patient requested for that procedure. You do this by contacting the Clinical Coordinator, your Clinical Instructor, or only in their absence, a Staff Radiographer who will oversee and grade your performance for the entire exam. Your performance will be documented on an "ON SITE EVALUATION" form. If you must pass all aspects of the procedure, you will be considered competent for that specific procedure.

Indirect Supervision: If you have demonstrated competency in a specific procedure (successfully tested out of a procedure), you are now permitted to perform future requests for that specific procedure under indirect supervision. Indirect supervision is defined as:
A qualified Radiographer is immediately available to assist you regardless of your level of student achievement. Immediately available is interpreted as the physical presence of a qualified Radiographer adjacent to the room or location where the radiographic procedure is being performed. Immediately available does NOT include any form of electronic means (e.g. intercoms, beepers, cell phones, etc.).

Unsatisfactory Radiographs: If you ever have to repeat any image that was performed while under indirect supervision, you must repeat that image only under the direct supervision of a qualified Radiographer who will approve the Student Radiographer’s procedure prior to re-exposure. This includes examinations for which you have previously completed a passing evaluation or test-out on. This rule applies to both 1st and 2nd year Student Radiographers.

Supervision of Students on Portables: Regardless of your level of competency, all Student Radiographers must perform at all times under direct supervision of a qualified Radiographer while on portable radiographic examinations.

COURSE SYLLABUS AND OBJECTIVES

Syllabus: At the beginning of each course, a course syllabus will be given to you outlining the general purpose of that course, general overview of the course content, the testing procedures used for that particular course, and supportive bibliography.

Lesson Plan: A course will usually include several modules and for each modules a lesson plan will be given to you. Included at the end of each lesson plan are the reading assignments for that particular module and objectives that you will need to master to pass the examination on that module. Lesson plans are in a sequential outline form of the instructor’s notes that you will need to fill in the blanks during the instructor’s lectures. Each lesson plan builds on the previous study guide and when completed, the lesson plan will be an exact duplicate of the instructor's notes. This gives you a logically-structured and excellent learning packet for studying for the ARRT Radiography certification examination.
EVALUATION

Periodically the Student Radiographer will receive a performance evaluation. The purpose of this performance evaluation is to:

- assess the number and quality of completed clinical competencies
- ensure that the Student Radiographer is performing their tasks and responsibilities effectively and in a manner that is consistent with the program’s mission and goals
- provide feedback to the Student Radiographer regarding overall performance
- review the Student Radiographer’s transcript, attendance, and radiation records

The process and effect the performance evaluation has on the Student Radiographer’s clinical grade will be discussed in detail during the initial weeks of the program.

GRADUATION REQUIREMENTS

To graduate from the UA Radiography program the following minimum graduation requirements are mandated:

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>MINIMUM REQUIREMENT</th>
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<tbody>
<tr>
<td>UA CORE COURSE (DIDACTIC) GRADES</td>
<td>overall class grade of “C+” (GPA 2.3)</td>
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<tr>
<td>CLINICAL EDUCATION GRADES</td>
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<tr>
<td>TUITION</td>
<td>paid in full before diploma is released</td>
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<tr>
<td>CLINICAL TEST-OUTS</td>
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<tr>
<td></td>
<td>(includes the</td>
</tr>
<tr>
<td></td>
<td>50% of the elective examinations *</td>
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</table>

* All of the ARRT mandatory & elective examinations must be completed before the Program Director can sign off on the Student Radiographer’s ARRT registry certification application. Student Radiographers who have not completed their mandatory and elective examinations before the final semester of the program will not be scheduled into any advanced modalities rotations. A Student Radiographer who fails to complete all graduation requirements by the date of the graduation ceremony will remain in the program until all requirements have been met. However, this will also postpone the student’s graduation from the UA as well.
GUIDANCE AND ASSISTANCE
Student Radiographer guidance is ALWAYS available, including assisting you in understanding any academic or clinical material, or in interpreting program polices and procedures. Do not hesitate to ask questions about any difficulty that you may be having. Academic tutoring is available for any courses including the UA classes. Counseling for any personal problem you might have are kept in the strictest confidence. However, due to the accelerated pace of the program, do not wait too long for help and get too far behind. All of the program faculty are eager to help and/or tutor you. So take advantage of this situation.

JRCERT ACCREDITATION
The Joint Review Committee on Education in Radiologic Technology (JRCERT) is a sub-committee of the U.S. Department of Education (USDE) and accredits the UA Radiography program (tentative program #3004). Verification of the UA's accreditation can be obtained by going to the JRCERT website http://www.jrcert.org/. The JRCERT sets up the educational guidelines for all Radiography programs. These guidelines are called the Standards and are available on the JRCERT website at http://www.jrcert.org/programs-faculty/jrcert-standards/. The Standards not only give the program the guidelines for obtaining and maintaining accreditation, but also provide Student Radiographers an avenue for submitting an allegation of non-compliance if a program is not abiding by the Standards.

PART-TIME STUDENTS
While completing pre-requisites can be done part-time, once beginning the UA Radiography program the program is based on a full-time, approximately 30-40 hour/week schedule, Mondays-Fridays and no part-time enrollment is allowed. This schedule is based on five (5) days/week of:

- two (2) days/week of didactic classes at the UA
- three (3) days/week of clinical rotations at a Clinical Education Center (CEC)

PERSONAL INFORMATION CHANGES
As a member of UA’s health care team, the program must have current personal data for all Student Radiographers. Students changing any of these must notify the Radiography School in writing of:

- your new name (in the case of a marital change the spouse’s name is also requested)*
- your new address
- your new telephone number
- the effective date of the change

* A Student Radiographer whose name has changed will also be required to obtain a new photo identification badge from their CEC Security Department.
POST-GRADUATE REGISTRATION

- ARRT: If all ARRT competencies have been met, the Student Radiographer will be eligible to apply for the American Registry of Radiologic Technology's (ARRT) certification examination. This post-graduation "license to practice" is a crucial component for the graduate Radiographer's job prospects and advancements. The entire educational program here at UA is geared towards the graduate Radiographer's successful completion of this examination. Upon successfully passing the ARRT examination (=> 75% scaled score), the graduate Radiographer would be given the title of Radiologic Technologist (R.T.) registered in the category of Radiography (R). This registration is acknowledged not only in the United States, but is also recognized by many other countries including the British Commonwealth (e.g. England, Canada, Australia, etc.). Although additional regional testing may be required by certain states or countries, you should be well prepared for successfully passing those examinations after passing the ARRT certification examination.

- Advanced ARRT Certification: Post-graduate studies in the advanced modalities of Radiologic Technology may also require certification by the ARRT. For example, a registered Radiographer R.T.(R), could also become a registered Radiation Therapist and their new title would read as follows: R.T.(R)(T); thus showing that in the field of Radiologic Technology they are registered in both Radiography and Radiation Therapy. There are multiple modalities that one can seek in the field of Radiologic Technology.

- ODH: Here in Ohio a state license issued by the Ohio Department of Health (ODH) is also required for you to practice as a Radiographer. The ODH recognizes the ARRT certification and to obtain the ODH license, you simply submit (a) an ODH application, (b) the required application fee and (c) a copy of your ARRT certificate and the ODH will issue an Ohio license. Most states require some form of state license as well as the national license.

- Continuing Education: To maintain both your ARRT & ODH licenses, all Radiologic Technologists are required to continue their studies of the profession to keep abreast of new advances in medical techniques and equipment. Mandatory continuing education is required of all professionals working within the medical field. These credits are available to you through multiple sources (e.g. professional society meetings, hospital in-services, at-home videos or workbooks, internet, etc.) To renew your registration you will be required to obtain in a two (2) year time period the following minimum number of approved continuing education credits (CEC):
  - ARRT renewal - twenty-four (24) credits/biennium
  - ODH renewal - twelve (12) credits/biennium

ADVANCED EDUCATION

Radiography education is merely the foundation stepping stone to many exciting advanced radiologic modalities including:
  - Computed Tomography
A student in good standing is given the opportunity during the final semester of the program to visit a select number of the advanced modalities that interest them. You will not be assigned to those areas long enough to master any of those modalities; you are there just to get a “flavor” of what they are about to help you make your career decisions after you graduate. The UA affiliated hospitals are associated with many of the post-graduate, advanced modality programs here in northeast Ohio.

Additionally, there are many educational advancements opportunities as well with the most common directions taken in the fields of business administration, education, sales, and marketing. To help you meet those ends, you can continue towards advanced degrees not only the UA, but Saint Joseph’s College of Maine (SJCME) which offers an online degrees for graduates whose employment hours limits their ability to attend physical classes.

**PROFESSIONAL ACTIVITIES**

The school encourages Student Radiographer participation in the professional organizations that support the field of Radiologic Technology. These organizations provide many continuing education opportunities that are required for the yearly renewal of your ARRT registration. There are currently two (2) national and/or regional organizations available to you:

- The American Society of Radiologic Technologists (ASRT)
- The Ohio Society of Radiologic Technologists (OSRT)

**RESIGNATION**

Although the Radiography School regrets losing a Student Radiographer, we recognize the you may find it necessary to resign. In an attempt to consider all options, please talk to the Program Director before making this kind of final decision. Should conditions force you to resign, you must inform us of the date you will terminate in writing to the Program Director. To complete the process you must also return all hospital property (e.g. ID cards, any hospital scrubs, pay any outstanding bills, etc.) before your transcripts will be released.
SCHEDULES

- Classroom & Clinical Assignments - The Student Radiographer has alternating didactic (class) & clinical assignments that equate to approximately 30-40 hours/week. The majority of all classes are held on the UA campus. All of your clinical assignments will be at your designated Clinical Education Center (CEC). Due to the unique educational opportunities with the UA Radiography program some travel may be required (a maximum of sixty (60) miles one way). The purpose for rotating you to these other CEC’s is that you will encounter unique types of patients as well as unique kinds of radiographic equipment/procedures. This will increase your marketability upon graduation. You are ultimately responsible for being at your assignment at the right time.

|                         | 1ST YEAR STUDENTS |                         | 2ND YEAR STUDENTS |                         |
|-------------------------|-------------------|-------------------------|-------------------|
| ITEM                    | TIME              | DAYS                    | ITEM              | TIME              | DAYS |
| Class Days              | Variable          | M & W                   | Class Days        | Variable          | T & TH|
| Clinical Days           | 8:00 AM - 4:00 PM | T, TH, & F              | Clinical Days     | 8:00 AM - 4:00 PM | M, W, & F|

- UA Annual Schedule- The UA publishes and annual schedule that defines each semester and the associated breaks.
- Didactic Schedules - Each didactic syllabus for each Radiography course will include a class schedule that includes the testing periods for each examination that will occur during that semester. The PD or CC who teaches that course will give you that schedule.
- Clinical Schedules - Clinical schedules for each semester are developed and distributed by the CC. Additionally, this schedule is usually posted at two (2) locations; the CEC Quality Control area and/or on the CEC CI’s office.
- Holidays and Off-Hours Shifts - Student Radiographers are not required to rotate onto any holiday and/or any off-hour (evening or weekend) shifts. However, if a student is trying to improve their clinical skills or has fallen behind, they may volunteer to come in on off-hour clinical rotations (they may not come in on holidays).
- Calling off from a Scheduled Clinical Assignment - Student Radiographers must contact two (2) people prior to their scheduled clinical assignment to report any illness/problems that will affect their attendance or punctuality. Call offs (by phone or by e-mail) made before 12:00 AM of the day you are scheduled will be classified as personal time off, while call offs made after 12:00 PM will be classified as an absence.
  - Initially notify your CI or the floor supervisor at your assigned CEC that you are calling off.
  - Secondly, the Student Radiographer needs to call or e-mail the Clinical Coordinator as well.
The Clinical Coordinator's phone has Phone Mail answering service which will record any messages plus the time and date that they were recorded. To contact her:
- Michelle Rich (Clinical Coordinator)
- phone: (330) 543-8102
- e-mail: mrich2@UA.org

**IF YOU ARE ASSIGNED TO: CALL OFF TO YOUR:**
- Classroom No call off is required
- your assigned CEC CC & your CEC CI or floor supervisor
- an affiliating CEC CC & your affiliate CEC CI or floor supervisor

**TRANSFERS/ADVANCED PLACEMENT**

Due to the wide variations in curriculum design and their presentation, the UA Radiography program currently does not offer advanced placement or transfers into the UA Radiography program. Transfer of credit policies regarding general education and pre-requisite core courses are covered under policies established by the UA. In the event, however, of a "catastrophic" situation with another Radiography programs, advanced placement would possibly be considered by the UA Radiography School under the following conditions:

- The Radiography program that the student is transferring from must have be in good standing and was currently accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).
- The Student Radiographer must meet all of the minimum admission requirements of the UA Radiography program.
- The Student Radiographer must be in good standing, both academically and clinically, in the Radiography program that they are transferring from.
- The Student Radiographer’s transfer to the UA program must not cause the total enrollment to exceed the program’s established maximum allowable enrollment.
- Both the time & level of the placement will be at the sole discretion of the UA Radiography program. In determining level of placement, UA may administer an examination to determine the documented educational level of the Student Radiographer (chronological educational level is not utilized).
SAFETY AND SECURITY

SAFETY

Safety is a primary concern within UA and each Clinical Education Center (CEC). Personal, patient and environmental safety is everyone’s responsibility. Comprehensive safety education begins in the 1st semester of the program. All Student Radiographers must follow safety policies, reporting all injuries and accidents, broken/ malfunctioning equipment, or unsafe conditions upon discovery and by knowing all emergency procedures. All clinical areas are to be kept clean and orderly. Floors must be dry, furniture in good repair and machines and equipment in proper working order. Incident reports must be completed for all unusual occurrences. Safety manuals are located at each Clinical Education Center (CEC). All Student Radiographers are expected to become familiar with the emergency procedures for their assigned CEC and mandatory attendance at a CEC-sponsored safety events are frequently required.

SECURITY

The Clinical Education Center (CEC) Security Departments exists to ensure a safe and secure environment for patients, visitors, Student Radiographers, and employees. Security measures everyone can take include keeping personal valuables in a safe place, taking proper precautions with hospital equipment, not admitting non-employees into key card limited entrances, directing visitors without identification tags to an information desk, reporting any suspicious or unauthorized persons in patient or employee areas to the Security Department, and reporting thefts or other crimes to the program officials or your floor supervisor.

Possible means that the Security Departments may use to protect the rights and physical property of employees, Student Radiographers, patients, and visitors include, but are not limited to, locker, desk, bag and package inspections and prosecution of anyone found guilty of theft, property damage, harassment or any other similar illegal or unacceptable behavior.

EMERGENCY CODES & NUMBERS

In an emergency situation it is essential that all personnel be alerted in a manner that does not cause undue alarm to patients or visitors. To initiate an Emergency page, dial the appropriate number (see below) on any hospital phone and an operator will answer immediately. QUICKLY, BUT CALMLY describe the situation (preferably the emergency code to the operator. The operator will announce that emergency code on the overall page system throughout the hospital (emergency codes are used on the overall page system to alert hospital personnel of emergency situations without alarming the general public within the hospital). If you know the emergency code, state the code and the location to the operator.
The purpose of the code form is to not alarm the general public and limit the possibility of creating a more inflammatory situation. While most emergency codes are standardized in Ohio, some additional emergency codes are unique to specific CEC’s. Therefore, you will need to memorize all of the following Ohio Standardized Emergency Codes AND memorize any additional emergency codes specific to your assigned Clinical Education Center (CEC).

**EMERGENCY CODES**

- Ohio Standardized Emergency Codes
  - “Code Blue” - adult medical emergency
  - “Code Pink” - pediatric medical emergency
  - "Code Black" - bomb or bomb threat
  - "Code Red" - fire
  - "Code Violet" - violent or combative patient or person
  - "Code Gray" - severe weather
  - "Code Yellow" - external disaster
    - Level I - 7-11 patients
    - Level II - 12-18 patients
    - Level III - 19+ patients
  - “Code Internal” - internal disaster
  - "Code Silver" - person with weapon and/or hostage situation
  - “Code Orange” - hazardous material spill or release
  - "Code Adam" - infant or child abduction
  - “Code Brown” - missing adult patient

- AGMC, HWCW, & HWCN Additional Emergency Codes
  - “Code Brown” - missing patient
  - “Code Green” - evacuation

- BCH Additional Emergency Codes
  - “Code Brown” - missing adult patient
  - “Code Green” - evacuation
  - “Code Beige” - computer disruption
  - “Code White” - electrical disruption
  - “Code Aqua” - water disruption
  - “Code Bell” - telephone disruption
  - “Code Amber” - Low oxygen
  - “Code Purple” - Ethylene oxide
EMERGENCY NUMBER(S) TO DIAL

When on the UA campus, there are multiple ways to make an emergency call:

- UA Police Department (330-972-2911)
- You can also sign up for free cell phone alerts of on-campus events
- Free campus escort service is also available at any hour
- Emergency On-Campus phones - Scattered around the UA campus are hundreds of the blue-light emergency phones across the campus, on pedestrian walkways, inside parking decks, at building entrances, and in elevators. These phones instantly connect to the UA police dispatch. The UA officers will respond to all activated emergency phones, even if no words are spoken.
- Emergency text - Program the police department’s number into your cell (330-972-2911) and never hesitate to call if you see unusual behavior

Additionally, you need to memorize the emergency number(s) for your primary CEC.

- AGMC:
  - stat page - 46020
  - fire page - 46222
  - security page - 47604
- BCH - “888” (all situations)
- CHMCA - “22” (all situations)
- HWC - “58008” (all situations)
- MVH - “22” (all situations)
- SUMMA - “757” (all situations)
- WRH - “444” (all situations)

IDENTIFICATION BADGES

Each CEC Security Department will issue you a photo ID Badge (key card). Except for when you are assigned to a sterile environment, ID badges are to be worn in plain view, without the picture or name being covered or defaced. Pins, stickers, etc., may not be affixed to the badge. In the case of major disasters or emergencies, this ID badge (key card) must be worn for security purposes to allow you access into the hospital. In addition to this, the key card also gives you access to the staff elevators and other buildings. The primary purpose of the CEC ID badge is to:

- enhance safety and security on the CEC premises by providing immediate identification of employees, medical staff members, Student Radiographers, volunteers, and all others
- allow authorized individuals access to parking areas and patient floors

- ID Badge Fees - Your initial ID badges will be given to you at no cost. If you change your name, notify your CI or CEC Security Department and a new badge will be issued to you at no additional cost. If, however, your ID badge is lost, damaged, or stolen, it must be reported to your respective CEC Security Department immediately. A replacement fee is charged by Security to replace any lost, damaged or stolen ID badge. Upon termination of your schooling, you are required to return your ID badge to your CI. Failure to do so will also result in a replacement fee and until paid, will prevent you from graduating from the program.
• Visitor Badges - At most of the CEC’s, visitors will be provided with visitor passes. Healthcare personnel who come in contact with any visitor who is not wearing a pass are to direct the visitor to the nearest Information Desk or Security Office, depending on the hour of the day. This, obviously, should be done with courtesy and respect to the visitor.

**RADIATION MONITORING BADGES**

Every quarter you will be issued a radiation monitoring badge which will be used to measure the amount of radiation that you have been exposed to during your clinical assignments. This is a standard procedure that anyone working with ionizing radiation is required to monitor their radiation exposure. The clip-on badge should always be worn on your lapel collar outside of any lead aprons. You must return your old badge to the PD at the end of every quarter after which you will be issued a new radiation monitoring badge for the next quarter. Your old badge will then be sent out to be measured and a radiation dosimetry report will be returned to the PD. A copy of this radiation monitoring report will be posted in the Radiography classroom for your review and will also be available in the PD’s office. A summary report of your radiation exposure will be maintained in your program file and will be discussed with you at your evaluations.

Radiation badges are given to you on consignment; there is no charge to you as long as you return your badge at the end of each quarter. However, if you lose your radiation badge(s) you must report it immediately to the PD and a replacement badge will be ordered. Because these badges are highly sensitive and expensive radiation monitoring devices, failure to return them at the each quarter or after losing your radiation badge during a quarter will result in a monetary fine and may result in Corrective actions being taken. Please take care of your radiation badges!

**PARKING**

Student Radiographer vehicles may be required to be registered with a CEC’s Security Department who will issue you a parking permit that must be properly displayed on your vehicle while on hospital property. The purpose of these are so that the Security Department office can notify you of any problems with your car (e.g. if you left your lights on, someone accidently hits your car, etc.).

Always lock your vehicle and take the keys with you after you have parked in a parking lot. The CEC’s do NOT assume responsibility for theft or damage to your vehicle or any belongings left inside of your vehicle. Any missing property, missing vehicles, and/or damage to a vehicle while parked in a CEC parking lot should be reported immediately to the CEC’s Security Department.

- **UA Parking:** Parking is included in your UA tuition bill allowing you to park in the many UA parking lots and parking decks located on the periphery of the main campus.
- **CEC Parking:** Most of the CEC’s prohibit student parking in their parking decks as these are reserved for the convenience of their patients, families, and their visitors. Contact your assigned CI to discuss the appropriate parking areas that are available to you at your assigned CEC.
- **Metered Parking:** While metered parking may be available on the streets surrounding some of the
hospitals, it is expensive and requires you to "feed" your meters many times during the day. Here in Akron the Police Department monitors parking meters frequently and fines start at $25.00! For those reasons, metered parking is NOT recommended.

- General Parking Rules: Student Radiographer abusing parking privileges may lose their parking rights and will be subject to Corrective Actions. Parking violation citations will be issued by the UA Parking Office or CEC Security Department for the following infractions:
  - No parking permit displayed
  - Permit improperly displayed
  - Blocking of another vehicle
  - Utilizing an unauthorized lot/area
  - Taking more than one (1) parking space
  - Utilizing a No Parking zone
  - Utilizing a fire lane
  - other infractions of the Private Parking Law: 951:16

- Your Own Personal Security: Your security going to and from your car is of utmost importance to the us. If at any time you have concerns about walking to your car at your CEC, do not hesitate to contact that UA Police Department or your CEC's Security Department and a Security officer will escort you for free to your car.

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**UA RADIOGRAPHY (2760) CURRICULUM**

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<thead>
<tr>
<th>UA COURSE #</th>
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### UA Radiography Program Student Handbook

#### 1st Year: Fall I

- **ENGLISH (2020:121)**
  - Prerequisite: college admission
  - English composition focused on inventive writing, essay structure, process, consideration of strength, source of evidence, and citation; and development options leading to persuasion and argument

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#### Table of Courses

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<thead>
<tr>
<th>UA COURSE #</th>
<th>UA COURSE(S)</th>
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<th>SEMESTER</th>
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<td><strong>SUBTOTAL SPRING II</strong></td>
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<tr>
<td>2760:252</td>
<td>Imaging Obstacles &amp; Solutions</td>
<td>1</td>
<td>Summer II</td>
<td>Michelle Rich</td>
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<td>2760:272</td>
<td>Special Imaging II</td>
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<td>Program Director</td>
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<td>Clinical IV</td>
<td>3</td>
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<td>Clinical Coordinator</td>
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<td>2760:292</td>
<td>Cross-Sectional Anatomy</td>
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<td><strong>TOTAL CREDIT HOURS</strong></td>
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○ TECHNICAL MATH I (2030:151)
- Prerequisite: Placement Test
- Fundamental concepts and operations, functions, graphs, factoring and algebraic fractions, variation, and quadratic equations

○ TECHNICAL MATH II (2030:152)
- Prerequisite: 2030:151 or placement test
- Trigonometric functions, systems of linear equations, determinants, trigonometric functions of any angle, the straight line, radians, the j-operator.

○ MEDICAL TERMINOLOGY (2740:120)
- Prerequisite: Placement Test
- Study of language used in medicine

○ ALLIED HEALTH ANATOMY & PHYSIOLOGY I (2780:106)
- Prerequisite: College admission
- Introduction to the study of human structure and function. No laboratory

1ST YEAR: SPRING I

○ DEATH & DYING (2040:244)
- Prerequisite: college admission
- Examination of a wide range of topics related to death and dying. Emphasis is placed on understanding and coping with death and dying

○ DIVERSITY IN AMERICAN SOCIETY (2040:256)
- Prerequisite: 2020:121, or 3300:112 or equivalent
- Survey course covering demographic, social, economic, political, and educational realities of diversity in 21st Century. Focus on diversity and unity, historical overview

○ ALLIED HEALTH ANATOMY & PHYSIOLOGY II (2780:106)
- Prerequisite: 2780:106
- Introduction to the study of human structure and function. No laboratory

○ EFFECTIVE ORAL COMMUNICATION (7600:106)
- Prerequisite: college admission
- Principles of communication in speaker-audience, group and informal settings, and application of the principles in speeches, group discussions and other oral and written assignments
1ST YEAR: SUMMER I

○ ANATOMY AND POSITIONING I (2760:141)
  - Prerequisite: 2780:106, 2780:107, & Program Admission
  - Radiographic anatomy and positioning of the chest & appendicular skeleton (chest, upper extremity (humerus, elbow, forearm, wrist, & hand), lower extremity (femur, knee, lower leg, ankle, & foot) in all planes including introductory cross-sectional anatomy. Also includes a discussion on the organizational structure of a modern Radiology Department, the professional Radiology organizations that support the field, program accreditation, Radiographer national certification, state licensure policies, and professional development through post-graduate continuing education. Identification of associated pathology, correct & incorrect positioning of the above listed exams. Image critique component includes remedies for incorrect positioning.

○ CLINICAL I (2760:181)
  - Prerequisite: 2780:106, 2780:107, & Program Admission
  - Hands-on application of didactic anatomy & positioning lessons in learning how to image the chest & appendicular skeleton (chest, upper extremity (humerus, elbow, forearm, wrist, & hand), lower extremity (femur, knee, lower leg, ankle, & foot), shoulder girdle (scapula & clavicle), & pelvic girdle). Also includes mobile & surgical radiography.

2ND YEAR: FALL II

○ ANATOMY AND POSITIONING II (2760:142)
  - Prerequisite: 2760:141
  - Radiographic anatomy and positioning of the anatomical girdles (shoulder girdle & pelvic girdle) and the axial skeleton (sternum, ribs, soft tissue neck, vertebral column, cranium, sinuses, facial bones, abdomen, Urinary System, Upper Gastrointestinal System, Lower Gastrointestinal System, & the Biliary System) in all planes including introductory cross-sectional anatomy. Identification of associated pathology, correct & incorrect positioning of the above listed exams. Image critique component includes remedies for incorrect positioning.

○ METHODS OF PATIENT CARE I (2760: 151)
  - Prerequisite: Program Admission
  - Covers basic radiologic patient care issues (vital signs, injectable techniques, infection control, etc.). Also includes a review of professional issues (Code of Ethics, Patients’ Right and Responsibilities), legal terms, safety, & age-related considerations. Concludes with surgical aseptic training for performing radiographic images in the
operating room.

- **RADIOLOGIC PHYSICS AND PRINCIPLES I (2760:161)**
  - Prerequisite: 2780:106, 2780:107, & Program Admission
  - Orientation to the radiologic sciences. Introduction to the systems of measurement, matter, force, motion, work, power, energy, basic electromagnetism, and the components of the x-ray tube. Also included are the fundamentals of electricity, radiation physics, and radiation protection.

- **CLINICAL II (2760:182)**
  - Prerequisite: 2760:181
  - Hands-on application of didactic anatomy & positioning lessons in learning how to image the axial skeleton (sternum, ribs, & soft tissue neck, vertebral column, skull, sinuses, & facial bones, Urinary System, Upper Gastrointestinal System, Lower Gastrointestinal System, & Biliary System). Also includes mobile & surgical radiography.

- **RADIOBIOLOGY (2760:192)**
  - Prerequisite: 2760:162
  - Discussion of the history and development of the current federal & state radiation standards. Identifying the natural vs. artificial radiation sources that all humans encounter. Includes applications of diagnostic imaging & and therapeutic radiation modalities, the molecular biologic responses of tissue to radiation, and contrasts early (acute) effects vs. late (chronic) radiation effects. Lists the occupational & non-occupational dose limits with shielding principles taught to meet those dose limits.

### 2ND YEAR: SPRING II

- **PATHOPHYSIOLOGY (2760:291)**
  - Prerequisite: 2760: 141, 2760:142
  - Review of the disease processes of the various body systems with a discussion about the effect that pathology produces on radiographic images. Extensive discussion on the optimum techniques used for properly imaging those disease processes.

- **METHODS OF PATIENT CARE II (2760:152)**
  - Prerequisite: 2760:151
  - Addresses patient care considerations for medical emergencies, patients receiving contrast media, alternative medical treatments. Overview of pharmacology and drug administration. Lastly, care for patients receiving special imaging procedures.

- **RADIOLOGIC PHYSICS & PRINCIPLES II (2760:162)**
  - Prerequisite: 2760:161
  - Discussion of the radiologic factors involved in producing quality radiographs.
Review of the various radiographic components and their influences on the photographic concepts of contrast, density, and detail. Includes descriptions and the mechanics of the tools used for quality assurance testing.

- **SPECIAL IMAGING I (2760:271)**
  - Prerequisite: 2760:142
  - Review of the related anatomy and advanced radiologic procedures for the following anatomical systems: Introduction to Contrast Media’s, Cardiac & Systemic Circulatory System, Respiratory & Lymphatic Systems, GI System, & Skeletal Articulations.

- **CLINICAL III (2760:281)**
  - Prerequisite: 2760:182
  - Competency level skills are refined radiographing the vertebral column, skull, facial bones, surgical & mobile Radiography, special procedures, and other infrequently seen radiologic procedures. Optional advanced modality rotations are also available.

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**2ND YEAR: SUMMER II**

- **IMAGING OBSTACLES & SOLUTIONS (2760:252)**
  - Prerequisite: 2760:142
  - Introduction into developing problem solving skills. Both essay case studies and role-playing situations evaluate the Student Radiographers ability to critically think through technical, positioning, & emergency challenges. Includes comprehensive image analysis of proper technique, positioning, & the use of radiation protection principles.

- **SPECIAL IMAGING PROCEDURES II (2760:272)**
  - Prerequisite: 2760:271
  - Review of the related anatomy and advanced radiologic procedures for the following anatomical systems: Genitourinary System, Nervous System, Special Imaging (Fluoroscopy, tomography, etc.), Muscular System, Computer-Based Radiography, and MRI & Sonography.

- **CLINICAL IV (2760:282)**
  - Prerequisite: 2760:281
  - Competency level skills are refined in all radiologic areas. Optional off-hour rotations (afternoon or evening shifts) are available for experience with after-hours patients. Advanced modality rotations are also available. During the latter half of the semester the Student Radiographer may opt to revisit any advanced modality or visit areas that they missed during their initial rotations.
○ CROSS-SECTIONAL ANATOMY (2760:292)
  - Prerequisite: 2780: 142, 2760:271
  - Reorientation of anatomical structures and their relationships to axial, coronal, and sagittal planes. These structures are then identified on cadaver, CT, & MRI images.

○ COMPREHENSIVE REGISTRY REVIEW (Non-Credit)
  - Prerequisite: None
  - A complete synthesis of all of the radiographic fundamentals with a weaving of image production, radiation protection, equipment operation, and patient care principles. This is a capstone course for the ARRT national registry examination.

Last revision date: March/2016
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