



**RADIOGRAPHY PROGRAM**

**STUDENT HANDBOOK**

**2021-2022 ACADEMIC YEAR**

## **Mission Statement**

The radiography program provides the health care community with educated, professionally competent, entry-level radiographers.

**Goal #1:** To prepare competent, entry level radiographers in the cognitive (knowledge) and psychomotor (skills) learning domains.

**Student Learning Outcome #1:** Student is able to select appropriate technical factors.

**Student Learning Outcome #2:** Student will demonstrate positioning skills for a given examination.

**Student Learning Outcome #3:** Student is able to recognize imaging errors and describe corrective action.

**Goal #2:** Demonstrate a commitment to professional ethics, attitudes, and behaviors.

**Student Learning Outcome #1:** Students explain the importance of ethics in the Radiography profession.

**Student Learning Outcome #2:** Students model professional behaviors and attitudes when in the clinical setting.

**Goal #3:** Apply theoretical knowledge and critical thinking to clinical practice.

**Student Learning Outcome #1:** Students will apply critical thinking skills to classroom and lab application.

**Student Learning Outcome #2:** Students exhibit synthesis of coursework, clinical skills, and experiential learning to demonstrate proficiency in the health care setting.

**Goal #4:** Communicate effectively and respectfully with the patient and members of the healthcare team.

**Student Learning Outcome #1:** Students verbally communicate with patients and other members of the healthcare team.

**Student Learning Outcome #2:** Students will utilize written communication skills to communicate with patients and other members of the healthcare team.

# **Radiography Faculty and Health Science Department Administration**

## **Radiography Program Director**

Melanie Seneca, M.Ed., RT(R)(M), ARRT  
[mwseneca@pacollege.edu](mailto:mwseneca@pacollege.edu)  
850 Greenfield Road, Lancaster, PA 17601

## **Radiography Program Clinical Coordinator**

Ashley Redinger, BS, RT(R), ARRT  
[anredinger@pacollege.edu](mailto:anredinger@pacollege.edu)  
850 Greenfield Road, Lancaster, PA 17601

## **Radiography Faculty**

Marcia LaRusso, MS. Ed., RT(R), ARRT  
[mllaruss@Pacollege.edu](mailto:mllaruss@Pacollege.edu)  
850 Greenfield Road, Lancaster, PA 17601

## **Dean of Health Sciences, Sciences and Humanities**

Dr. Karen McMillen Dielmann, D.Ed., PHR, SHRM-CP  
[kdielmann2@pacollege.edu](mailto:kdielmann2@pacollege.edu)  
850 Greenfield Road, Lancaster, PA 17601

## **Chair Department of Health Sciences Associates and Certificate Programs**

Marcia LaRusso, MS. Ed., RT(R), ARRT  
[mllaruss@Pacollege.edu](mailto:mllaruss@Pacollege.edu)  
850 Greenfield Road, Lancaster, PA 17601

This page intentionally left blank

## TABLE OF CONTENTS

### Academic Policies and Procedures

Academic Policies.....	7
Academic Progression .....	7-9
Grading and Grade Point System.....	9
Accreditation.....	9-10
Attendance .....	10
Academic Calendar.....	10
Infractions of Rules and Policies .....	10
Student Complaint and Grievance .....	11
Academic Integrity.....	11
Drug-Free School.....	11
Drug-Free Community Statement.....	11
Education Records .....	11
Pregnancy Disclosure Policy for the Radiography Program.....	11-12
Student Pregnancy Disclosure Policy for PA College .....	12
Leave of Absence.....	12
Funeral Leave .....	13
Withdrawal.....	13
Emergencies.....	13
Discrimination and Harassment .....	13
Section 504 & ADA Compliance.....	13
Sexual Misconduct Policy .....	13
Student Code of Conduct and Disciplinary Policy.....	13-14
Antihazing.....	14
Release of Registry Test Scores.....	14
Student's Request to Attend Educational Meetings.....	14
E-Mail/Blackboard.....	14
Money and Valuables .....	15
Library and Reference Books .....	15
Student Participation in Governance.....	15
Fundraising Activities.....	15

### Clinical Policies and Procedures

Clinical Affiliates.....	16-18
Travel Distances from College to Affiliates .....	18
Policy Governing Clinical Education Scheduling .....	19
Clinical Affiliate Assignment .....	19
Clinical Hours .....	19
Meal Periods .....	19-20
Clinical Obligations .....	19-20
Emergencies.....	19-20
Clinical Attendance.....	20-21
Weather Conditions Affecting College Operations .....	21
Grading Rubric: Clinical Attendance.....	22
Trajecsys Procedures and Policies .....	22
Reporting Clinical Absences Procedure and Directions .....	23
Requirements for Clinical-Student Health.....	23-24
Injured While at School .....	24
Identification Badge(s).....	24-25
Knowledge Link.....	25
Clinical Attire .....	25
Personal Hygiene .....	25-26

## Table of Contents continued....

Clinical Attire for Operating Room Rotations .....	26
Student Radiation Monitoring and Radiation Safety .....	26
Radiography Program External Radiation Dose Policy .....	26
Communicable Disease Policy.....	26-27
Caring for Patients .....	27
Transportation of Patients .....	27
Routine Duties .....	27
Mammography Observations/Shadowing Opportunities Policy .....	28
MRI Policy.....	28-29
Employment and Student/Employer Responsibility .....	29
Markers .....	29
Parking .....	29
Cell Phone Policy.....	29
Computer Policy during Clinical Hours.....	30
Hospital Visiting .....	30
Health Information Confidentiality Policy.....	30
<b>Clinical Competency Program</b>	
Structure.....	31
Validation.....	31
Supervision Defined.....	31-32
Deviation from Protocol.....	32
Clinical Grading System .....	32-33
Continual Competency/Proficiency Evaluation .....	33
Clinical Deficiency .....	33
Repeat Radiograph Policy.....	34
Deviation from Protocol.....	34
Clinical Competency Tests .....	35
<b>Professional Behavior in the Clinical Area</b>	
General Statement.....	35
Clinical Practices and Policies .....	35-36
Responsibilities of the Clinical Affiliates .....	36
Responsibilities of the Student.....	36
Professional Conduct Policy for PA College and all Clinical Affiliates .....	36-38
Appendix A-Program Handbook- COVID-19 .....	39-40
Appendix B-Program Handbook- Grievance Policy .....	41-45
Acknowledgement Page.....	46

**Pennsylvania College of Health Sciences  
Radiography program**

## **Academic Policies and Procedures**

### **Academic Policies**

Students must fulfill and comply with all academic policies included in the college catalog.  
<https://my.pacollege.edu/college-services-and-resources/policies/Pages/default.aspx>

### **Academic Progression**

In addition to collegiate academic requirements, students must earn a minimum grade of “C” for all courses identified by an asterisk (\*) and a minimum grade of “B” for all clinical courses identified by (\*\*\*) in the Radiography curriculum (below). Minimum requirements for the successful completion of all courses are located in each course syllabus.

Any student who does not earn the required grade in a program specific course (RAD prefix) will be dismissed from the program. To be considered for reenrollment into the program, the student must reapply and be accepted.

A student who has been dismissed from the radiography program due to an unsuccessful attempt in a radiography course and who has been readmitted, will be required to perform simulation examination(s). The required examinations are at the discretion of the faculty and based on student progression prior to the initial dismissal from the radiography program. Successful completion of the simulated examinations is mandatory before reentry into the clinical setting. The program faculty reserves the right to assign placement in the curriculum and to require remedial activities prior to reentry into the curriculum.

### **Radiography Associates Degree Curriculum**

#### ***Year I Semester I (fall semester)***

<u>Course</u>		<u>Credits</u>
*BIO 175	Anatomy and Physiology I	4
*ENG 100	English Composition	3
*HSC 101	Patient Care	1
*RAD 101	Radiographic Procedures I	4
**RAD 102	Clinical Practice I	2
*RAD 131	Radiologic Science I	2
<b>Total</b>		<b>16</b>

#### ***Semester II (spring semester)***

<u>Course</u>		<u>Credits</u>
*BIO 176	Anatomy and Physiology II	4
CSS 101	College Studies Seminar	3
*RAD 103	Radiographic Procedures II	3
**RAD 104	Clinical Practice II	3
*RAD 132	Radiologic Science II	3
<b>Total</b>		<b>16</b>

### *Summer Session I*

<u>Course</u>		<u>Credits</u>
*RAD 105	Radiographic Procedures III	3
**RAD 106	Clinical Practice II	2
*HSC 100	Medical Terminology	1
<b>Total</b>		<b>6</b>

Requirements for advancement into year II as described:

- Radiography students must earn a C (74%) or higher in all courses noted with one asterisk;
- Radiography students must earn a B (84%) or higher in all courses noted with two asterisks;
- Students must maintain a **minimum GPA of 2.0** to advance to the second year of the curriculum.

### *Year II Semester I (fall semester)*

<u>Course</u>		<u>Credits</u>
*RAD 207	Advanced Radiographic Procedures I	3
**RAD 208	Clinical Practice IV	3
*RAD 233	Radiologic Science III	1
*MAT 160	Algebra	3
PSY 100	General Psychology	3
BIO 185	Medical Microbiology	3
<b>Total</b>		<b>16</b>

### *Year II Semester II (spring semester)*

*RAD 209	Advanced Radiographic Procedures II	3
**RAD 210	Clinical Practice V	3
*RAD 240	Radiologic Science IV	1
*HSC 195	Cross Sectional Anatomy	1
*SOC 200	Cultural Diversity	3
*PHI 210	Ethical and Legal Dimensions in Health Sciences	1
	Elective	3
<b>Total</b>		<b>15</b>
<b>TOTAL CREDITS</b>		<b>69</b>

### **Requirements for graduation:**

- Radiography students must successfully complete all courses in the curriculum to be eligible for graduation;
- Radiography students must earn a C or higher in all courses noted with one asterisk;
- Radiography students must earn a B or higher in all courses noted with two asterisks;
- Students must maintain a minimum GPA of 2.0 to be eligible for graduation.

### **Unsuccessful Course Attempt**

Students may repeat courses in which they have received a grade of “C-“, “D”, “D+”, “D-“, “F”, “W/P” or “W/F”. Courses in which the student has not earned the required grade may not be repeated more

than once. Students must repeat the unsuccessful course at Pennsylvania College of Health Sciences. Students are not permitted to retake the course at another institution.

Radiography students should complete all courses in the radiography curriculum within 150% of the length of the curriculum or 32 months.

### Grading and Grade Point System

The grades and terms used to describe achievement are reported at the end of each semester. The grade point average (GPA) is a comprehensive evaluation of a student's academic standing. The average is a quotient, obtained by dividing the sum of grade points earned by the number of credits attempted.

Grade	Description	GP	Percentage
A		4.0	94-100
A-		3.7	90-93
B+		3.3	87-89
B		3.0	84-86
B-		2.7	80-83
C+		2.3	77-79
C		2.0	74-76
C-		1.7	70-73
D+		1.3	67-69
D		1.0	64-66
D-		0.7	60-63
F	Fail	0.0	<60
I	Incomplete		
M	Progression		
W	Withdraw		
WP	Withdraw Passing		
Z	Failure to withdraw per policy	0.0	

### Accreditation

The Pennsylvania College of Health Sciences Radiography Program is professionally accredited by:

The Joint Review Committee on Education in Radiologic Technology  
 20 North Wacker Drive, Suite 2850  
 Chicago, IL 60606-3182  
 312.704.5300  
 Email: [mail@jrcert.org](mailto:mail@jrcert.org)  
 Website: [www.jrcert.org](http://www.jrcert.org)

The JRCERT mission: *The Joint Review Committee on Education in Radiologic Technology (JRCERT) promotes excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.*

The JRCERT ensures students, the profession, and the general public that the programs it approves maintain educational excellence, are non-discriminatory and that its educational, administrative and

admission practices and policies are fair and equitable. The JRCERT also maintains recognition by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA) as the only programmatic accreditor for radiologic sciences programs. The JRCERT strives to ensure students and the general public that accredited programs meet the aforementioned standards by requiring accredited programs to follow JRCERT published *Standards*. The JRCERT *Standards* for the radiography program are located on the JRCERT web site - [www.jrcert.org](http://www.jrcert.org) under the /Standards/Standards tabs on the home page at the aforementioned web site. A copy of the *Standards* is available from the Program Director upon request.

Should a student have reason to believe that the Pennsylvania College of Health Sciences Radiography Program (a JRCERT accredited program) has acted contrary to JRCERT accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or general welfare of the student, the student has the right to submit such allegations to the JRCERT. Should a student feel that the quality of instruction or his/her general welfare has been put in jeopardy, he/she must first file a grievance with the College and follow the College grievance process until its conclusion prior to submitting a complaint to the JRCERT. Please refer to the Student Complaint and Grievance Policy 10.2.10 located on the College portal.

<https://my.pacollege.edu/college-services-and-resources/policies/Pages/default.aspx>

### **Attendance**

Academic and clinical education is vital to the development of a radiography student. Thorough knowledge of radiologic procedures and the fundamental principles underlying the procedures for each level of student learning is essential to student development. **Program faculty reserves the right to dismiss a student from any learning activity if that student is inadequately prepared or demonstrates unprofessional behavior.** Students are responsible for all missed learning activities and materials.

**Classroom Attendance** – Refer to course syllabi for course attendance requirements.

### **Academic Calendar**

The start/end of semesters, along with breaks at the conclusion of each semester and other scheduled holidays are identified by the academic calendar located on the College portal.

[https://my.pacollege.edu/college-services-and-resources/academic\\_calendar/Pages/default.aspx](https://my.pacollege.edu/college-services-and-resources/academic_calendar/Pages/default.aspx)

Students wishing to make arrangements for vacations, travel or personal events must do so within the parameters of the academic calendar. Students are not permitted to alter scheduled holidays, vacations or semester breaks. Students must meet the competency requirements of the program in order to become eligible for graduation from the program. If a student is deficient in the competency requirements of the program, a schedule of hours and dates of attendance necessary to rectify the competency deficiency may be made at the discretion of the clinical coordinators in conjunction with the site clinical instructors.

Students who have responsibilities outside the program **will not** be given any special consideration as to attendance requirements and are required to participate in all aspects of the school program.

### **Infractions of Rules and Policies**

Infraction of any academic policy, clinical policy, or regulation will result in a documented counseling session and/or the completion of an Ethical Standards Report Form which will be placed in the student's file. Further infractions by the student may result in course failure and/or possible dismissal from the program.

## **Student Complaint Procedure**

Students and faculty of PA College are expected to reconcile academic and nonacademic differences in a professional and respectful manner. Informal reconciliation should involve a discussion between the student, involved faculty and the faculty's supervisor. In some instances, the Department Chair and Dean may also be part of the discussion and resolution process.

## **Student Complaint and Grievance**

**Purpose:** To outline the options that students of Pennsylvania College of Health Sciences have to resolve an issue, complaint, or other situation where they believe their student rights have been violated.

Refer to Administrative Policy 10.2.10 on the College Portal:

<https://my.pacollege.edu/college-services-and-resources/policies/Pages/default.aspx>

Or Refer to Grievance Policy Appendix in this handbook.

## **Academic Integrity**

**Purpose:** To clarify the College's expectations with regard to students' academic behavior and to provide specific examples of academic misconduct.

Refer to Academic Policy 2.0 on the College Portal:

<https://my.pacollege.edu/college-services-and-resources/policies/Pages/default.aspx>

## **Drug-Free School:**

**Purpose:** To aid in the identification and treatment of students with inappropriate substance use or abuse.

Refer to Administrative Policy 10.2.1 on the College Portal:

<https://my.pacollege.edu/college-services-and-resources/policies/Pages/default.aspx>

## **Drug-Free Community Statement**

Standards of Conduct Related to Drugs and Alcohol The mission of PA College is to educate for excellence in health care practice, leadership and the continuous acquisition of knowledge. PA College recognizes that continued excellence in these areas depends greatly on the ability of students and employees to execute their responsibilities in a manner reflecting the highest standards of competency and safety. Impairment due to drug or alcohol use and the resulting inability to perform adequately in the classroom or clinical environment is not consistent with the mission and educational outcomes of the College. In compliance with the Drug-Free Workplace Act and the Drug-Free Schools and Community Act, PA College maintains a drug-free campus and prohibits the unlawful manufacture, distribution, dispensing, use or possession of illicit drugs or alcohol on its campuses or as part of any college activity. In addition, the unauthorized possession, use or distribution of alcoholic beverages on PA College property or as part of any of its activities is also prohibited. Unauthorized use or distribution of alcoholic beverages refers to any function that is not specifically authorized by the President of PA College and sponsored by PA College.

Refer to the Drug-Free Community Statement on the College Portal:

<https://my.pacollege.edu/college-services-and-resources/policies/Pages/default.aspx>

## **Education Records**

**Purpose:** To protect the privacy of student education records.

Refer to Academic Policy 10.1.7 on the College Portal:

<https://my.pacollege.edu/college-services-and-resources/policies/Pages/default.aspx>

## **Pregnancy Disclosure Policy for the Radiography Program**

The Penn Medicine Lancaster General Health pregnancy policy identifies no radiation hazard for the student or fetus during the gestational period when appropriate and identified radiation safety procedures

are followed as described by each clinical site. When a student becomes pregnant, it is strongly recommended that she voluntarily provide a written statement to the Program Director declaring that she is pregnant. The student who has filed a voluntary declaration of pregnancy may at any time submit to the program director a written withdrawal of the declaration of pregnancy. After the student declares her pregnancy, the Radiation Safety Officer at her clinical site must be informed so he/she can make special arrangements and discuss the risks with the student. The student will be advised of the required radiation safety procedures she must follow while completing clinical assignments during her pregnancy. The pregnant student will not be placed at an academic or clinical disadvantage due to pregnancy and may continue in the program without modification to the published curriculum. The clinical and academic competency level of the pregnant student will be assessed upon her return to the program. Should the student become pregnant while attending a program within Pennsylvania College of Health Sciences that utilizes ionizing radiation, she still must fulfill all classroom and clinical requirements to be eligible for graduation from the program.

### **Student Pregnancy Disclosure Policy**

**Policy Statement:** A student who is, or becomes, pregnant is strongly encouraged to notify the Title IX Coordinator as soon as possible. By doing so, the student and the Title IX Coordinator can collaborate with the Dean of Nursing to develop an appropriate plan for the continuation of the student's education in light of the unique nature of the College's health sciences programs and their clinical requirements, as well as particular challenges the student may face while pregnant or when recovering from childbirth (e.g., missed classes, make-up work, etc.). The choice to declare a pregnancy is voluntary, and a student is not required to disclose this information to the College.

Refer to Administrative Policy 10.2.6 Student Pregnancy Disclosure on the College Portal:

<https://my.pacollege.edu/college-services-and-resources/policies/Pages/default.aspx>

Students are encouraged to disclose their pregnancy both the Radiography Program Director and the PA College Title IX Coordinator.

### **Leave of Absence**

Refer to Academic Policy 2.6.1 on the College Portal:

<https://my.pacollege.edu/college-services-and-resources/policies/Pages/default.aspx>

Forms for Leave of Absence can be located on the My PA College Portal:

<https://my.pacollege.edu/student-service-center/advising/Pages/leave.aspx>

#### **➤ Armed Forces**

Students with obligations to the Armed Forces requiring them to be absent from school assignments are required to make up the missed clinical education hours. The school may require the student to forfeit his/her designated vacation to make up this time. Students must also maintain acceptable didactic performance. The program director is to be notified as early as possible of the dates of the absence. Verification from the student's commanding officer is required.

#### **➤ Maternity/Medical/Educational**

The student will be granted a leave of absence according to the following criteria:

- The student will be in good academic standing.
- A written request should be submitted to the program director.
- Leave of absence approval shall be determined by the program director in collaboration with program faculty members and college registrar.
- Upon being granted a leave of absence, a student must sign the "Leave of Absence Agreement" form, which lists the stipulations under which the leave is granted.

## **Funeral Leave**

Three days of funeral leave are given when there is a death in the immediate family. One day will be given in the event of the death of grandparents or at the discretion of the program director.

## **Withdrawal from the College**

**Purpose:** To explain the process to withdraw from the College.

Refer to Academic Policy 2.6 Withdrawal from the College on the College Portal:

<https://my.pacollege.edu/college-services-and-resources/policies/Pages/default.aspx>

Forms for Withdrawal can be located on the College Portal:

<https://my.pacollege.edu/student-service-center/advising/Pages/leave.aspx>

## **Emergencies**

Students must contact program faculty should an emergency arise and the student needs to be excused or absent from a scheduled academic course.

## **Discrimination and Harassment Policy**

Pennsylvania College of Health Sciences (“the College”) is committed to providing a safe academic and working environment free from discrimination and harassment. Discrimination, harassment and retaliation on the basis of protected status, including an individual’s race, color, creed, ethnicity, ancestry, national origin, genetic information, sex, gender, gender identity or expression, sexual orientation, age, religion, marital status, veteran status, disability or physical ability, socioeconomic background, or other legally protected classification, are strictly prohibited. Persons who engage in such conduct are subject to discipline up to and including termination or dismissal.

Refer to Administrative Policy 10.2.2 on the College Portal:

<https://my.pacollege.edu/college-services-and-resources/policies/Pages/default.aspx>

## **Section 504 and ADA Compliance**

**Purpose:** To ensure compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the ADA of 1990.

Refer to Administrative Policy 10.2.3 on the College Portal:

<https://my.pacollege.edu/college-services-and-resources/policies/Pages/default.aspx>

## **Sexual Misconduct Policy**

**Policy Statement:** Pennsylvania College of Health Sciences (the “College”) is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. To that end, the College prohibits sexual misconduct in all its forms, including sex discrimination, sexual harassment, sexual exploitation, sexual assault, relationship violence, and stalking. Such offenses constitute a violation of this policy, are unacceptable, and will not be tolerated. To this end, the College has designated all employees as “responsible employees” with a duty to promptly report sexual discrimination to which they become aware, in all of its forms, to the Title IX Coordinator.

Refer to Administrative Policy 10.2.7 on the College Portal:

<https://my.pacollege.edu/college-services-and-resources/policies/Pages/default.aspx>

## **Student Conduct & Disciplinary Policy**

**Purpose:** The Pennsylvania College of Health Sciences (“PA College” or “the College”) is committed to nurturing a campus culture which embraces all individuals with compassion, civility, and respect. All students and student groups are expected to follow and abide by the Student Code of Conduct & Disciplinary Policy, and adhere to the highest standards of conduct, professionalism, civility, and respect

towards one another. These expectations for students extend to student interaction with the broader campus community, including the College's clinical partner sites, neighboring communities, and the instructional and service-oriented programs that support the academic Mission of PA College. In cases where a student engages in conduct that is inconsistent with this policy, the student will be subject to disciplinary action.

Refer to Administrative Policy 10.7.6 on the College Portal:

<https://my.pacollege.edu/college-services-and-resources/policies/Pages/default.aspx>

### **Antihazing Policy**

**Purpose:** Pennsylvania College of Health Sciences prohibits hazing in all forms. The College seeks to foster a safe and healthy community built on individual respect and educational achievement, in line with the College's mission. As such, the below policy defines the College's policy regarding hazing and the steps that will be taken should an alleged violation be reported. Any member of the PA College community found responsible for Hazing in any form under this policy, whether on or off campus, may face disciplinary action from the College, and may also face criminal charges under state law, including The Timothy J. Piazza Antihazing Law, 18 Pa. C.S. § 2801, et seq.

Refer to Administrative Policy 10.7.7 on the College Portal:

<https://my.pacollege.edu/college-services-and-resources/policies/Pages/default.aspx>

### **Release of Registry Test Scores**

The Radiography Program will not release the ARRT test results identified by the names of individual test takers to any person or institution. Only the Radiography Program faculty will have access to this information for the purpose of internal evaluation of the Program.

The information provided in the ARRT Summary Report, which does not include individual test scores, is considered public knowledge, and the Program reserves the right to release this information at its discretion.

### **Student's Request to Attend Educational Meetings**

Student(s) requesting time off from school (classes and/or clinical education) to attend an educational meeting/seminar shall follow the following protocol:

- The seminar must be related to the student's activities.
- Submit to the program director's office in writing no later than one month in advance:
  - Name of educational seminar
  - Date of seminar
  - The schedule of activities/lectures if it is available
- The program director will determine if the educational seminar is valid and if the content material of the seminar warrants student absence to attend the seminar.
- If approved, the program director will forward the approved request to the clinical coordinator.
- The clinical coordinator will notify the appropriate clinical instructors and/or departmental supervisors of the student(s) absence from the clinical environment.
- The student(s) will be notified that the request has been approved.

### **E-Mail/Blackboard**

Daily and important announcements will be distributed through Email. Students are expected to check Email on a daily basis while classes are in session. Important paperwork and classroom/clinical assignments may be accessed via Blackboard per instructor assignment.

**Money and Valuables**

The students are responsible for their own money and valuables.

**Library and Reference Books**

The Pennsylvania College of Health Sciences Library is located in the Seraph Foundation Learning Commons, first floor Cooper Building. All Pennsylvania College of Health Sciences students in good standing may utilize all the resources and services of this library. In addition to the college library, other libraries at various clinical sites may also be utilized.

A second library is available at the Penn Medicine Lancaster General Hospital, first floor of the James Street entrance. All PA College students may access this library during the hours of operation.

Library information can be found on the PA College website:

<https://www.pacollege.edu/academics/learning-commons/library/>

**Student Participation in Governance**

Students desiring to offer input into the Radiography Program may submit their ideas, recommendations or observations to the Program Director. A student representative from each class is invited to and strongly encouraged to participate in the program Advisory Committee.

Radiography students, as members of, Pennsylvania College of Health Sciences are also strongly encouraged to participate in college committees.

**Fundraising Activities**

All fundraising activities must be approved by the Program Director. All proceeds must be used for educational purposes.

## **Clinical Policies and Procedures**

### **Clinical Affiliates**

#### **Penn Medicine Lancaster General Health Suburban Pavilion:**

2100 Harrisburg Pike, Lancaster, PA 17604

**Clinical Instructors:** Peter Daniels, AS, RT(R) and Carly McGregor RT(R)

**Contact Number:** 717-544-3974

**Supervisor:** Carol Distefano

#### **Penn Medicine Lancaster General Hospital:**

555 N Duke St, Lancaster, PA 17602

**Clinical Instructors:** Ashley Westphal, RT(R)(M), Allison Fieger BS, RT(R)(M),  
Karol Mullenax, RT(R)(M), Elizabeth Meskey BS, RT(R)

**Contact Number:** 717-544-4900 x47219

**Supervisor:** Jess Lewis

#### **Penn Medicine Lancaster General Health Downtown Pavilion:**

540 N Duke St, Lancaster, PA 17602

**Clinical Instructors:** Jeffrey E. Reed, RT(R), Allison Fieger BS, RT(R)(M)

**Contact Number:** 717-544-2313

**Supervisor:** Jess Lewis

#### **Penn Medicine Lancaster General Health Norlanco:**

424 Cloverleaf Road, Elizabethtown, PA 17022

**Clinical Instructors:** Lydia Martin, BS, RT(R)(M), Hope Buckius RT(R)(M)

**Contact Number:** 717-544-6319

**Supervisor:** Diana Brown, MS Ed, RT(R)(M)

#### **Penn Medicine Lancaster General Health Kissel Hill:**

51 Peters Road, Lititz, PA 17543

**Clinical Instructors:** Cathy Neaves, RT(R)(M) and Becky Jones, RT(R)(M)

**Contact Number:** 717-627-7010

**Supervisor:** Maria Bryce, BS RT(R)(M)

#### **Penn Medicine Lancaster General Health Willow Lakes:**

212 Willow Valley Lake Drive, Willow Street, PA 17584

**Clinical Instructor:** Kelly Reel, RT(R)(M)

**Contact Number:** 717-517-5358

**Supervisor:** Barb Greiner, RT(R)(M)

#### **Penn Medicine Lancaster General Health Crooked Oak:**

1671 Crooked Oak Drive, Lancaster, PA 17601

**Clinical Instructor:** Lisa Peters, RT(R)

**Contact Number:** 717- 569-5109

**Supervisor:** Barb Greiner, RT(R)(M)

#### **Penn Medicine Lancaster General Health Parkesburg:**

950 Octorara Trail, Parkesburg, PA 19365

**Clinical Instructor:** Tina Maerz, AS, RT(R)(M)

**Contact Number:** 610-857-6621  
**Supervisor:** Dina Barnhurst, RT(R)(M)

**Penn Medicine Chester County Hospital:**

701 East Marshall Street, West Chester, PA 19380

**Clinical Instructors:** Ruby George, AAS, RT(R), Diana Marconi RT(R)  
**Contact Number:** Main number: 610-431-5132  
**Supervisor:** Colleen Scelsa, BS, RT(R)

**Penn Medicine Southern Chester County:**

455 Woodview Road, West Grove, PA 19390

**Clinical Instructor:** Sarah Schreier, AAS, RT(R)  
**Technologists:** Megan Mumford, Nicole Sharkey  
**Contact Number:** 610-345-1971 (File Room - Sally)/ 610.431.5335  
**Supervisor:** Kristen Alvanatakis, RT(R)

**Fern Hill Medical Center:**

915 Old Fern Hill Road, West Chester, PA 19380

**Clinical Instructors:** Kelly McLarnon RT(R)  
**Contact Number:** 610-431-5335  
**Supervisor:** Kristen Alvanatakis, RT(R)

**Kennett Medical Campus:**

402 McFarlan Road, Suite 402, Kennett Square, PA 19348

**Clinical Instructor:** Catherine (Cathy) Trexler, RT(R)  
**Technologist:** Tina Bodin  
**Contact Number:** 610-925-3382 / 610-431-5335  
**Supervisor:** Kristen Alvanatakis, RT(R)

**Orthopedic Associates of Lancaster:**

170 North Pointe Blvd., Lancaster, PA 17501

**Clinical Instructors:** Matt Coffroth RT(R)  
**Contact Number:** 717-299-4871  
**Supervisor:** Brenda Braightmeyer RTR

**Orthopedic Associates of Lancaster – Spooky Nook:**

2913 Spooky Nook Road #100, Manheim, PA 17545

**Clinical Instructors:** Allison Armstrong RTR  
**Contact Number:** 717-299-4871  
**Supervisor:** Brenda Braightmeyer RT(R)

**Orthopedic Associates of Lancaster – Willow Street:**

212 Willow Valley Lakes Dr #201, Willow Street, PA 17584

**Clinical Instructors:** Matt Croffroth RTR, Jenni Sigman, RT(R)  
**Contact Number:** 717-299-4871  
**Supervisor:** Brenda Braightmeyer RT(R)

**WellSpan Good Samaritan Hospital:**

252 S. 4th St 4th and, Walnut St, Lebanon, PA 17042

**Clinical Instructors:** Jesse Goodman, RT(R)

**Contact Number:** 717-270-7656

**WellSpan Imaging – Helen Drive:**

805 Helen Dr, Lebanon, PA 17042

**Clinical Instructors:** Katie Walmer, BS, RT(R)

**Contact Number:** 717-273-9345

**WellSpan Imaging – Myerstown:**

297 W Lincoln Ave Rt 422, Myerstown, PA 17067

**Clinical Instructors:** Kayla Zimmerman, RT(R)(CT)

**Contact Number:** 717-866-9452

**WellSpan Imaging – Palmyra:**

1400 S Forge Rd, Palmyra, PA 17078

**Clinical Instructors:** Kelsey Blyler, BS, RT(R)(M)

**Contact Number:** 717-832-0960

**Travel distances** by vehicle from:

Pennsylvania College of Health Sciences

850 Greenfield Road, Lancaster, PA 17601 to program clinical affiliates.

	City	State	Zip	Mileage	Est. Travel Time from College
Penn Medicine Lancaster General Hospital	Lancaster	PA	17604	5.5	13 minutes
Penn Medicine Lancaster General Health Downtown Outpatient Pavilion	Lancaster	PA	17604	5.5	13 minutes
Penn Medicine Lancaster General Health Suburban Outpatient Pavilion	Lancaster	PA	17604	7.7	13 minutes
Penn Medicine Lancaster General Health Kissel Hill	Lititz	PA	17543	7.2	19 minutes
Penn Medicine Lancaster General Health Parkesburg	Parkesburg	PA	19365	20.4	34 minutes
Penn Medicine Lancaster General Health Norlanco	Elizabethtown	PA	17522	19.3	23 minutes
Penn Medicine Lancaster General Health Willow Lakes	Willow Street	PA	17584	6.8	14 minutes
Penn Medicine Lancaster General Health Crooked Oak	Lancaster	PA	17601	3.8	10 minutes
Orthopedic Associates of Lancaster – North Pointe	Lancaster	PA	17601	3.9	7 minutes
Orthopedic Associates of Lancaster – Spooky Nook	Manheim	PA	17584	12	18 minutes
Orthopedic Associates of Lancaster-Willow Street	Lancaster	PA	17604	5.8	14 minutes
Penn Medicine Chester County Hospital	West Chester	PA	19380	30.1	51 minutes
Fern Hill Medical Center	West Chester	PA	19380	41.5	57 minutes
Kennett Medical Campus	Kennett Square	PA	19348	38.1	58 minutes
Penn Medicine Southern Chester County	West Grove	PA	19390	29.9	50 minutes
WellSpan Good Samaritan Hospital	Lebanon	PA	17042	27.3	44 minutes
WellSpan Imaging Helen Drive	Lebanon	PA	17042	25.4	38 minutes
WellSpan Imaging Myerstown	Myerstown	PA	17067	25.4	43 minutes
WellSpan Imaging Palmyra	Palmyra	PA	17078	31.8	37 minutes

## **Policy Governing Clinical Education Scheduling**

The purpose of the clinical assignment is to correlate didactic knowledge with practical skills and attitudes.

The total number of students assigned to any clinical site shall be determined by the Radiology Department facilities and approved by program accreditation bodies.

The student is subject to all rules and regulations of the clinical affiliate. The clinical affiliate reserves the right to suspend or terminate from the site a student who does not adhere to established policies of the program or clinical affiliate. A student who does not maintain appropriate behavior may be suspended or dismissed immediately. Refer to the section entitled "Responsibilities of the Student" on pp. 34-35.

If a student is suspended or dismissed from a clinical affiliate, the Program Director and Clinical Coordinators will review the circumstances for this action. All parties are encouraged to address this issue promptly in writing (within five (5) business days) so that the resolution of grievance can be addressed in a timely manner. If the decision to dismiss is upheld, the clinical dismissal will result in a final grade of "F" for the clinical course.

## **Clinical Affiliate Assignment**

The Clinical Coordinator(s) and Program Director determines student schedules and assignments at clinical affiliates. Assignments at clinical affiliates are intended to provide the student with a comprehensive clinical education as deemed appropriate by the faculty and serves to correlate didactic knowledge with practical skills. Students are not guaranteed specific clinical affiliates.

The program provides equitable learning opportunities for all students regarding learning activities and clinical assignments.

Any student requesting changes in the clinical schedule must submit written justification for the change to the Clinical Coordinator(s). A decision will be made on the student's educational needs and site availability.

Students generally participate in classroom instruction as a class or group, i.e., as first year or second year. However, to avoid overloading the clinical area at any given time and to ensure optimum learning experiences for students, the program reserves the right to equitably vary the clinical rotation schedules to best support the learning experiences offered to the student.

Assigned clinical hours do not include changing into uniform, eating breakfast, personal errands, or medical appointments. Semester clinical schedules for each student will be posted and made available prior to the beginning of each semester.

Students utilizing ANY time off from **scheduled clinical hours**, regardless of the reason, must submit a written request and place in the Blackboard drop box. The request must include the date or dates absent and the type of time used (PTO, funeral leave, or request excused absence. In addition, the student must sign in to Trajecsys to accurately report the time off, and the clinical site must be notified.

## **Clinical Hours**

Clinical education hours for all clinical sites will begin no earlier than 5:00 a.m. and will extend no later than 9:30 p.m.

### **Meal Periods – All Clinical Affiliates**

- Meal periods of thirty (30) minutes are required for each clinical day.
- The student should consult the clinical instructor or supervising technologist for the best time for this break.
- Students are required to take a 30-minute break during each clinical day.
- Students may not skip this break and leave the clinical site 30 minutes earlier than their scheduled time.

**Clinical obligations:** Students are responsible for travel and/or transportation to the college and to the clinical site(s).

### **Emergencies**

Students must contact the clinical affiliate clinical instructor and/or program faculty should an emergency arise and the student needs to be excused or absent from a scheduled clinical assignment.

### **Clinical Attendance**

- Clinical attendance is mandatory for all clinical education sessions.
- The Radiography Program has adopted the Trajecsyst system to handle clinical attendance.
- Students are required to utilize this system for clocking in and out of each of their clinical rotations.
- Each student has a unique sign-on and password for Trajecsyst.
- Under no circumstances is it permissible to clock in or out for another student. Any student found guilty of such an offense is subject to dismissal.

### **Clinical Attendance – Excused**

Students must complete the clinical absence form located in the Blackboard Clinical Course and contact their assigned clinical site at least thirty (30) minutes prior to the scheduled clinical start time. The program requires a **verification** (physician’s note or other documentation) of illness or a family emergency to be considered an **excused absence**. Jury duty will also be considered an excused occurrence provided proper verification is supplied.

### **Personal Day – Excused**

Students are allotted one personal day each semester. This time can be used for a full clinical day or split in half (two half-days). This personal day is not accruable nor is it transferable. When using a personal day, students must still follow the Attendance Reporting Policy.

### **Clinical Attendance – Unexcused Absence**

An unexcused absence is an occurrence whereby the student is not present for scheduled clinical assignments. Unexcused absences are a violation of the program’s attendance policy, course requirements demonstrate unprofessional behavior and subject the student to disciplinary action and possible dismissal from the program. Unexcused absence(s) will be reflected in the Clinical Performance Evaluation (Progress Report) and subsequently the course grade.

### **Clinical Attendance - Tardiness**

- Tardiness is the failure to be present for clinical rotations at the scheduled starting time.
- Any student who is not in his/her clinical area at the assigned time will be considered late.
- The student is given a 5-minute window to arrive in clinical and clock into Trajecsyst.
- Tardiness of 5 -14 minutes will be documented and reflected on the Clinical Performance Evaluation (Progress Report) in the “Attendance” section. Tardiness is an infraction of program policy. Habitual tardiness is considered unprofessional behavior and it will be addressed on the Clinical Performance Evaluation.
- Students expecting to be tardy must notify the clinical instructors prior to the scheduled time.
- If a student is more than 15 minutes late for the clinical rotation and has not followed the Clinical

Attendance policy, the occurrence is an unexcused absence.

### **Clinical Attendance- Competency Exam Make-up Days**

If a student has not completed the required competency exams by the end of the 15-week fall and spring semester, makeup days will be scheduled the week of final exams. If a student has not completed the required competency exams by the end of the 6 week summer semester, makeup days will be scheduled the following Monday and/or Tuesday. If the required competencies are not completed by the end of the additional assigned time, the student will not make academic progression. Makeup dates, times, and locations will be assigned at the discretion of the clinical coordinator based on the availability of the clinical staff and program faculty.

### **Clinical Attendance – College Closure**

Students are not permitted to participate in clinical rotations when the college is closed. This includes scheduled breaks that are reflected on the academic calendar and closures due to inclement weather.

### **Events Affecting College Operations**

**Purpose:** To provide guidance and direction for the campus community when the College may alter hours of operation due to weather conditions or emergency conditions.

**Refer to Administrative Policy 10.1.3** on the College Portal

<https://my.pacollege.edu/college-services-and-resources/policies/Pages/default.aspx>

#### **In the event of a college closure for a snow day:**

- All clinical rotations and classes will not be in session.
- Students are not expected to report to clinical or make an effort to report to PA College or to a designated clinical rotation.

#### **In the event of a weather-related delay (If PA College is on a modified start time, such as 1000):**

- If the student's clinical rotation for the day is less than 2 hours in length (such as morning portables with a 1000 start time) then the student is not required to be in clinical attendance.
- If the student's rotation is longer than 2 hours, the student is expected to report to clinical at the modified scheduled start time for PA College.
- All other students are expected to report either at the designated opening time for PA College or later if on an evening rotation.
- Students are expected to be in clinical at the designated start time. Therefore, they should be at the shuttle for an LGH rotation earlier than 1000. In the event that the college dismisses early:
- Faculty will notify all clinical sites housing students of the early closure via telephone calls.
- Students attending clinical are expected to be out of their designated clinical rotation by the time PA College is closing.
- Students scheduled to start clinical after the designated closure time should not attend clinical. • Students at LGH should not perform any examinations 15-20 minutes prior to the college closure and should, instead, take the shuttle back to PA College and subsequently leave the premises.
- If your clinical rotation is set to begin 1-2 hours before the dismissal time, you do not need to report to clinical for the day.

#### **If you have to drive far in inclement weather before the closure/delay announcement is made:**

- Students who have very early rotations may delay their commute to see if PA College announces a closure or delay
- If PA College remains open with an unmodified schedule, long-distance commuters who had inclement weather where they live may begin clinical later than their initially scheduled time.
- If a long-distance commuter fails to attend clinical and PA College remains open, the absence will be

deemed unexcused or the student’s personal day will be used.

- In extreme cases, students may provide a list of local higher education (College level) school closures/delays to indicate the severity of local weather.
- Photographs of streets/porches/decks not be acceptable as this is not an accurate gauge of local weather conditions in all situations.

### Grading Rubric for Attendance (used on the Outcome Based Clinical Performance Evaluation):

**ATTENDANCE:** The faithfulness of reporting to clinical assignment no later than assigned time based on clinical rotation and conforming to published clinical policies.

<b>Perfect Attendance:</b> no tardiness, no missed time throughout the semester (+1%)		<b>Dates</b>
	<b>Tardiness:</b> defined as late to clinical five to fourteen minutes of scheduled rotation. A minus 1% will be deducted for each tardiness within the semester, over one occurrence.	
	<b>Personal Day:</b> defined as one excused absence, per semester; no verification of absence required	
	<b>Excused Occurrence:</b> defined as an absence that requires verification of illness or family emergency. A minus 2% will be deducted for each occurrence over two occurrences.	
	<b>Unexcused Absence:</b> defined as an absence whereby the student is not present for scheduled clinical assignment. This includes arriving at clinical more than 15 minutes late. A minus 2% will be deducted for each unexcused absence within the semester.	
	<b>Published Call-In Policy:</b> Students are required to follow the published call-in policy when they will be late to clinical or will be absent from clinical. A minus 1% will be deducted for each instance whereby the published call-in policy was not followed properly.	

### Guide for Recording Clinical Attendance

#### Use of Trajecsys

- All radiography clinical students will create accounts in Trajecsys and students will each be responsible for clocking in and out for every clinical day of all semesters.
- The clinical coordinator will provide “How To” instructions for the use of Trajecsys for each student. These instructions will be posted to all clinical courses in Blackboard.
- At the beginning of assigned clinical days, students must clock into Trajecsys using their facilities computer system.
- Students **may not** use their cell phones to clock in
- At the end of each clinical day, the student must clock out of Trajecsys

#### **Trajecsys Attendance Clock in/Clock out Policy**

- You are required to clock in and out using Trajecsys on a computer at your assigned clinical site.
- The IP address is noted for each facility and is the only acceptable electronic device you may use.
- If the computer is unavailable when arriving at your site, please enter a time exception with comments and ask a technologist to confirm your arrival time via an Email to all faculty.
- If you forget to clock out, please enter a time exception with comments and ask a technologist to confirm your departure time via an Email to all faculty.
- You will not attempt to modify the recording system under any circumstances by using any other electronic device besides the computer at your designated clinical site.
- If you fail to follow the above procedure:
  - First offense will result in a written warning
  - A second offense will result in a 2% deduction on the progress report
  - Three or more offenses will result in a 5% deduction for each offense on your progress report.

## Directions for Reporting Clinical Absences, Late Arrivals or Early Departures from the Clinical Site

<p><b>Clinical Absence Reporting Directions</b></p>	<ol style="list-style-type: none"> <li>1. Call your clinical rotation site at least <b>30 minutes prior to your scheduled arrival time.</b></li> <li>2. Log into Trajecsys and <b>use the "Time Exempt" tab to report your clinical absence.</b> <ul style="list-style-type: none"> <li>➤ Do not just clock in as you would normally do.</li> <li>➤ You must enter "0000" in the time slot for it to report as a clinical absence. (Otherwise, it just clocks you in)</li> <li>➤ In the comments section, report whether this is a "Personal Day, Excused Absence or Unexcused Absence."</li> </ul> </li> <li>3. Fill out the <b>Clinical Absence form</b> located in the Blackboard Clinical Course. <ul style="list-style-type: none"> <li>➤ Save it to your computer and then upload it to the drop box provided.</li> <li>➤ <b>This also must be done at least 30 minutes PRIOR to your scheduled clinical arrival time.</b></li> </ul> </li> </ol>
<p><b>Late Arrival to Clinical Reporting Directions</b></p>	<ol style="list-style-type: none"> <li>1. Call your clinical rotation site to notify them of your late arrival and your expected arrival time.</li> <li>2. Once you arrive at your clinical site, log into Trajecsys and use the <b>"Time Exception" tab - record your arrival time.</b> <ul style="list-style-type: none"> <li>➤ In the comments section, list whether you are using "CompTime, Personal Day, or unexcused/tardy."</li> </ul> </li> <li>3. Fill out the <b>Late Arrival form</b> located in the Blackboard Clinical Course. <ul style="list-style-type: none"> <li>➤ Save it to your computer drive and upload the form to the drop-box immediately after clocking into Trajecsys.</li> </ul> </li> </ol>
<p><b>Early Departure from Clinical Reporting Directions</b></p>	<ol style="list-style-type: none"> <li>1. Notify your clinical instructor at your clinical site about your wish to leave early. <ul style="list-style-type: none"> <li>➤ Specify what time you are planning to leave.</li> </ul> </li> <li>2. Log out of Trajecsys and <b>use the Time Exception tab.</b> <ul style="list-style-type: none"> <li>➤ In the comment section, specify whether or not you are using "Comp time, personal day or unexcused."</li> </ul> </li> <li>3. Fill out the <b>Early Departure form</b> located in the Blackboard Clinical Course. <ul style="list-style-type: none"> <li>➤ Save it to your computer drive and upload the form to the drop-box immediately after clocking out of Trajecsys.</li> </ul> </li> </ol>

### Requirements for Clinical - Student Health

**Purpose:** To promote the health and safety of students in academic and clinical environments

Refer to Academic Policy 3.7 on the College Portal:

<https://my.pacollege.edu/college-services-and-resources/policies/Pages/default.aspx>

Students must complete required health screenings and vital documents **PRIOR** to entering the clinical setting. All documents must be turned in to the Student Service Center unless otherwise indicated. A list of clinical requirements and vital documents can be found on the College Portal: <https://my.pacollege.edu/student-service-center/get-started-and-orientation/Pages/Vital-Documents-Guide.aspx>

## **Injured while at School**

Any student who sustains an injury related to the academic/clinical environment must notify Health & Wellness Services.

**In the event that an injury or exposure occurs during a clinical experience**, it is critical that the student follow the proper procedure.

- The assigned clinical instructor must be notified immediately.
- The on-call faculty should be then notified.
- The faculty will direct the student to Health & Wellness Services or the appropriate health care provider for treatment, if necessary.
- The instructor will have the student complete a Student Injury/Illness Report found on the PA College My Portal: <https://my.pacollege.edu/student-life/health-and-wellness/Pages/default.aspx>
- This form must be forwarded to Health & Wellness Services if the student is not seen there.

Any student who sustains a **needle stick injury or any other exposure to blood/bodily fluid** must follow the protocol of their clinical setting and notify Health & Wellness Services following the incident.

- For exposures that occur at Lancaster General Health, students must report to Employee Health during operating hours or to the Emergency Department at LG Health during off hours. Information regarding the source patient (name, DOB, medical record number, etc.) should be provided by the student to the evaluating facility.
- For exposures at other sites, please follow the directions above and, if required, the clinical facility's protocol.
- The initial costs of evaluating blood/bodily fluid exposures are sometimes covered by the facility in which the exposure occurred. If the student receives a bill for such services, it should be submitted first to their insurance company, and any remaining balance should be submitted to the Health and Wellness Center. Expenses resulting from additional care and treatment relevant to the exposure will not be covered by the College or the respective clinical facility.

## **Identification Badge(s)**

**Purpose:** To provide information regarding identification and authorized access to facilities owned and/or controlled by PA College and its affiliates.

Refer to Administrative Policy 10.3.1 on the My PA College Portal:

<https://my.pacollege.edu/college-services-and-resources/policies/Pages/default.aspx>

Students are required to have their student identification badge visible at all times and placed above waist level when they are in any clinical area.

- Specific clinical affiliates may provide the student with an ID badge from their facility for which the student is required to wear. If a facility does not have a specific ID requirement, then the student must wear his/her PA College student ID.
- **An identification badge attached at waist level is not acceptable and is considered a violation of the dress code.**

- Should a student be present in the clinical area without an identification badge, the student will need to obtain a temporary badge for the day.
- Students may not utilize their employee badge during the clinical rotations.
- Badges may not contain distracting stickers that cover pertinent information on the ID badge

### **Knowledge Link**

- All students are required to complete Knowledge Link modules. The Program Director will indicate specific directions and the due date for completion of these modules.

### **Clinical Attire**

Information on Clinical Uniforms can be found at:

<https://my.pacollege.edu/student-life/Pages/Clinical-Uniforms.aspx>

- Pewter grey pair of scrub pants or skirt (skirt may be no shorter than knee length)
- Pewter grey scrub top with the name of the College and the student's specific program embroidered on the front
- With the permission of the instructor, agency or unit, a pewter grey snap-front warm-up jacket with the name of the College and the student's specific program embroidered on the front is optional
- With the permission of the instructor, agency or unit, a plain solid white shirt (short or long sleeve) may be worn under the scrub top
- White socks and/or white hosiery (with skirts)

### **Footwear**

- Shoes should be predominantly solid-colored, neutral shades and complimentary to scrub pants, including white/grey/navy blue/black (bright colors or patterns are not permitted)
- Must meet the safety standards of the department/program
- Leather or leather-like shoes are required (cloth or mesh shoes are not permitted)
- Nonskid, closed-toe shoes are required
- Sneakers and clogs are permitted (clogs must have a strap on the back)

### **Jewelry**

- Students should carefully consider jewelry choices in the clinical setting. Cognitively compromised patients may pull at necklaces, earrings, bracelets or other jewelry. In addition, rings may become lodged or broken from moving patients to/from the radiographic table.
- Clinical affiliates each have policies regarding piercings. Students must adhere to these policies while in the clinical setting.

### **Tattoos**

- Each clinical affiliate has a specific policy regarding visible tattoos.
- In most instances, any visible tattoo must be covered up while in the clinical setting.
- Students must adhere to the policies of the clinical affiliate while in the clinical setting.

### **Personal Hygiene**

- Students must exhibit professional personal hygiene.
- Students must consider body odor; perfume, lotions or cologne should be used conservatively.
- Clothing and body should be free of foul smells as well as smoke odor.

### **Fingernails**

- Artificial nails are not permitted.
- It is recommended that nail length not exceed ¼ inches

### **Hair-Head/Face**

- Hair should be clean, neat and well groomed.

- Long hair must be neatly tied back away from the face, neck, and shoulders to avoid patient and equipment contact.
- Facial hair including mustache and beard should be clean, neat, trimmed and well groomed.

### **Clinical Attire for Operating Room rotations**

- Students must arrive to their clinical site in their designated school uniform.
- Students may then change into the appropriate OR attire (provided by the facility) to include scrubs, foot covers, head cover (beard cover when applicable), and face mask.
- Students must adhere to the OR uniform protocols while in this rotation.
- Prior to leaving for the day, students must change back into their designated school uniform
- Students may not leave clinical in the OR attire.

Students must follow the professional and clinical attire standards of Pennsylvania College of Health Sciences and the sponsoring facility dress code policy. **The dress code of the sponsoring facility will always take precedence when in the clinical setting.**

Any student not complying with the dress code and appearance policy will be removed from the clinical site. This lost time will be considered an unexcused absence. Make-up time is not available to time lost due to attire compliance.

### **Student Radiation Monitoring and Radiation Safety:**

The college conducts radiation monitoring for all students who may be exposed to radiation. All students assigned to radiation areas will utilize film badges for monitoring.

- The badge must be worn at all times within the clinical setting. If the student does not have his/her badge, he/she will be dismissed from the clinical setting.
- Film badges will be changed monthly. Students are responsible for switching out badges when the notification is received. Failure to comply will be reflected in the clinical progress report.
- Exposure records will be kept on file. Students will be shown their monthly badge report reading and will be asked to initial this document.
- Students with high readings will be informed of these readings, and an investigation of exposure will be undertaken.
- Holding – students are **not permitted** to hold patients or image receptors.

### **Radiography Program External Radiation Dose Policy**

The adult students' radiation dose limit is set by the State's Department of Environmental protection at 5 rem/year. This is a regulation published in the PA Code of regulations. The only exception would be students under the age of 18. Their dose limit is .5 rem/year.

The Radiography Program at Pennsylvania College of Health Sciences has established investigational levels for occupational external radiation doses, which, when exceeded, will initiate review or investigation by the Radiation Safety Officer (RSO) and/or Radiation Safety Committee (RSC). If a student's deep radiation dose exceeds 125 mrem in one quarter, he/she will receive a warning letter, copied to the Program Director, from the RSO. If the student repeatedly exceeds 125 mrem per quarter or if the student exceeds 375 mrem in one quarter, the RSO would investigate the student's work habits. Based on the findings of the investigation the student may be counseled on best practices to decrease radiation dose.

## **Communicable Disease Policy**

Students who have, or believe they have, a communicable disease must notify the program director. The program director will have the student seen by the college Health and Wellness Center nurse.

If the disease has not been confirmed, the college Nurse will have the student seen by the Emergency Department physician.

If the college Nurse is not available and the Program Director questions whether the student should continue to be involved in school activities, the student will be referred to the Emergency Department. Otherwise, the Health Nurse will investigate and advise the Program Director as to whether absence or reassignment is necessary using the Department of Occupational Medicine or the Emergency Department as a resource. The C.D.C. guidelines will be followed. Diseases not included in the C.D.C. guidelines will be evaluated on an individual basis.

Symptoms or diseases of major concern include but are not limited to:

- Acute diarrhea (unresolved after 24 hours).
- Skin infections - all draining lesions, including herpes simplex of the fingers and mouth.
- Respiratory infections, including influenza and Group A streptococcal pharyngitis. This is especially important if symptoms include high fever and production of purulent respiratory secretions.
- Infectious diseases, including measles, mumps, chicken pox, rubella, pertussis, tuberculosis, and hepatitis.

## **Caring for Patients**

All patients must have either slippers or shoes on their feet when walking in the hallways. Gowns must be held shut. Student technologists will ensure that patients are properly draped at all times.

The student will not at any time administer medication, water or treatment of any kind to a patient except under the direction of a physician. If a patient becomes ill or injured, a physician must be notified immediately.

Students must use the active patient identification process prior to any radiographic examination.

Failure to use the active patient identification process will be reflected in the course progress report and course grade.

## **Transportation of Patients**

The following rules are to be followed when transporting patients to and from the floors or to the Emergency Department.

- All litter patients must have the side rails up and must be provided with pillow and cover. Litters are to be pushed from the end near the patient's head.
- Hospital staff must accompany all patients when returning to their rooms.

## **Routine Duties**

Students will be assigned to various clinical areas on a regular basis. Students will be responsible for all clinical assignments/patient examinations given to them by their supervising clinical instructor/staff technologist. All clinical assignments/patient examinations are to be completed unless relieved of task by an instructor/staff technologist.

Linens are to be changed, and x-ray tables are to be wiped down with approved antiseptic cleansing agent between patients. Students need to use antiseptic foam or wash hands after every patient contact. Students

should notify instructors if any equipment is in need of repair.

### **Mammography Observation/Shadowing Opportunities Policy**

It is the Pennsylvania College of Health Sciences, Radiography Program's role to provide a strong educational experience in all aspects of the radiology field to the student. There are limitations in some procedures including the mammography observation/shadowing opportunity.

Any student electing to complete a shadowing observation in mammography during the fourth or fifth semester shall acknowledge this on the form sent from the clinical coordinator prior to the beginning of the students' second radiography year.

All students, male and female, will be offered the opportunity to participate in clinical mammography observation/shadowing rotations. The program will make every effort to place a male student in a clinical mammography observation/shadowing rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. Many clinical sites prohibit male students from participation in mammography rotations due to liability concerns, as well as consideration for the interests of the patient.

The program will not deny female students the opportunity to participate in mammography observations/shadowing based upon the clinical setting's inability to provide the same opportunity to male students. For the male students interested in this rotation, the student will be given a tour of the suite along with explanations of the equipment used and the processes/flows of the department. The facility will be given notice of this observation, and every effort will be made to allow the male student to observe exams. All observations of patient exams for both male and female students require permission from the patient for observation. The technologist in charge of the exam will ask the patient for permission prior to the student entering the exam room.

This policy on Mammography Observation/Shadowing Opportunities is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement on Mammography Clinical Rotations is available on the JRCERT web site, [www.JRCERT.org](http://www.JRCERT.org), Program Director & Faculty, Program Resources.

### **MRI Policy**

The MR room has a very strong magnetic field that may be hazardous to individuals entering the MR environment specifically if they have certain metallic, electronic, magnetic, mechanical implants, devices or objects.

- In the course of the radiography clinical education, students may be asked to transport patients to the MRI suite, assist with lifting in the MRI suite and/or complete an observation rotation in MRI.
- It is essential that all students are knowledgeable of the dangers the MRI suite may present.
- It is also mandatory that all students are properly screened for any potential health issues that may exist which could compromise the safety of the student in the MRI suite.
- Therefore, all Radiography Program students are required to have orientation and screening on MRI Safety prior to stepping in or near the MRI suite.

1. Students will watch the following video, in full.

<https://www.youtube.com/watch?v=jwSUu5OJ7Q0>

This video will be available in the Blackboard RAD 102 course.

2. Complete the short quiz on MRI Safety. The quiz is located in the Blackboard clinical course RAD 102. This quiz must be successfully passed with a 90% or higher before the student may begin their clinical assignment.
3. The student must complete the MRI Safety Screening sheet and return the completed form to the Program Director, prior to beginning their clinical assignment.
4. Students must speak to program faculty about any concerns they may have regarding their safety within the MRI suite.
5. The student must notify the Program Director immediately should the student's health change whereby making the MRI suite a safety issue for the student.
6. Students will abide by all MRI Safety Protocols while in the MRI suite.

### **Employment and student/employer responsibility**

If students are employed while enrolled in the program, the program requirements take precedence. Students employed by any Pennsylvania College of Health Sciences clinical affiliate will be responsible to the employer. The college does not accept responsibility for any actions of students employed or operating outside the Pennsylvania College of Health Sciences radiography curriculum. Student employment hours will not conflict with the school program hours. Clinical schedules will NOT be rearranged to accommodate employment schedules. **Clinical competency requirements may not be met during hours of employment.**

### **Markers**

Students are required to purchase right and left lead markers before beginning the clinical component of the radiography program. Students are responsible for bringing markers to every clinical assignment. Evidence of markers must be present on all radiographic images.

### **Parking**

Parking will be permitted only in the designated areas as assigned.

Parking information for clinical affiliates can be found in the Blackboard Clinical Course each semester.

### **Cell Phone Policy**

- The use of cell phones is strictly prohibited while attending clinical education.
- Students may not carry cell phones with them during clinical hours.
- Devices must be placed in lockers or other areas designated by the clinical facility for belongings.
- Any student in violation of this policy will be asked to leave his/her clinical site and will be marked with an unexcused absence for that day.
- For exceptional circumstances necessitating immediate personal communication by phone or text, the student must ask the clinical site instructor and/or supervisor for permission to keep the cell phone with them during their clinical rotation.
- In such instances and upon permission from the clinical site, the cell phone must remain on vibrate or silence and out of site in the presence of the patient.
- If a call comes in, the student must excuse himself/herself, with permission, from the clinical area to attend to the personal business.
- The student may not, under any circumstances excuse himself/herself in the middle of a patient exam without relief from a registered radiologic technologist.
- Permission granted from the clinical site to have possession of the cell phone during a clinical experience is valid for that clinical day only. Any subsequent requests must be carried out on the specific clinical day.

### **Computer Policy during Clinical Hours**

- Students may not use clinical site computers for personal business during clinical hours.
  - Personal business includes (but is not limited to) internet surfing (that does not pertain to patient exam), shopping, or streaming of videos (etc.).
- Students may not bring a personal laptop or tablet into the clinical setting.
- Any student in violation of this policy may be asked to leave his/her clinical rotation for the day.
- This absence will be marked as unexcused.

### **Hospital Visiting**

When visiting patients at any hospital or clinical site, students must comply with visitation policies for that particular site. Students are not permitted to receive visitors during clinical rotation hours.

### **Health Information Confidentiality Policy: Health Insurance Portability and Accountability Act (HIPAA)**

Students must maintain strict confidentiality of all health information on patients at clinical affiliate sites during after the course of the clinical rotations. The student may neither use nor disclose health information of patients to which they have access, other than as expressly authorized by the clinical affiliate. The student may not record any patient-identifiable information on their personal documents (e.g., clinical log sheets). The student must be familiar with and adhere to their clinical affiliate's HIPAA policy.

# Clinical Competency Program

## Structure

The clinical competency program is a process of information presentation, practical application, and competency validation of program performance requirements utilizing direct supervision, and indirect supervision. The competency program takes place throughout the span of the program beginning with the first clinical rotation to which the students are assigned and culminating in the successful completion of required competency evaluations prior to graduation. Students' clinical competencies must be completed by registered technologists approved by the clinical site affiliate supervisor(s).

## Validation

Competency is validated through the student meeting the clinical competency requirements and examinations for each weekly and semester rotation. Competency requirements are identified in the clinical competency manual.

## Supervision Defined:

<p><b>OBSERVED</b> (Direct Supervision)</p>	<p><b>Applies to:</b></p> <ul style="list-style-type: none"> <li>➤ Exams students have not learned in class.</li> <li>➤ Student may assist the technologist as directed</li> </ul>
<p><b>ASSISTED</b> (Direct Supervision)</p>	<p><b>Applies to:</b></p> <ul style="list-style-type: none"> <li>➤ Exams students have learned in class, but have not successfully competency tested on the examination.</li> <li>➤ Student will do the positioning, centering, equipment and technique manipulation with the assistance of a qualified radiologic technologist.</li> <li>➤ Direct supervision requires that a qualified radiologic technologist:             <ul style="list-style-type: none"> <li>✓ Review the physician's order</li> <li>✓ Be present at the control panel during the entire procedure</li> <li>✓ Available to offer assistance and guidance to the student at any time during the examination.</li> <li>✓ Assess, with the student, each image for quality with regard to departmental and professional standards</li> <li>✓ Provide feedback and constructive comments, as appropriate.</li> </ul> </li> <li>➤ The qualified radiologic technologist is responsible for the student's actions and the patient's welfare throughout the entire examination.</li> </ul>
<p><b>UNASSISTED</b> (Indirect Supervision)</p>	<p><b>Applies to:</b></p> <ul style="list-style-type: none"> <li>➤ Exams the student has successfully competency tested on.</li> <li>➤ The student may perform the examination with a qualified radiologic technologist present within the clinical setting. The qualified radiologic technologist will be available to immediately assist the student, as required.</li> <li>➤ Prior to beginning imaging, the student must:             <ul style="list-style-type: none"> <li>✓ Have a qualified radiologic technologist present to verify name, DOB, physician's order, and LMP/pregnancy, when applicable.</li> <li>✓ The student must notify a qualified radiologic technologist after imaging is completed to review all images.</li> <li>✓ The qualified radiologic technologist will assess, with the student, each image for quality with regard to departmental and professional standards and provide feedback and constructive comments, as appropriate, prior to dismissing the patient.</li> <li>✓ If a repeat image is required at any point during the exam, the student must have the qualified radiologic technologist present to oversee and be present during the repeated exposure.</li> </ul> </li> </ul>

If a repeat image is required at any point during the exam, the student must have the qualified radiographer present to oversee and be present during the repeated exposure.

### Deviation from protocol

Failure to follow the Direct and Indirect Supervision policy will be reflected on the student's Outcome Based Clinical Performance Evaluation (Progress Report) at the end of the semester (denoted in Section II) –

	<b>Meets Expectations (5 Points)</b>	<b>Does Not Meet Expectations (0 Points)</b>	<b>Does Not Meet Expectations on more than one occasion (-5 Points)</b>
<b>B</b>	Student consistently follows protocol when checking physicians orders.	Student does not follow site protocol which resulted in technologist intervention or excessive radiation to patient on one occasion	Student does not follow site protocol which resulted in technologist intervention or excessive radiation to patient on more than one occasion
<b>C</b>	Student consistently obtains and Verifies, with a technologist present, the doctor order with the patient prior to beginning the exam.	Student neglects to obtain and Verify doctor order before beginning exam causing technologist intervention on one occasion.	Student neglects to obtain and verify doctor order before beginning exam causing technologist intervention on more than one occasion.
<b>D</b>	Student consistently images the Correct body part, based on order and protocol	Student incorrectly positions for or images the wrong body part which resulted in technologist intervention or excessive radiation to patient on one occasion	Student incorrectly positions for or images the wrong body part which resulted in technologist intervention or excessive radiation to patient on more than one occasion
<b>E</b>	Student consistently follows protocol which requires a technologist present during all repeat images.	Student repeats an image without the assistance of an instructor or technologist on one occasion	Student repeats an image without the assistance of an instructor or technologist on more than one occasion
<b>F</b>	Student consistently follow the protocol for identifying the correct patient, prior to beginning the exam in the presence of a technologist	Student does not follow the appropriate procedure to identify the patient on one occasion	Student does not follow the appropriate procedure to identify the patient on more than one occasion
<b>G</b>	Student consistently has all images checked with a technologist prior to dismissing the patient.	Student dismisses patient prior to technologist review of images on one occasion	Student dismisses patient prior to technologist review of images on more than one occasion
<b>H</b>	Student consistently provides a safe environment for all patients.	Student compromised the safety of the patient, resulting in technologist intervention or an event report, on one occasion.	Student compromised the safety of the patient, which resulted in technologist intervention or an event report, on more than one occasion.

### Clinical Grading System

The clinical grade for each clinical course shall be assigned based on the semester end Clinical Performance Evaluation (Progress Report) and other clinical assignments (objectives, log sheets, lab performance)

The Clinical Performance Evaluation (Progress Report) grade earned at the end of each semester is based on the following criteria:

- Successful completion of the clinical assignments.
- Successful attempt of competency requirements for the semester. A designated number of clinical competency and simulation categories are required for each semester and are distributed to each student. Students unsuccessful with a competency exam must repeat that competency until a grade of 90% or higher is met. Students may only carry one unsuccessful competency into the next semester. That unsuccessful competency **MUST** be completed in the following semester. Students attempting to carry more than one unsuccessful competency into the following semester may be dismissed from the program for failure to make academic progression. Students failing to successfully competency test on

any “carried over unsuccessful competencies” during the following semester may be dismissed from the program for failure to make academic progression.

- Personal observations of clinical performance by the clinical instructors and staff technologists to include some or all of the following categories:
  - Professional Ethics
  - Personal Appearance
  - Patient Safety
  - Attitude and Initiative
  - Quality of Performance
    - ✓ Positioning labs
    - ✓ Daily performance
    - ✓ Equipment manipulation
  - Communication
  - Patient Care
  - Judgment (Year Two)

A student must earn an overall grade of 84% or higher in these clinical courses in order to successfully complete the Clinical Practice courses (RAD 102, RAD 104, RAD 106, RAD 208, RAD 210).

Clinical assignments must be completed and turned in to the program faculty based on the specifications listed in the courses syllabus. Failure to submit these assignments will affect the overall clinical course grade.

### **Continual Competency/Proficiency Evaluation**

After a student has successfully completed a competency evaluation for a particular procedure, he/she **must maintain** proficiency for that procedure. Proficiency evaluations are required in RAD 208 and RAD 210. The proficiency evaluation will be part of the student's clinical grade.

### **Clinical Deficiency**

If a deficiency or unsafe practice has been identified and documented, remedial training and/or counseling will be offered to the student specific to the deficiency identified. Faculty members may, at any time, reevaluate the student on his/her ability to perform the procedure utilizing a repeat competency exam. This repeat evaluation will be part of the student's clinical grade. If the student is unable to perform satisfactorily, the student will return to the "Direct Supervision" level of their education for that particular procedure. After remedial instruction, the student will be required to repeat the competency test successfully to document remediation. The student will be returned to “Indirect Supervision” upon successful completion of the competency test. A failing grade for any Procedures course will be assigned if the student fails to meet the course requirements and objectives.

**Repeat Radiograph Policy (applicable to all semesters):**

Under **NO** circumstance is a student permitted to repeat a radiograph without the assistance of an instructor or technologist.

<b>Radiography Program Repeat Policy</b>	<p><b>All students are expected to adhere to the following:</b></p> <ul style="list-style-type: none"> <li>• The protocol for repeat or additional radiograph applies to students who are assigned to clinical rotations as part of the PA College of Health Sciences Radiography Clinical Practice courses.</li> <li>• The need for any additional or repeat radiographs shall be established and confirmed by a qualified radiographer.</li> <li>• In order to support effective learning processes, the student will assess the radiographic images he or she produces in consultation or collaboration with a qualified radiologic technologist.</li> <li>• In consultation or collaboration with a qualified radiologic technologist, the student will describe modifications to the radiographic process that will result in an acceptable diagnostic image.</li> <li>• The student, <b>in the presence of a qualified radiologic technologist</b>, will affect appropriate modifications to the radiographic process and perform the additional image.</li> <li>• The resulting image will be assessed by the student and the qualified radiologic technologist.</li> <li>• The qualified radiologic technologist will assess the image and determine if it is acceptable for interpretation or if additional radiographs need to be obtained.</li> <li>• The identity of the qualified radiologic technologist will be noted in the patient’s electronic medical record AND will be noted in the weekly student log under the “Repeat” column.</li> <li>• The signature of the qualified radiologic technologist on the student’s log sheet confirms that the repeat radiograph policy was followed.</li> <li>• The signature of the qualified radiologic technologist on the student’s log sheet does not necessarily denote agreement on the quality, appropriateness, or need for the repeat radiograph.</li> </ul>
--	--

**Deviation from protocol**

Failure to follow the repeat radiograph protocol will be reflected in your Outcome Based Clinical Performance Evaluation (Progress Report) at the end of the semester (denoted in Section II, E) –

	Meets Expectations (5 Points)	Does Not Meet Expectations (0 Points)	Does Not Meet Expectations on more than one occasion (-5 Points)
E	Student consistently follows protocol which requires a technologist present during all repeat images.	Student repeats an image without the assistance of an instructor or technologist on one occasion	Student repeats an image without the assistance of an instructor or technologist on more than one occasion

- A student who repeats an image without a technologist present will be counseled by the program faculty and receive a written warning on the first occasion.
- Should the student repeat an image on a second occasion, the student will be counseled by the program faculty and receive a second written warning. This second infraction may result in failure of the clinical practice course.
- A student who deviates from the repeat policy on 3 occasions will be dismissed from the program.

## Clinical Competency Tests

### Failure of a competency examination

Failure of a competency examination results when a student earns 89% or less when performing a competency examination.

### Protocol to follow after failing a competency examination

The student must successfully complete another competency examination with a qualified technologist. **Please note:** The grade earned on the first attempt will be the grade used for the cumulative clinical competency grade.

### Free Zone

Students are eligible to complete competency examinations required in the next semester providing:

- The student has completed the required number of competencies in the current semester.
- The student actively participates in practice, labs and other clinical activities.

**Please note:** The grade earned on a free zone competency will be reflected on the student's transcript and count towards her/his cumulative clinical competency grade for the next semester. Successful completion of free zone competencies will be positively reflected on the Outcome Based Clinical Performance Evaluation (Progress Report), resulting in additional points, when all requirements have been met, added to the overall grade.

## Professional Behavior in the Clinical Area

Aspects of the student's professional behavior are reflected in the student **Outcome Based Clinical Performance Evaluation (Progress Report)**. The student **Outcome Based Clinical Performance Evaluation (Progress Report)** is an essential component of the Radiographic Procedures courses. Please see course syllabi for additional information regarding course-specific requirements and grading guidelines including the progress report component for these courses.

### *General statement:*

Professional behavior identified by the ARRT Standard of Ethics (<https://www.arrt.org/docs/default-source/Governing-Documents/arrt-standards-of-ethics.pdf?sfvrsn=12>), PA College and its clinical affiliates is to be demonstrated at all times while in the buildings or on the property of PA College and its clinical affiliates

### Clinical Practices and Policies

- Attendance at clinical practical is mandatory
- A student who does not demonstrate safe clinical practice will be in violation of clinical practices and policies
- A student who does not demonstrate professional behavior and professional practice is subject to review by the faculty
- Safe clinical or professional practice is defined as:

- Adhering to the Patients' Bill of Rights (posted at each facility) An example from Penn Medicine can be found at <https://www.lancastergeneralhealth.org/patient-and-visitor-information/patient-information/quality-and-patient-experience/patient-rights-and-safety>
- Performing clinical duties consistent with professional standards of practice
- Adhering to the code of behavior/conduct outlined in the PA College policies
- Adhering to all clinical practices and policies of the clinical affiliates and the PA College radiography program
- Adhering to clinical affiliate radiation protection and monitoring practices and policies where appropriate.

### **Responsibilities of the Clinical Affiliate Clinical Instructors, Technologists, and Supervisors**

The clinical affiliate clinical instructors, technologists and supervisors are available to students whenever they are assigned to a clinical setting. Responsibilities include:

- Providing appropriate clinical supervision.
- Student clinical evaluation and feedback
- Providing orientation to the clinical facility
- Providing feedback to the program director and clinical coordinators

### **Responsibilities of the Student**

- Display professional appearance in compliance with the dress code policy
- Establish harmonious and respectful working relationships with the members of the healthcare team at clinical affiliates through professional behaviors and attitudes
- Use all equipment and materials responsibly and safely
- Embody the highest standards of civility, honesty, and integrity
- Respect and protecting the privacy, dignity, and individuality of others
- Observe and assisting the clinical staff
- Attend and participate in all scheduled clinical activities
- Arrive at each clinical day, prepared to fully participate in all exams
- Seek permission to leave the clinical hour during scheduled clinical rotations
- Consult with clinical affiliate clinical instructors and/or program faculty for help with concerns and/or questions
- Maintain an accurate record of clinical examinations/competencies
- Request feedback from those you are working with: both verbally and in written format (technologist evaluations)
- Complete all clinical assignments in a timely fashion

### **Professional Conduct Policy for PA College and all clinical affiliates:**

- Gratuities shall not be accepted from patients.
- When in areas where they may be overheard by patients, students shall address each other and members of the staff in a professional manner. All physicians and administrative staff will be addressed by titles and last names at all times, i.e., Miss Smith or Dr. Jones.
- Patients will be addressed by title and last name, i.e., Mr. Allen or Mrs. Jones. Addressing of patients by first names or nicknames is not professional. Courteous treatment will be given to all patients at all times. The use of unprofessional language in the presence of a patient will subject the student to immediate dismissal from the clinical setting.
- Loud talk and shouting down hallways, whistling, clowning and horseplay, inappropriate language, sitting on countertops, floors, or equipment, unsafe or disruptive behavior, loitering in halls, and work areas are considered unprofessional conduct and are not be permitted.

- Smoking is not permitted at any of the facilities or PA College.
- Eating, drinking or chewing gum is not permitted in any public service area or patient care area
- The student is NOT permitted to have any reading material in the clinical area with the exception of the Bontrager text and Radiographic Procedures class notes for study purposes and used only in the absence of direct patient care learning opportunities.
- Non-professional activities such as reading non-professional literature, inappropriate use of technology and social media and outside employment activities while assigned to the clinical area are not permitted.
- Sleeping during a clinical assignment is forbidden
- Incoming and outgoing personal phone calls must be limited to emergencies only.
- Any invasion of the patient's right to privacy is considered unprofessional and will subject the student to disciplinary actions. Examples of invasion of the patient rights to privacy include, but are not limited to:
  - disclosure of the identity of any person receiving treatment by a health care provider;
  - using any information service system (computer) to gain access to patient records for any purpose other than the care of that patient;
  - public discussion of any patient, patient condition or procedure underwent by a patient.

Examples of outstanding professional behavior and unprofessional behavior include but are not limited to the following:

***Outstanding professional behavior... The student:***

- Demonstrates perfect attendance. (No days missed and no tardiness in a semester);
- Reports for clinical rotations prior to the published clinical hours;
- Chooses to remain in the clinical area to complete a procedure or provide an extra level of patient care after published clinical hours;
- Elects to perform and pass simulated competencies on patients;
- Successfully completes “free zone” competency exams;
- Reports to clinical rotations prepared for clinical activities. This preparation includes having appropriate writing utensils, film badge, clinical notebook, markers, appropriate uniform and having reviewed procedures likely to be encountered during the rotation;
- Treats all patients, visitors, faculty members, radiographers, and other health care professionals with the highest degree of dignity and respect.

***Unprofessional behavior... The student:***

- Leaves assigned clinical site or clinical assignment without permission or notification of faculty;
- Violates dress code;
- Fails to utilize or misuses film badge;
- Fails to have left and right lead markers in the clinical area;
- Fails to use left and right lead markers or uses another person’s markers;
- Submits unlabeled or mislabeled films or images (L & R markers, patient identification);
- Fails to have a qualified radiographer review and approve films or images prior to interpretation;
- Fails to have a qualified radiographer present during repeat radiographs;
- Any violation of, Pennsylvania College of Health Sciences Radiography Program or clinical site policy
- Deceit or dishonesty when communicating with patients, staff or faculty members.

- ❖ **THIS IS ONLY PARTIAL LIST AND IS OFFERED AS AN EXAMPLE OF ACCEPTABLE AND UNACCEPTABLE BEHAVIOR.**
- ❖ **ANY BEHAVIOR DEEMED UNPROFESSIONAL WILL BE BROUGHT TO THE STUDENT'S ATTENTION.**
- ❖ **UNPROFESSIONAL BEHAVIOR WILL BE NOTED ON THE PROGRESS REPORT AND MAY EFFECT THE GRADE EARNED IN ANY PROCEDURES COURSE AND MAY EFFECT THE STUDENT'S STATUS IN THE PROGRAM.**

## Appendix A to Handbook- COVID-19

As students of Pennsylvania College of Health Sciences, please review the following items related to COVID-19 as well as information on the following pages:

1. Read the Return to Campus Policy: [Link to policy on portal](#)
2. Review the brief video on Returning to Campus: [Link to video on Youtube](#)
3. Review the COVID-19 PPT presentation (Click COVID-19 Module on RT Side): [Link to Education Module](#)

### HEALTH SCIENCES PROGRAMS STUDENT GUIDELINES FOR COVID-19

**Purpose:** To provide guidance for safe and effective learning environments during Fall 2020 semester.

General Guidelines:

1. Students are required to review the PA College COVID-19 Education module and indicate that they have reviewed it.
2. Students are required to review the PA College Return to Campus policy and indicate that they have reviewed it.
3. Students will be expected to comply with any program or site-specific requirements relating to paperwork or required documentation.

Clinical Site Guidelines:

1. Each clinical agency has specific parameters and guidelines for student participation which will likely include some or all of the following components:
  - a. COVID-19 education modules and policies that must be completed prior to clinical experience start date
  - b. Screening guidelines prior to each clinical experience
  - c. Students may not bring bags, books, extra belongings into the clinical setting
  - d. PPE requirements
    - i. Failure to follow PPE guidelines at all times on the clinical unit will result in dismissal from the clinical site for the remainder of the semester and may lead to failure of the clinical course.
  - e. Social Distancing
    - i. Students/faculty are not permitted to utilize staff break rooms or conference rooms
    - ii. Students will take lunch breaks when assigned by clinical instructor/preceptor and will maintain social distancing in the cafeteria
    - iii. Students will arrive no more than 30 minutes prior to the start of the clinical day
    - iv. Students will leave clinical site as soon as clinical day is completed
  - f. Illness/Exposure
    - i. Students must follow guidelines established by COVID-19 team related to potential exposure
    - ii. Students may not report to clinical with any signs of illness unless cleared by healthcare provider and COVID-19 team
  - g. Professional Behavior
    - i. Follow guidelines established in the syllabus for effective communication and chain of command

Online Clinical Guidelines: In the event students are not permitted into the clinical setting.

1. Students are expected to be present and available for all online clinical requirements

2. Zoom Conference etiquette
  - a. Enter 'classroom' early to ensure that technology is set up and working
  - b. Student should be sitting at a table/desk prepared to engage in virtual session
  - c. Student cameras need to be on at all times during faculty-led conferences
  - d. Students are expected to participate either via chat or unmuting themselves
3. Lack of participation in online clinical activities will be considered clinical absence time and will be noted in program specific grading rubrics.
4. Students are expected to be prepared for online clinical activities and submit required assignments by established due dates.

Health Science Lab Guidelines:

1. Students must adhere to COVID-19 guidelines for entering college building
  - a. Screening Process completed prior to entering building
  - b. Students may arrive no more than 30 minutes prior to start time and must leave immediately after the conclusion of lab
  - c. Masks must be worn at all times while in the building
  - d. Students must leave the building for all breaks (will be rescreened upon reentering the building)
  - e. Follow guidelines established for illness and do not come to the college with any symptoms

Scheduling:

1. Students are expected to be available for all clinical experiences as outlined on the clinical rotation schedule
  - a. Review times carefully as there are variations week-to-week
  - b. Switches are not permitted once the clinical schedule is posted to Blackboard unless approved by the clinical coordinator or program faculty
  - c. Failure to attend a clinical experience as outlined on the clinical rotation schedule will result in clinical absence accrual.
2. Students will be expected to complete clinical make-up work for all missed clinical time.

Communication:

1. Students are responsible for checking Blackboard daily as well as immediately prior to any clinical site or college experience. All clinical updates will be posted as blackboard announcements within the clinical course.
2. Students must communicate all clinical absences to the site clinical instructor/preceptor and designated program faculty within a minimum of 30 minutes prior to the start of the clinical experience.
3. Concerns related to clinical experiences should be discussed with your program clinical coordinator and program director
4. Specific concerns related to COVID-19 related issues should be sent to [covid19@pacollege.edu](mailto:covid19@pacollege.edu)

## Appendix B for Handbook- Grievance Policy

### Pennsylvania College of Health Sciences

**ADMINISTRATIVE POLICY STATEMENT** Issued: 11/26/2018 Last Revised: 12/9/2019 Last Reviewed: 11/26/2018

#### **Policy 10.2.10 Student Complaint and Grievance**

**Purpose:** To outline the options that students of Pennsylvania College of Health Sciences have to resolve an issue, complaint, or other situation where they believe their student rights have been violated.

**Scope:** This policy applies to all student complaints and grievances not otherwise covered by another College policy or process.

**Definition Complainant:** A student who brings forward a complaint or grievance as covered by this policy.

**Respondent** A party accused of a Policy violation or responsible for a situation as covered by this policy.

**Policy Detail** PA College is committed to fostering a community of respect and civility among all of its members.

The Student Complaint and Grievance Policy may be used to address any concern regarding an alleged violation of a student's rights. Instances in which the Student Complaint and Grievance Policy may be used include, but are not limited to, complaints regarding PA College faculty, staff or other members of the College Community.

Complaints regarding discrimination, harassment and/or sexual misconduct shall not proceed under the Student Complaint and Grievance Policy. Please see PA College's Discrimination and Harassment Policy and/or Sexual Misconduct Policy on how to report a complaint regarding discrimination, harassment or sexual misconduct.

Complaints regarding a violation of the Student Code of Conduct and Disciplinary Policy shall not proceed under the Student Complaint and Grievance Policy. Please see PA College's Student Code of Conduct and Disciplinary Policy for more information on how to report a violation of the code.

Complaints regarding a violation of the Academic Integrity Policy shall not proceed under the Student

Complaint and Grievance Policy. Please see PA College's Academic Integrity Policy for more information.

Complaints regarding final course grades or grades on course work shall not proceed under the Student

Complaint and Grievance Policy. Please see PA College's Grading Policy for more information.

Failure by a student to comply with this policy during the course of a complaint shall result in the waiving of the student's rights under the Student Complaint and Grievance Policy.

**Informal Complaint Procedure:**

Any student may submit a complaint electronically by using their PA College email to a College official or department following the procedure outlined below.

- The person who receives the complaint will review it and, if necessary, refer the student to a more appropriate person or department.
- The person who considers the complaint will be responsible for communication with the student about the disposition of the complaint. An electronic copy of the complaint and all correspondences will be retained.

PA College desires to resolve student complaints and concerns in a fair and amicable manner within a reasonable time frame in accordance with College policies. If the complaint cannot be resolved through typical channels, the student may proceed to the Formal Grievance Procedure.

**Formal Grievance Procedure:** A student may invoke formal grievance procedures only after making a reasonable effort to resolve the issues or concerns amicably by communicating directly with the individual(s) involved, as outlined in the informal complaint procedure outlined in this policy. When attempts to resolve complaints through open dialogue are unsuccessful, the formal grievance procedure may be invoked. If an issue is not resolved directly and informally by the student, the student may file a written grievance request for review (referred to as the "grievance"). The grievance must be filed within ten (10) calendar days from the last attempt to resolve the matter directly with the interested parties. All grievances shall be filed electronically with the Associate Vice President for Student Affairs using the student's PA College Email and include the information listed below (to the best of the student's ability).

**The Grievance must include the following information:**

- Name, Address, and contact information (email, phone number, etc.) of the student making the grievance;
- Information regarding the individual(s) the grievance is about, including their name and title;
- Detailed statement outlining all facts relating to the incident(s), including: date, time, and location;
- Names of any individual(s) who witnessed the incident or who may have pertinent information regarding the incident(s), if applicable;
- Details regarding all steps taken to resolve the grievance;
- Statement of the requested action sought by the complainant; and
- List of all documents supporting the grievance, which shall be attached to the correspondence.

Upon receipt of a grievance, one of the following shall serve in the role of Investigator: the Associate Vice President for Student Affairs shall review the grievance and either handle it directly, forward it to the Associate Vice President for Academic Affairs (if it is of an academic nature), or forward to an appropriate neutral administrator as applicable for handling. The Investigator, as appropriate, shall request an electronic response from the individual(s) involved and immediately begin a full, fair and impartial investigation into the grievance. If needed, meetings will be scheduled individually or jointly with the complainant and the respondent that is the subject of the complaint. Witnesses may be asked to provide an electronic statement or meet during the investigation. The investigation will be kept confidential to the extent possible. Upon completion of the investigation, the Investigator will issue a decision regarding the grievance. Both the complainant and respondent will be notified electronically regarding the decision.

A student may withdraw a Grievance at any time by filing a withdrawal via email with the Associate Vice President for Student Affairs.

**Appeal of Grievance Decision**

Grounds for Appeal: The Complainant or Respondent may appeal the determination of a grievance only on

the following grounds:

1. There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Investigator, would result in a different decision
2. There was a procedural error significant enough to call the outcome into question

### **Method of Appeal**

Appeals must be filed with the Compliance Officer (“Appeals Officer”) within five (5) business days of receipt of the written report determining the outcome of the grievance, whichever is later. The appeal must be submitted using a PA College email address and contain the following:

- Name of the Complainant;
- Name of the Respondent;
- Statement of the determination of the complaint, including corrective action if any;
- Detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it; and
- Requested action, if any.

When an appeal has been filed, the non-appealing party will be notified of such via email. The appealing party may request a meeting with the Appeals Officer, but the decision to grant a meeting is within the Appeals Officer’s discretion. If a meeting is granted, then the other party will be granted a similar opportunity.

### **Resolution of the Appeal**

The Appeals Officer will resolve the appeal within ten (10) days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision. The parties will be notified in writing if the Appeals Officer’s decision will take longer than ten (10) days. The decision of the Appeals Officer is final.

The Appeals Officer shall issue a short and plain, written statement of the resolution of the appeal, including any changes made to the Investigator’s previous written determination and/or the remedial measures imposed. The written statement shall be simultaneously provided to the complainant and respondent within

three (3) days of the resolution.

Appeals are not re-hearings of the initial grievance. Appeals are confined to a review of the documentation or record of the Investigator and other pertinent information regarding the grounds for the appeal. The Appeals Officer may remand the case back to the original investigator for further consideration in the event that new information is discovered, not originally available to the Investigator and which may result in a different decision.

### **Retaliation**

It is a violation of this policy to retaliate against any member of the College Community who reports or assists in making a grievance or who participates in an investigation in any way. Persons who believe they have been retaliated against in violation of this policy should make their concerns known to the Investigator that handled the original grievance.

### **What if a solution is still not reached?**

Complaints or grievances that remain unresolved after working through the College's chain of command may be filed with the Middle States Commission on Higher Education, PA College's regional accrediting agency, once all other avenues provided by the College have been exhausted. The link below provides information on the Commission's complaint policies and procedures.

Middle States Commission on Higher Education

3624 Market Street, 2nd Floor West, Philadelphia, PA 19104

267-284-5000

[info@msche.org](mailto:info@msche.org)

<http://www.msche.org>

## Acknowledgment

I \_\_\_\_\_ acknowledge receipt of the  
(print name)  
Pennsylvania College of Health Sciences Radiography Student Handbook;

\_\_\_\_\_  
initials

I acknowledge that I have reviewed and will abide by the guidelines and regulations set forth regarding COVID-19, specifically the Return to Campus Policy, the video regarding returning to campus, and the COVID-19 PowerPoint presentation.

\_\_\_\_\_  
initials

I acknowledge that specific information contained within the Pennsylvania College of Health Sciences Radiography Program Student Handbook to include: **JRCERT Standards, Academic progression, Pregnancy Policy, Radiation Monitoring and Safety Policy, Radiography Program External Radiation Dose Policy, Mammography Observation Policy, MRI Policy, and the Clinical Supervision and Repeat Policies, Student grievance Policy** was presented to and discussed with me.

\_\_\_\_\_  
initials

I agree to abide by and comply with the rules, procedures, and policies contained within the Pennsylvania College of Health Sciences Radiography Program Student Handbook.

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

### **Employer Surveys**

Pennsylvania College of Health Sciences has the right to contact the employers of the Radiography Program graduates and request that a survey is completed to evaluate the graduate.

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

