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# Pennsylvania College of Technology

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## Department of Radiography

### POLICIES AND PROCEDURES

The Radiography Staff and Faculty are providing you with this downloadable PDF so that you can become familiar with the program's Policies and Procedures prior to your first day of class. This PDF version of the handbook does **NOT** include all Policies and Procedures, and is only current to the date of revision (below). It includes excerpts of important information the student should be aware of prior to beginning the program.

- **Students will be given an exam based on the full handbook the first day of class to ensure that they have read the manual. Please purchase and complete your reading of the full manual prior to the first day of class.**
- Forms contained in this manual requiring signatures will be provided in a separate packet the first day of class. You do not need to print the forms.
- Several additional documents— not included in this PDF will be included in the shrink-wrapped version of this manual. Information on those documents will not be included in the exam. They are documents from the ARRT and the NRC.
- Students will be required to purchase a shrink-wrapped version of the full handbook in the college's bookstore prior to the first day of class.
- It is **not** required that you print this PDF version out.
- Certain forms and information is required of the student prior to entering clinic.

Radiography Online Manual

Revised: 5/2012

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# Pennsylvania College of Technology

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Congratulations on being accepted into the Radiography Major!

You are entering a medical profession that is rigorous and carries with it many responsibilities and requirements. Such requirements are mandated by the accrediting agencies of the College, the radiography program, and our hospital affiliates. The Radiography program has contractual agreements with the clinical affiliates. We are considered guests at the affiliate sites, and as such, must abide by requirements they impose. To help aid students through the transition into the professional component of the program, every effort is made to alert and educate our students to the many requirements they will be responsible for throughout the program.

This booklet contains specific clinical handbook sections that historically have caused the most confusion for students and/or prevented them from beginning or continuing in the program. Additional topics will be covered as appropriate.

Prior to the start of the program this Fall, students are required to attend **one** of two special pre-orientation sessions held at Penn College. The purpose of the pre-orientation session is to alert students to high-priority items of the program prior to starting. It is your responsibility to act on these items in a timely manner, as some of these requirements may take as long as 4-6 weeks to complete. Other topics covered will revolve around your responsibilities during clinical rotations. In all cases, failure to act on, or abide by these items, may prevent you from beginning clinic on time, and/or be cause to remove you from the program.

The first couple weeks of the Fall semester will involve further orientation required by the hospitals and program accreditations. You can expect some repetition of topics covered during the pre-orientations sessions, due to the topics' importance. While the topics will be broad and far reaching from clinical hours, to dress codes and drug-testing, students are encouraged to take notes, ask questions, and seek clarification on any topic they don't fully understand.

Upon completion of all orientation sessions, you will be asked to sign a form acknowledging attendance and understanding of these topics. These signed forms will be kept on file for the two years you are in the program.

Thank you!

A handwritten signature in black ink, appearing to read "Cletus G. Waldman, Jr." The signature is fluid and cursive.

Cletus G. Waldman, Jr., M.Ed., R.T.(R)  
Clinical Director, Radiography

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## Radiography Major Start-Up Policy

Students: Read carefully and acknowledge, with your signature, that you understand the following:

Pennsylvania College of Technology's School of Health Sciences has signed contractual agreements with all of the hospital/clinical affiliates that provide clinical experiences for students in the Radiography major. Students granted acceptance into the major **MUST**, therefore, satisfy certain requirements imposed by the numerous accrediting agencies governing both the clinical affiliates and the Penn College Radiography major.

Please understand that your acceptance into the Radiography Major is "conditional," pending compliance of all requirements. These requirements are outlined on the Radiography Portal website with specific deadlines and delivery locations for completed items.

Key items require appointments with your physician and dentist; please don't delay in scheduling these appointments. Factor in extra time to allow for results of lab tests to be received. **It is your responsibility to complete ALL requirements by the specified deadlines and submit the requirements to the appropriate office. Failure to meet the deadlines for any of these items will result in the retraction of your acceptance into the major, and you will not be permitted to continue in the curriculum.**

Attendance at the pre-startup orientation in July is **mandatory**. Failure to attend one of the two sessions offered will result in the retraction of your acceptance into the major. Additionally, once the semester begins, you will be required to attend orientations during the first week of the semester at the College. These orientations will continue at your clinical site for approximately two additional weeks. Therefore, attendance during the first three weeks of the program is **mandatory** in order to receive the intensive orientation required by the major and the clinical affiliates. These orientations cannot be completed independently or made up at a later date. Failure to attend scheduled hospital orientations will result in dismissal from the Radiography major.

The time between your receipt of the letter of conditional acceptance into the major and the first three weeks of the semester is a very important and critical time for you. **Compliance with ALL programmatic requirements related to clinic is mandatory. Failure to comply will result in dismissal from the major.**

I, \_\_\_\_\_ (printed name), have read and fully understand the above policy and the ramifications of not satisfying ALL established requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## School of Health Sciences Bloodborne Exposure Guideline

Current standards of medical and dental practice require a specific plan for written protocols addressing student, employee, and patient exposure to blood borne pathogens. Needle stick or other exposure to blood or body fluids has the potential of transmitting various pathogens including, but not limited to: Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV). In accordance with Federal Occupational Safety and Health Administration (OSHA) and State standards of practice, the following will be implemented in the College-wide Health Science Programs (both credit and non-credit programs) at Pennsylvania College of Technology (herein referred to as the "College") to manage exposures, record and document exposures, and assess incidents in an effort to minimize the opportunity for future exposures.

### I. First Aid Care

If an individual experiences a needle stick or sharps injury, or was exposed to the blood or other body fluid of a patient, another student, or employee, the following first aid care should be done immediately:

- Thoroughly wash needle stick wounds and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, sterile eyewash, or saline irrigating solution
- Immediately seek further medical evaluation/treatment

### II. Procedure for Student, Employee, and Patient Exposures

#### A. College Students/Patients/Employees

An exposure incident as defined by the Centers for Disease Control is a percutaneous injury (e.g., needle stick or cut with a sharp object) or contact of mucous membrane or nonintact skin (e.g., exposed skin that is chapped, abraded, or afflicted with dermatitis) with blood, tissue, or other body fluids that are potentially infectious. In addition to blood, body fluids containing visible blood, semen and vaginal secretions are also considered potentially infectious.

#### B. On-Campus Incidents *See College Policy (P4.08) and Procedure (PR4.08) on Handling Ill/Injured Individuals.*

If an individual has an **on-campus** exposure incident involving another student, employee, sharp object, or patient, the following actions should be taken:

- The individual should immediately inform his/her Instructor or immediate supervisor, and in turn, the instructor or supervisor should notify **College Health Services** and/or the **College Police** based on the time of the incident. An Accident/Injury/Illness Report form must be completed through College Health Services. The injured individual and the fellow student, employee, or patient should be directed to go to College Health Services to undergo baseline testing for appropriate blood-borne pathogens (HBV, HCV and HIV) and counseling.
- If the patient is a known high-risk patient after the initial incident has been documented and College Health Services is unavailable, the exposed patient and sources should be referred to the nearest emergency department for evaluation and treatment.
- The exposed individual and the source patient both have the right to refuse treatment, and must sign a *Refusal of Care* form once informed of the potential risks of being untreated.
- The program director/supervisor/dean of the respective academic program or College department should be informed.

**NOTE:** For College employees, staff and faculty, the College will pay for the cost of the initial baseline testing and counseling and at the appropriate intervals per College Health Services' guidelines. It shall be College Health Services' responsibility to monitor the confidential records and track the testing of the individual, including reminding the individual when it is time for follow-up testing.

For students and source patients, the student and source patient are each responsible for the cost of the initial baseline testing and counseling and at the appropriate intervals per College Health Services' guidelines. It shall be College Health Services' responsibility to monitor the confidential records and track the testing of the student, including reminding the individual when it is time for follow-up testing.

All costs associated with **treatment** for disease conditions related to the exposure will be the sole responsibility of the student and the patient. Employees involved in a work-related exposure incident requiring treatment will be provided such care through the Worker's Compensation Program.

### C. Off-Campus and Contract Sites Incidents

If a student or employee, in one of the College's Health Science Program, has a bloodborne pathogen exposure incident while at an **off-campus or contract site**, the following actions should be taken:

- The student or employee is to inform the instructor/faculty/clinical supervisor/academic clinical director at the time of the exposure.
- **If the clinical site is a hospital**, the student or employee is to go to the Hospital's Emergency Department or designated care area immediately after the incident for evaluation and treatment. A hospital *Incident Report* form must be completed. The student should have baseline testing completed for appropriate blood-borne pathogens (HBV, HCV and HIV) and treatment options discussed/administered per current CDC protocols. The program director/supervisor/dean of the respective program shall be informed and will have the *College Accident/Injury/Illness Report* completed and sent to College Health Services within 24–48 hours. The hospital will contact the patient involved in the episode and request that he or she has baseline testing completed for appropriate blood-borne pathogens (HBV, HCV and HIV) at the hospital. If the patient already has a positive result on file for HIV, then the testing should be done for any other appropriate bloodborne pathogens.
- **If the clinical site is not a hospital**, the student should be directed to go to College Health Services or to the local hospital Emergency Department or designated care areas (whichever is closer) to undergo baseline testing for appropriate bloodborne pathogens (HBV, HCV and HIV) and counseling within one day of the incident. If the source patient is known to be HIV positive or high risk, both the employee and the source patient should report to the local Emergency Department.
- For **off-campus** patients/clients involved in an exposure incident with a student or employee in one of the College's Health Science programs, the student will pay for the cost of the initial baseline testing and counseling, and thereafter, at the appropriate intervals per College Health Services' guideline. It shall be College Health Services' responsibility to monitor the confidentiality of records and track the testing of individuals including reminding them when it is time for follow-up testing.

### III. Current CDC Guidelines

(October 2010) Current CDC Guidelines recommend evaluation and initiation of potential treatment options within 2–3 hours of an incident involving a significant exposure to the blood and/or body fluids of a known HIV positive patient.

### IV. In All Cases, Testing Should Occur Within 24 hours of the Incident

### V. Review of Exposure Incident and Identification of Prevention Strategies

- For each occurrence, the program director/supervisor/dean or designee will review the exposure incident with the student and determine what, if any, preventive actions are appropriate to minimize similar incidents in the future. A copy of this information should be forwarded to College Health Services to be placed with the original *Accident/Injury/Illness Report*.
- In an incident involving an employee, the College Health Services Director will review the exposure with the employee and respective supervisor and determine what, if any, preventive actions are appropriate to minimize similar incidents in the future.
- The College Health Services Director, in consultation with the program director/supervisor/dean or designee, will determine: 1) if additional employee/student training is necessary to prevent future occurrences; and 2) if safer medical equipment/supplies is necessary to prevent future occurrences.

**VI. Right to Refuse Testing, Counseling and Follow-up**

- It is recognized that individuals have a right to refuse testing, etc.
- If the injured student/employee/patient declines to submit to baseline testing and counseling, they will be requested to sign a *Waiver Agreement—Release of Responsibility Form* (refer to Attachment B).

**VII. Reimbursement of Expenses and Liability**

- **Students shall be responsible to carry health insurance, which will provide primary coverage for payment and the treatment of injuries or illnesses suffered during the course of clinical affiliation.**
- **In the event of a significant exposure to blood or body fluid, as defined by Act 148-1990 of the Commonwealth of Pennsylvania, occurs, the effected student or personnel shall be provided with post-exposure screening as is provided to Pennsylvania College of Technology personnel. Any additional screenings or treatments provided shall be at the expense of the students, or personnel, or to the worker's compensation program if applicable.**

**VIII. Record Maintenance and Confidentially**

Every effort will be made to assure employee, student, and patient confidentiality. Bills, records, and statements are to be maintained in appropriate confidential files in the College Health Services' confidential files. Information will be released only when appropriate authorization is obtained.

**IX. Hazardous Waste**

College policies are followed in regards to collection, disposal, and documentation of hazardous waste, including sharps, e.g. needles, glassware, etc. Training for the College's custodial staff, teaching faculty, and students is the responsibility of the appropriate College administrator, or program director/coordinator, or department supervisor.

**X. Laundry**


Faculty must wear appropriate gowns/laboratory coats when teaching. Contaminated gowns are handled according to program safety protocols.


**XI. Personnel Protective Equipment (PPE)**

All faculty, staff, and students will observe the current OSHA guidelines concerning the use of PPE. This includes, when appropriate, gloves, gowns or laboratory coats, face shields or goggles, and masks.

### **Bibliography**

Centers for Disease Control Website: <http://www.cdc.gov/niosh/topics/bbp/>

Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HIV and Recommendations for Postexposure Prophylaxis  [PDF - 266KB]  
*MMWR Recommendations and Reports, Volume 54, Number RR-9*

Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Postexposure Prophylaxis  [PDF - 329 KB]  
*MMWR Recommendations and Reports, Volume 50, Number RR-11*

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# Pennsylvania College of Technology

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www.pct.edu

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## ATTACHMENT B

### Waiver Agreement Release of Responsibility Related to a Bloodborne Exposure Incident

I, (print name) \_\_\_\_\_, may have been significantly exposed to the blood and/or body fluid of an HBV, HCV, and/or HIV blood-borne pathogen positive patient.

It has been explained to me that current CDC testing protocols relating to a bloodborne exposure incident recommend testing within 2-3 hours following a significant bloodborne pathogen exposure.

I **decline** to have baseline testing performed and/or to receive additional counseling afforded to me by the College.

I, hereby, release Pennsylvania College of Technology of all liability related to this potential exposure as well as any and all future health issues it may pose to me.

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Signature

Date

Witness: \_\_\_\_\_  
(Print name and title)

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Signature

Date

# Pennsylvania College of Technology

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## Pennsylvania College of Technology Source Individual's Consent or Refusal for HIV, HBV, and HCV Infectivity Testing

Source Individual is the person whose blood or body fluids provided the source of this exposure.

### Exposed Individual's Information

Name (Please Print): \_\_\_\_\_  
PCT Department or Program: \_\_\_\_\_  
Telephone Number: (     ) \_\_\_\_\_  
Exposure Date: \_\_\_\_\_

### Source Individual's Statement of Understanding

I understand that employers are required by law to attempt to obtain consent for HIV, HBV, and HCV infectivity testing each time an employee is exposed to the blood or bodily fluids of any individual. I understand that a PCT employee or student has been accidentally exposed to my blood or bodily fluids and that testing for HIV, HBV, and HCV infectivity is requested. I am not required to give my consent, but if I do, my blood will be tested for these viruses at no expense to me.

I have been informed that the test to detect whether or not I have HIV antibodies is not completely reliable. This test can produce a false positive result when an HIV antibody is not present, and follow-up tests may be required. I understand that the results of these tests will be kept confidential, and will only be released to medical personnel directly responsible for my care and treatment to the exposed health care worker for his or her medical benefit only and to others only as required by law.

### Consent or Refusal & Signature

I, hereby, consent to:

HIV Testing \_\_\_\_  
HBV Testing \_\_\_\_  
HCV Testing \_\_\_\_

I, hereby, *refuse* consent to:

HIV Testing \_\_\_\_  
HBV Testing \_\_\_\_  
HCV Testing \_\_\_\_

### Source Individual Identification

Source individual printed name: \_\_\_\_\_  
Source individual signature: \_\_\_\_\_  
Date signed: \_\_\_\_\_  
Relationship (if signed by other than the source individual): \_\_\_\_\_

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## Refusal of Post-Exposure Medical Evaluation for Bloodborne Pathogen Exposure

**Supervisor or Clinical Instructor:** Print and complete this form only if the exposed individual refuses post-exposure medical evaluation by a health care professional.

### Exposed Individual Information

Name: \_\_\_\_\_  
PCT Department or Program: \_\_\_\_\_  
Exposure Date: \_\_\_\_\_  
Social Security or PCT ID Number: \_\_\_\_\_

### Exposure Information

Facility and Department where the incident occurred: \_\_\_\_\_  
Type of Protection equipment used (gloves, eye protection, etc.): \_\_\_\_\_

Describe how you were exposed:

\_\_\_\_\_  
\_\_\_\_\_

Tell how this type of exposure can be prevented:

\_\_\_\_\_  
\_\_\_\_\_

### Statement of Understanding

I have been fully trained in PCT's Exposure Control Plan, and I understand I may have contracted an infectious disease such as HIV, HCV or HBV. I also understand the implications of contracting these diseases.  
I have been offered follow-up medical testing free of charge by my employer to determine whether or not I have contracted an infectious disease such as HIV, HCV, or HBV. I have also been offered follow-up medical care in the form of counseling and medical evaluation of any acute febrile illness (new illness accompanied by fever) that occurs within twelve weeks post-exposure.  
Despite all the information I have received, for personal reasons, I freely decline this post-exposure evaluation and follow-up care.

Exposed Individual's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Vaccinations:

All students are required to show proof of annual TB testing and three Hepatitis B vaccinations (and Titer if required by the clinical affiliate). Evidence of inoculation will be turned in to Student Health Services by the end of the first semester; completion of the second and third shots by summer semester. Students may need to provide additional proof to clinical affiliates if required. Hospital policies will supersede College policies for vaccinations and testing.

***\* Students are responsible for making their own copies.***

Liability Insurance:

All students are required to purchase liability insurance. A copy of this insurance must be given to the Clinical Director at the beginning of each Fall semester prior to entering the Clinic.

***\* Students are responsible for making their own copies.***

Health Insurance:

All students are required to have health insurance and provide proof prior to entering clinic. Health insurance coverage should be in the possession of the student while in clinic should they need treatment. A copy of which must be given to the Clinical Director at the beginning of each Fall semester.

***\* Students are responsible for making their own copies.***

PENNSYLVANIA COLLEGE OF TECHNOLOGY  
Radiography Program

My signature below indicates that I am personally responsible for any costs associated with any injuries sustained while performing duties and assignments as a student in the Radiography program either on campus, or at affiliating clinical sites. Neither the College, nor clinical agency is responsible for medical expenses in the event of injury.

Name \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

CPR:

Students are required to have in their possession at all times a current CPR certification. A copy of which must be given to the Clinical Director at the beginning of each Fall semester prior to entering the clinic.

PLEASE NOTE: Certification through an on-line CPR course is not acceptable, as these courses do not provide the hands-on component.

***\* Students are responsible for making their own copies.***

Penn College School of Health Sciences Background Checks & Clearances

The current requirement of background checks and clearances for Health Profession Students is specified below. Links for ever-current clearances can be accessed via the PCT Portal at:

<https://mypct.pct.edu/Schools/HealthSciences/default.aspx>

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Students will be required to obtain annual background check/clearances, as specified below, and submit results to the program office prior to the start of each Fall semester. Students without current results of all three (3) clearances on file will **not** be permitted to participate in clinical activities. Students will access sites for the specific clearances required through the PCT Health Sciences Portal, which include:

- 1) PA State Background Check
- 2) FBI Finger Print Clearance
- 3) Child Abuse Clearance

**NOTE:** A criminal record may prevent a student from sitting for The American Registry of Radiologic Technologists (ARRT) Board examination. Students with such a concern are advised to contact the ARRT at (651) 687-0048 for further information.

***\* Students are responsible for making their own copies.***

PENNSYLVANIA COLLEGE OF TECHNOLOGY  
Radiography Program

I attest that I have not been convicted, plead guilty, or entered a plead of no contest to any felonious act under "The Controlled Substance, Drug, Device, and Cosmetic Act", of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country, or to an offense under the laws of another jurisdiction which, if committed in Pennsylvania, would be a felony under "The Controlled Substance, Drug, Device, and Cosmetic Act".

I verify that the statements made in this document are true and correct. I understand that false statements herein are made subject to the penalties of 18 PA. C.S. S4904 relating to unsworn falsification to authorities.

Signature \_\_\_\_\_ Date \_\_\_\_\_

RE: Felonies/Convictions

I have read Article II, "Eligibility for Certification," Section A (General Qualifications), Appendix F: Rules and Regulations for the A.R.R.T., and Appendix I: Standards of Ethics of The American Registry of Radiologic Technologists located in the A.R.R.T. Examination Handbook, and I fully understand the implications of this section of the article. I have also read the ARRT "Application for Examination" in this Handbook; specifically, the section entitled, "Have you ever been convicted of a felony or misdemeanor", and I fully understand the implications of this section.

I currently meet the qualifications for registration contained therein and accept the responsibilities until I graduate from the Pennsylvania College of Technology, to report any misdemeanors, felonies, convictions, etc. to the Director of the Radiography program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Penn College School of Health Sciences Guidelines for Drug Testing

The current Guidelines for Drug Testing of Health Profession Students follow this page. An ever-current version can be viewed via the PCT Portal at:

<https://mypct.pct.edu/Schools/HealthSciences/default.aspx>

**PENNSYLVANIA COLLEGE OF TECHNOLOGY  
SCHOOL OF HEALTH SCIENCES**

**GUIDELINES FOR DRUG TESTING OF HEALTH PROFESSION STUDENTS**

**I. NOTIFICATION OF DRUG TESTING**

At the time of entrance into the professional component of a Health Sciences program, each student will be provided with a copy of these guidelines and required to sign a *Drug Screening Acknowledgement/Agreement* form, hereafter "Consent." See Appendix "A."

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**II. PERSONS TO BE TESTED**

Every student who enters into the professional component of a Health Sciences program at Pennsylvania College of Technology will be required to submit to testing.

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**III. TYPES OF TESTS TO BE PERFORMED**

- A. An initial test will be required of students beginning the professional component of a Health Science program and at subsequent times as determined by the program. Thereafter, students will be tested on a random basis. A student will be required to consent to a drug test with results to be provided to the Penn College Health Services Director, the Program Director (or Department Head), and the Dean of Health Sciences. Specimens and tests will be handled in accordance with procedures established between Pennsylvania College of Technology's School of Health Sciences and the Health Services Office. The student will be responsible for the cost of testing.
- B. After the initial test, further testing may be required of the student for cause, or at random intervals, and may be either announced, or unannounced. This testing will be required at the discretion of the College, or the clinical (affiliating) site where the professional component is being served. The student will be responsible for the cost of any additional testing. If the student tests positive, he or she is expected to pay for subsequent testing until the test outcome is negative.
- 

**IV. DRUGS TO BE TESTED**

Students shall be tested for the following 11 drugs:

Alcohol  
Amphetamines  
Barbiturates  
Benzodiazepines  
Cannabinoids  
Cocaine Metabolites  
Methadone  
Methaqualone  
Opiates  
Phencyclidine  
Propoxyphone

\* Above drug list not all inclusive. Other drugs may be screened for as deemed necessary and in compliance with clinical sites.

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## **V. CONSENT TO DRUG TESTING**

- A. The “Non-Regulated Drug Testing Custody and Control Form” will be signed when the student reports to Health Services for testing, or submits to testing at a site approved by Health Services. The student must consent to provide urine and breath specimens for the purpose of analysis, but has right of refusal as detailed in item C. If the student is under 18 years of age, the student’s parent or legal guardian must sign the testing consent form in addition to the student.
  - B. The Health Services Office shall maintain the original copy of the signed consent form and will provide a copy of the consent form to the student upon completion of the drug screening.
  - C. Students have the right to refuse drug testing. However, students who decline will be refused access to clinical education facilities, on and off campus, and will be unable to achieve the required clinical experiences and objectives of the program. If the testing is completed at a site other than Penn College, that facility will maintain the consent form.
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## **VI. SPECIMEN COLLECTION**

The provisions for specimen collection shall include, but are not limited to, the following:

- A. The collector shall be a licensed medical professional or technician.
- B. The designated collection site and specimen collection procedures must be secured in accordance with chain of custody and control procedures.
- C. The student will be required to present photo identification upon reporting to Health Services, which is the collection site. The collector shall not proceed with the collection if the student’s identity cannot be positively established (with photo identification).
- D. The student will cooperate in the signing of all documents in conjunction with the specimen collection.
- E. The student will be escorted to a controlled area to provide the specimen. The student must comply with Health Services’ rules to maintain control in the collection area. If the collection site is off campus, each site is bound by specific protocols for drug and alcohol testing in accordance with established procedures. These rules can require the student to remove outer garments, such as a coat or jacket, and leave all personal belongings such as bags, backpacks, purses, etc., with the outer garments. Through a visual check, the collection site personnel will make an effort to ensure that no concealed containers are on the student’s person. The student will provide his/her specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy.

- F. The student agrees that he or she will cooperate and comply with the directions provided with all specimen kits and Health Services' collection rules regarding specimen collection.
- G. The student will be expected to stay in Health Services until an adequate urine specimen is collected. Students will not continue in the professional component of a Health Sciences program until negative drug testing results are received by the appropriate program director and the Dean of Health Sciences.

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## **VII. REVIEW OF POSITIVE DRUG TEST RESULTS**

All specimens identified as positive in the initial test shall be confirmed by a licensed physician or the College's Health Services Director with knowledge of substance abuse disorders. The physician/Health Services Director will:

- A. Examine alternate medical explanations for any positive test results; this may include conducting a medical interview and review of the student's medical history, or review of any other relevant biomedical factors.
- B. Review all medical records made available by the tested student when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the physician or the Health Services Director will contact the student directly and give him or her an opportunity to discuss the results.
- C. Confirm chain of custody for specimen.

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## **VIII. REPORTING OF DRUG TESTING RESULTS**

- A. Written notification indicating a positive drug screen will be provided to the dean and program director through the Health Services Director. Test results will not be released to any individual who has not been authorized to receive such results. The test results will not be accepted from any student or any person who is not a designated representative of the service provider. Any request to use an off-campus testing site must be approved by the Health Services Director, and the student must have a legitimate reason not to utilize Health Services. Students will not be allowed to hand-deliver test results to College representatives. Drug test results can be received by U.S. mail, facsimile machine, or e-mail.

- B. Upon completion of the drug screen, should a student test positive, a copy of the results will be shared with the dean and the appropriate Health Sciences program director. The Health Services Director will notify the student in person that his/her drug screen is positive. During this meeting, the student will be informed of the necessary steps for seeking treatment as detailed in section X. As a part of the meeting with Health Services, the student will be informed that he/she must meet with the program director in Health Sciences no later than the next business day. During the meeting, the program director will inform the student of the consequences of the positive drug test: dismissal from the professional phase of the Health Sciences' program until such time as the student completes counseling as detailed in section X and XI and submits to a re-entry drug screening, which must return a negative result (see section X). Providing the drug test is negative, the student must submit a letter to the program director requesting re-entry.
- C. Negative test results must be kept on file by Health Services for seven years after the student's last date of enrollment at the College. Positive test results will also be maintained by Health Services for seven years after the student's last date of enrollment.
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## **IX. DRUG TESTING AFTER ADMISSION**

- A. Testing for any student in the professional component may be requested by the School of Health Sciences randomly, with or without notice, with or without cause, or upon a reasonable suspicion that the student is using drugs.
- B. "Reasonable suspicion" will be based on, but not limited to, one or more of the following:
- Observable incidents such as direct observation of drug use and or physical symptoms or manifestations of being under the influence of a drug.
  - Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, and deterioration of work performance.
  - Information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional
  - Conviction by a court or being found guilty of an offense involving a drug, alcohol, or controlled substance.
  - Receipt of information from a reliable source that is independently verified.
- C. For the purpose of breath alcohol analysis, the student agrees to breathe into a breath analyzer. Any alcohol analysis result of .02 or greater will be considered positive.

**X. ADMISSION/RE-ADMISSION AFTER A POSITIVE DRUG TEST**

A student who does not enter into a professional component, or one who is dismissed from the professional component of a program in the School of Health Sciences due to a positive drug test will be considered for admission or re-admission upon satisfying all of the following conditions (with no guarantees):

- A. The student must complete an evaluation for substance abuse and complete a treatment program approved by the College. Documentation of the evaluation and treatment for suspected substance abuse is kept on file within Health Services for seven years after the student's last date of enrollment.
- B. Testing must be negative for any reconsideration of entrance or admission/re-admission in accordance with these guidelines.
- C. Providing the drug testing is negative, the student must submit a letter to the appropriate Health Sciences program director requesting re-entry.

**XI. PENALTIES FOR A CONFIRMED POSITIVE DRUG TEST OR REFUSAL TO BE TESTED**

- A. After admission, a positive drug test will result in dismissal from the program; the student will be subject to re-admission as set forth herein.
- B. Prior to clinical, a positive drug test disqualifies the student from participation in a professional component of any Health Sciences program.
- C. A second positive test for drugs will result in a student being declared ineligible for re-entry or admission to the professional component of the Health Sciences program and will result in a permanent dismissal from the program.
- D. A student who refuses or withdraws consent to be tested for drugs will be considered to have made a decision not to participate in the clinical education component of the Health Sciences program. The dean and program director will be notified of any refusal to be tested.
- E. Students have the right to refuse drug testing. However, students who decline will be refused access to clinical education facilities, on and off campus, and will be unable to achieve the required clinical experiences and objectives of the program.

## **XII. SELF REFERRAL**

A student who voluntarily reports that he or she has a substance abuse or addiction problem will be informed by the respective program director of conditions, if any, which may allow continued participation in the program. Such conditions will be based upon the following protocol:

- A. The individual will be referred to Health Services for evaluation, screening, and referral for further evaluation/treatment.
  - B. The individual will submit to an evaluation for substance abuse by an approved evaluation and/or treatment agency and complete prescribed treatment. Self-referred consultations involve talking with the student about the referral recommendations that he or she has received (if any) through the School of Health Sciences/ Health Services and to comprehensively assess the student's levels of substance abuse.
  - C. Following the consultation, the treatment referral agency will share their clinical impressions and recommendations for further treatment, if any, with the Health Services Director.
  - D. Once consultation and recommended treatment, if any, are completed, the Dean of Health Sciences and Program Director will be notified by the Health Services Director.
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## **XII. EDUCATION**

A program of education on drug use and abuse shall be provided to all students in the School of Health Sciences. This program will include, at a minimum, the following;

- A. Discussion of drug testing policy for health profession students.
- B. Distribution of educational materials concerning the abuse of illegal drugs or alcohol.
- C. Counseling.
- D. Referral – to a counselor seeing students. All students have the right to ask for assistance.

**Pennsylvania College of Technology**  
**School of Health Sciences**  
**Drug Screening Acknowledgment Agreement**

I certify that I have received a copy of Pennsylvania College of Technology School of Health Science Guidelines for Drug Testing of Health Profession Students. I have read and understand these guidelines, including the potential impact on my admission to/dismissal from the professional component of a Health Sciences program. I have also read and understand the associated policy, P4.51, which provides the authority and foundation for the drug testing guidelines.

I understand that as a requirement to the professional component of a health science program, I must submit to an initial test at Pennsylvania College of Technology's Health Services Office, which will provide the result of the test to the Health Services Director, the dean and program director or department head of my specific major within the School of Health Sciences. I understand that if the test result is positive, I will be denied admission to the professional component of my chosen program within the School of Health Sciences. I further understand that I may be subject to additional drug screening tests while enrolled in my chosen School of Health Sciences program. A subsequent positive drug test, or refusal to submit to testing, will result in my dismissal from my chosen School of Health Sciences program.

BY SIGNING THIS DOCUMENT, I ACKNOWLEDGE AND UNDERSTAND THAT I HAVE READ, I UNDERSTAND, AND I AGREE TO PENNSYLVANIA COLLEGE OF TECHONOLGY'S HEALTH SCIENCES STUDENT DRUG TESTING POLICY. I UNDERSTAND THAT A NEGATIVE DRUG TEST IS REQUIRED FOR ADMISSION AND RANDOMLY THEREAFTER FOR PROGRESSION IN THE PROGRAM-SPECIFIC CURRICULA WITHIN THE SCHOOL OF HEALTH SCIENCES. THIS DOCUMENT CONSTITUES MY CONSENT FOR DRUG TESTING BY HEALTH SERVICES OR A HEALTH SERVICES APPROVED LABORATORY. IT ALSO CONSTITUTES CONSENT FOR THE LABORATORY TO RELEASE THE RESULTS OF MY DRUG TESTS TO THE HEALTH SERVICES DIRECTOR, WHO WILL, IN TURN, NOTIFY THE DEAN AND DIRECTOR OF THE HEALTH SCIENCE PROGRAM WITH THE TEST RESULTS.

\_\_\_\_\_  
Student Name (*printed*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Parent/Legal Guardian Signature (*if minor student*)

**Pennsylvania College of Technology**  
**School of Health Sciences**  
**Faculty Report of Reasonable Suspicion of Drug/Alcohol Use**

*Notify the program director or department head immediately to request a drug test.*

Use the space below to provide a detailed description of the student's behavior. All information is to be kept confidential. Return the form in a sealed envelope to the director or department head of the student's specific program in the School of Health Sciences. Director or department head will notify the dean.

1. Name of Student: \_\_\_\_\_  
Last Name, First Name, Middle Initial

2. Student ID#: \_\_\_\_\_

3. Health Sciences Program: \_\_\_\_\_

4: Date of Incident: \_\_\_\_\_  
MM/DD/YY

5. Time of Incident: \_\_\_\_\_

6. Location of Incident: \_\_\_\_\_

7. Detailed description: include any behavioral, visual, olfactory or auditory observations.

- Speech (normal, incoherent, confused, change in speech, slurred, rambling, shouting, using profanity, slow)
- Coordination (normal, swaying, staggering, lack of coordination, grasping for support)
- Performance (unsafe practices, unsatisfactory work)
- Alertness (change in alertness, sleepy, confused)
- Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic)
- Eyes (bloodshot, dilated)
- Clothing (dirty, disheveled)
- Odor of alcohol on breath
- Other observed actions or behaviors
- List reports of complaints of student behavior from personnel or other students
- List unexplained absences or tardiness.

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(cont'd next page)

8. Did the student admit to use of **drugs/alcohol**? \_\_\_\_\_No \_\_\_\_\_ Yes  
Comments:

9. Were **drugs/alcohol** discovered? \_\_\_\_\_No \_\_\_\_\_ Yes  
Comments:

10. List witnesses to student's behavior: including each witnesses' contact information:

11. Was the student referred for **drug/alcohol** testing? \_\_\_\_\_No \_\_\_\_\_ Yes  
**If Yes: What were your instructions, including the timeframe.**

\_\_\_\_\_  
Faculty Name

\_\_\_\_\_  
Date

Attendance Policy (2 Days off per Semester):

Each student is allowed two days off in the clinic per semester. Students must either schedule these in advance, or call in to their assigned primary clinic site **and** ancillary site, if it applies, prior to the beginning of the clinical day. Failure to adhere will result in a 3-point demerit. When a student uses his or her second day, a note will be sent to the student reminding him or her that if any additional days are missed throughout the remaining semester, five points will be deducted from his or her clinic grade per additional day missed. The two days cannot be "carried" over to another semester.

In addition to the point deduction, the student will meet with a team made up of the program director, clinical director, and clinical supervisors. Conditions for continuing in the radiography program and administrative termination (in accordance with the College and program policy) will be determined by the team at that point.

Students must make up any time missed beyond the allowed two days off. This time must be arranged with their clinical supervisor. Pre-arranged make-up time must be adhered to as scheduled, or the student will receive a 5-point demerit.

The clinical experience day schedule varies in time and place with each semester schedule. A full clinical day as scheduled at the assigned clinical affiliate is required for a clinical experience day credit.

Personal Days:

Students may not use their two days off when they are scheduled for weekends or off-shift rotations by requesting time off in advance of the shift in the form of a personal day. If a student is ill when scheduled on a weekend or off-shift, they should follow the protocol for calling off sick.

Switching or Trading Scheduled Shifts:

**Switching** of a weekend or off-shift with another student for a weekday, day shift is not permitted.

**Trading** shifts with another student will be at the discretion of the primary clinical supervisor at each site. If approved, the shifts traded for must be equivalent. For example: weekend second shift for a weekend second shift, third shift for third shift, etc.

Scheduling of students in the clinic is designed to be fair and equitable. The program must also consider JRCERT Accreditation policies with respect to staff and student ratios. The program's philosophy for clinical rotations is to simulate a radiographer's scheduling within a radiology department. We notify students of their schedules as soon as we can prior to each semester. The student should plan accordingly, so they can follow this schedule.

Additional Attendance Policies:

Travel to Alternate Clinic Sites:

Students will be required to travel to one of the six hospital affiliates for weekly student clinic experiences. Certain hospital affiliates require travel of more than one hour in travel time. Students must plan not to be late. (See policy regarding tardiness.)

Additional Attendance Policies:

Travel to Other Sites for Specialty Areas:

Students will be required to rotate during each summer internship for training at other hospital affiliates in certain specialty areas that may not be available at their hospital at the time of this publication.

## LATE POLICY/PUNCTUALITY

As an allied health professional, one is expected to be dependable in all job assignments. Punctuality is one of the most important assets to a radiographer in the medical field.

**As a student in this program, you know that punctuality is strictly enforced to help the graduate better adjust to the work force. Since punctuality is a vital part of dependable performance, records of your tardies are kept to help give future employers accurate information.**

If the student has excessive tardies from clinical assignments, this could affect the student's chances of gaining valuable knowledge and also affect the clinic grade.

### **Rules:**

- 1) The student must notify a clinical supervisor by the start of the clinical day if he/she expects to be late.
- 2) If late due to unavoidable circumstances on the way to clinical assignments, the student is to report to an instructor immediately upon arrival in the clinic area.
- 3) All time missed must be made up at the end of the same day or at the discretion of the instructor. (See "Make-up Time")
- 4) Refer to Attendance Policy.

Any student who arrives after the scheduled beginning of any radiography course component will be considered tardy. Tardies will be recorded on a cumulative basis throughout the 24-month program, not on an individual course basis.

- The first occurrence will result in a verbal warning.
- The second occurrence will result in a demerit (1 point off final grade of clinic practicum course involved).
- The third occurrence will result in a 5-point deduction off current semester clinic practicum course grade.
- The fourth occurrence, the student will be administratively withdrawn from the course and possibly from the program.

If at any time a clinical supervisor, the clinical coordinator, or program director determines that a student cannot meet course objectives in any radiography course due to attendance and/or punctuality, the student will be asked to withdraw from the course or be administratively dropped (in accordance with the College catalog/program policy).

**These policies and procedures are subject to change upon the discretion of the College and program director.**

Radiography Program Policies:

Students enrolled in the Pennsylvania College of Technology Radiography program will be responsible for observing College rules and regulations as stated in the current College Catalog and Student Handbooks, in addition to those applicable to their clinical affiliation assignments. Clinical facilities, while separately located, are considered an integral part of the College campus for student clinical assignments.

The rules and regulations stated in this handbook represent a contractual agreement between Pennsylvania College of Technology and the Radiography student for 24 months. Failure to comply with the rules and regulations in these handbooks will affect student evaluations and could result in dismissal from the Radiography program if the student shows no improvement or makes no attempt to correct errors after counseling.

As an accredited program, the Program follows the JRCERT Standards. JRCERT can be reached at:

20 N Wacker Drive/Suite 900  
Chicago, IL 60606-2901  
Phone: (312) 704-5300  
Fax: (312) 704-5304  
E-mail: JRCERT@AOL.com

The program reviews and adheres to the JRCERT 9 Standards (Standards for an Accredited Educational Program in Radiologic Sciences). A copy of all nine (9) Standards are affixed to the student's centrally located bulletin board at each affiliate hospital and in the radiography classroom (W-232) in the ATHS building. Each year at Freshman orientation, the Clinical Director carefully explains the policy regarding Standard 2.5. Additionally, a review of Standard 2.5 is discussed in the first semester course RAD 103- Radiography Ethics and Orientation.

Standards 2.5 mandates that the program have in place a policy that assures timely and appropriate resolution of complaints regarding allegations of non-compliance with the JRCERT Standards and maintains records of such complaints and their resolutions.

Any student that believes the program is in non-compliance may take the following steps:

1. Meet with the Program Director
2. If there is no resolution, the student may contact the JRCERT at the address identified above.
3. Records of complaint(s) and resolution(s) will be kept in the Radiography Program Office (W-209).

Transportation:

Pennsylvania College of Technology Radiography students will be responsible for providing their own transportation to attend clinical assignments.

Although we encourage students to carpool if possible, students will each be responsible for their own transportation to and from clinic. Should the driver of the carpool that day need to leave clinic early, or not be able to attend clinic, other students must remain at clinic, or arrange to attend on their own.

Dress Code:

The uniform dress code is one mutually agreed upon by Pennsylvania College of Technology and the clinical affiliations. Uniforms will be clean and pressed with a proper fit to ensure a professional appearance; i.e., not too tight, proper pant length. Pants are to be worn **at the waist**. Shoes will be polished at all times. White sweaters or waist length lab coats may be worn. Surgery uniforms will be worn only during the performance of the surgery assignments.

Any student reporting to the clinical affiliation in improper uniform or attire, or in a soiled, untidy uniform with dirty shoes, will be sent home by the radiology department supervisors and/or the clinical supervisor. Any clinical time missed due to being sent home to change clothes will be made up at the discretion of the radiology department clinical supervisor and 1 demerit will be issued. Radiography students will wear their uniforms only for clinical assignments or when officially representing Pennsylvania College of Technology. The following was agreed upon for the dress code for Penn College Radiography students:

***Female*** – Khaki uniform pants, all white shoes, blue uniform top.

***Male*** -- Khaki uniform pants, all white or all dark shoes, blue uniform top.

**\*If sneakers are chosen, supervisors must approve any additional color on the shoe, i.e. Nike stripe.**

**\*\*All students must have a watch with a second hand.**

Discreet use of makeup will be permitted. Heavy eye shadow, rouge, and lipstick will be avoided. Fingernails will be short, neat, and clean. Students are not permitted to use any nail enhancements due to some hospital protocols, safety and health considerations to patients and self. Perfumes and after-shave lotions will be used in moderation. Strong scents, which may be offensive to patients, should be avoided.

**\*\*Any violation of the above paragraph will result in 1 demerit.**

As a professional, your appearance is important. You are representing not only the College, but also the clinical affiliate you are at, as well as the radiography profession. As such, the following policies must be adhered to. It is each student's responsibility to abide by them. Failure to remove inappropriate body piercings, or cover visible tattoo's will result in a 5-pt demerit.

- Students are permitted to wear wedding, engagement, or class rings.
- No costume jewelry.
- Earrings are permitted, but must only be worn in the ear lobe and not dangle – for safety reasons.
- NO tongue rings are permitted.
- Other than earrings, no additional body piercings/adornment is permitted.
- Tattoo's may **not** be visible to patients or staff. Students must cover appropriately any tattoo's that may be visible when program uniforms/O.R. apparel is worn.

Repeat Policy:

**All unsatisfactory radiographs shall be repeated only in the presence of a qualified radiographer. It is the responsibility of the radiography student to follow this policy without deviation. It is the responsibility of each clinical supervisor to monitor students in clinic to assure full compliance with this essential. If a student is found to be in violation of this policy, and performs a repeat examination without a registered technologist in the room, the student will be terminated from the program. In the event that a qualified radiographer is not available, the examination will not proceed until a radiographer is available to supervise the repeat examination.**

CLINIC ROTATION ON OFF – SHIFTS  
(SECONDS, THIRDS, AND WEEKEND SHIFTS)

One of the goals stated in our mission statement is to provide employers with graduates who possess the knowledge, practical skills, and problem-solving abilities to function in a changing healthcare environment. As such, we have an obligation to prepare our students to be able to function in those roles that they will probably experience as staff radiographers. It is likely, that as radiographers, they will be expected to work on off-shift rotations such as weekends, and second and third shifts. Working off-shifts presents different challenges to radiographers. Radiographers on off-shifts are more likely to have to multi-task and work independently than they would on daytime shifts. Off-shift rotations require radiographers to think critically and practice effective caseload management while dealing with emergency situations. To prepare our students to recognize the responsibilities of a staff radiographer, they shall be required to rotate on off-shifts each semester. While working off-shift rotations, students will have the chance to refine the skills they have learned during daytime shifts. Off-shift rotations offer enhanced opportunities for students to observe, practice, and become competent in teamwork, enhanced critical thinking, and dealing independently with trauma cases while under appropriate supervision. Off-shift rotations may also provide first-hand observations of how social and cultural diversity can affect how patients access the healthcare system. The objectives of off-shift rotations will be presented in a progressive format throughout the two years of the program. The purpose of off-shift rotations is to prepare students to become radiographers who not only have the technical skills, but also have the confidence, organizational skills, and sensitivity to cultural diversity to be able to function independently on off-shifts. It will be the student's responsibility to make accommodations for off-shift rotation with outside work, home life, etc.

## Off-Shift Rotations on Second, Third, and Weekend Shifts Guidelines

Students will be required to rotate on off-shifts each semester. Once the schedules are made, the students must adhere to the rotation as is required during any semester. Schedules will be made available prior to the beginning of each semester. It will be the student's responsibility to make accommodations for off-shift rotations with outside work, home life, etc.

- During the Spring and Fall semesters, off-shift will include modified second shift hours or third shift and weekend hours. Each student will be required to rotate one week of off-shifts to include a weekend in the Summer semesters.
- Students' routine clinical and academic involvement will not exceed more than 40 hours per week.
- Students will be permitted, but not required to perform performance evaluations while on off-shifts provided a clinical supervisor is able to evaluate.
- Not all radiographers on off-shifts will be able to perform evaluations. Penn College staff and faculty have identified which radiographers may perform evaluations.
- There may be times a student will not be able to get evaluated on second/third shift due to the designated radiographer being busy or committed to other duties, on vacation for the day, scheduled off or sick for the day. Since this will typically only involve one of the five scheduled days, no change in scheduling will be made. In this case, **no evaluations** may be performed on that day. The student will **still** attend clinic and perform cases as normal under the supervision of the other staff radiographers.
- Guidelines for doing evaluations will follow the current Student Clinic Handbook.
- Students will follow the guidelines in the current Student Clinic Handbook for all aspects of their rotation. If a student needs to call in sick for second- or third-shift rotation, the student should call the radiology department and leave word with someone who will forward the message, typically another radiographer. The program's Attendance Policy will be adhered to.

- Students must handout an "off-shift" salmon evaluation to a radiographer on these shifts. One per semester is required.
- Students should plan to attend these scheduled off-shifts and not call off unless unavoidable.
- Students are encouraged to use this week of rotation to volunteer in specialty areas that normally only do patients during the day shift; i.e.: CT, MRI, Ultrasound, or Radiation Therapy, or Laboratory (if permitted by the laboratory department), etc.
- Second- and third-shift rotations may **NOT** be used by the student for make-up time in place of their normal day-shift rotation, or for any missed clinic time. Students may not call off on day shifts and ask to work nights instead.
- The actual scheduling of second- and third-shifts may vary slightly from site to site based on department staff scheduling. Radiology administration and clinic supervisor/coordinator reserve the right to modify this scheduling. Should a change be required, every effort will be made to notify students in advance of these changes.
- **Students working as part-time radiographers will not be considered as qualified radiographers (ARRT Certified) or take the place of qualified radiographers.** Since part-time student radiographers must work with a qualified radiographer at all times, that qualified radiographer will be in charge of all decisions made and be responsible for the students on his/her rotation. Student radiographers or registry-eligible radiographers may not perform staff or room evaluations on students.

### Academic Fairness Complaint Procedure

The College's current Academic Fairness Complaint Procedure follows this page. An ever-current version can be viewed via the PCT Portal at:

<https://mypct.pct.edu/PolicyandProcedure/Shared%20Documents/PR4-23.pdf>

### **Procedure Statement**

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- I. A student who feels that a College faculty member has infringed upon the student's right to fairness and verbal expression, as articulated in the Academic Fairness Policy Statement, (P 4.23), has the right of appeal/complaint.
  
- II. Questions related to allegations of improper academic evaluation, administrative withdrawal from a course, or violation of the student's personal freedoms can be addressed through the following student-initiated procedure:
  - A. Within five (5) business days of the alleged infraction (including unfair evaluation/grading), the student must request a meeting with the faculty member to discuss the student's complaint and any related supporting documentation gathered by the student. If the complaint is regarding a final grade in a course, the student must contact the faculty member within two weeks of the grade being published.
  - B. Penn College encourages the faculty member and the student to informally arrive at a solution. If they agree upon a resolution, the process is concluded.
  - C. If the student and faculty member are unable to reach a mutually agreeable solution, the student has five (5) business days from the date of the notification of the decision by the faculty member in which to submit in writing an outline of the complaint to the appropriate school dean.
  - D. The school dean, or his/her designee, will proceed with an investigation of the complaint, and within ten (10) business days of receiving the student's request for an administrative hearing, will render a decision on the issue.
  - E. The dean, or designee, will provide the student and the faculty member with a written outcome notice and will notify the Assistant Vice President for Academic Services.
  - F. The student and/or faculty member may appeal the dean's decision, but that appeal is possible only when new information has been discovered or to question the appropriateness/grounds of the decision.

- G. Appeals are to be made to the Assistant Vice President for Academic Services within five (5) business days of receiving the written outcome. The appeal must be made in writing and include the individual's reasons for the appeal.
  - H. The Assistant Vice President for Academic Services will respond to the party, in writing, within ten (10) business days.
  - I. The decision of the Assistant Vice President for Academic Services is final; there is no further appeal.
- III. In the case of an appeal to the school dean, all relevant materials (electronic or hard copy) will be maintained in the respective school office in accordance with records retention protocol established by the College. If the case is appealed to the Assistant Vice President for Academic Services, all relevant materials (electronic or hard copy) will be maintained by Academic Affairs in accordance with records retention protocol established by the College.

Pregnancy Policy:

**PURPOSE:** The purpose of this policy is to state the responsibilities of the student radiographer relative to assignment of clinical duties during pregnancy.

**POLICY:** If a student radiographer becomes pregnant, it is within her discretion whether or not to inform program officials. Officials of the College's Radiography program recommend a pregnant student inform the College of her condition. If a student elects not to inform program officials of her pregnancy, then she is to be considered not pregnant by program officials. A student who elects to inform program officials, must do so in writing using the Declaration of Pregnancy Form Letter (See No. 11.0, Page 11 of 12) and indicate the expected delivery date.

A student who discloses that she is pregnant has the option of continuing her clinical and didactic coursework without modifications or interruption. The student also has the option of modifying her clinical schedule, and/or taking a leave of absence from the program. If the student elects to modify her schedule, she will work with program officials to procure a viable schedule. Declaration of pregnancy can be withdrawn upon written notification by the student.

Upon receipt of notification of pregnancy, the director of radiography will issue a second dosimeter badge for the student to wear at waist level **under** the lead apron. Consistent with NRC regulations, the radiation received at fetal level shall not exceed 500 millirems over the entire pregnancy (NRC 8.13-7). Should the dosimeter indicate that exposure is approaching that level, the student will be assigned to the areas of least exposure for the remainder of the pregnancy.

During the fourth semester, students are required to be evaluated on fluoroscopic examinations. Radiation exposure is higher during fluoroscopic examinations, than during routine radiographic examinations. The student may wish to consult with her physician regarding this issue.

A copy of the U.S. Nuclear Regulatory Guide 8.13 is given to each female student before any clinical work is allowed. The guide is explained and reviewed with students by radiography staff and questions answered. The purpose of this guide is to help the student make an informed decision about how they will go about their pregnancy and clinical assignment in a radiography department.

A letter (No. 11.1.2) is sent out to students who declare pregnancy to the program confirming their continued position in the program and requesting written physician recommendations regarding restrictions and/or limitations.

Once permission is granted by the student to further disclose their condition, a letter (No. 11.1.3) is then sent to the appropriate ancillary sites informing the clinical supervisors of possible limitations of the student due to her current condition.

## **The Pennsylvania College of Technology Professional Standards for Students in the Radiography Major**

The ARRT's Radiography Certification Handbook, Appendix I, "ARRT Standards of Ethics" states radiographers must follow a "Code of Ethics." As such, our Radiography Program requires all students to demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population, and adherence to legal and regulatory requirements. Our program is committed to evaluate professionalism for students at all levels. Encouragement for positive professional behaviors and attitudes is a priority while maintaining academic excellence. Students need to demonstrate unselfishness in their interactions with patients, clinical supervisors, faculty, office/program staff, and your fellow classmates. Students must be dedicated to professional responsibilities and be sensitive to the diverse populations that they serve. Adherence to certain behavioral attributes requires that radiographers and Radiography students exhibit a high level of maturity and self-control even in highly stressful situations. In keeping with these precepts, Radiography students must conduct themselves in a highly professional manner consistent with the patient care responsibilities they will be entrusted with during their training in the Program. Students must adhere to the following standards. Failure to do so will necessitate that the student's case be presented before the RD Program. The situation will warrant review by the Radiography Academic Review Committee, and may result in further corrective action or dismissal from the Program. Students must be committed to:

### Honesty

- Follow all policies and procedures, which are outlined in the Penn College Student Handbook and the Radiography Student Clinic Handbook
- Maintain principles of personal and academic integrity
- Avoid conflicts of interest
- Tell the truth and admit mistakes without falsifying or omitting essential information
- Avoid receiving or giving information during an examination, quiz, and/or competency
- Be aware of his/her limits, strengths, and weaknesses

### Respect

- Address patients, faculty, preceptors, and staff appropriately
- Keep information and medical records of patients in confidence
- Respect patient autonomy and privacy
- Show sensitivity for cultural, gender, age, disabilities, and religious differences
- Maintain a clean, conservative, and non-offensive appearance/attire
- Adhere to personal boundaries of fellow students, faculty, clinical supervisors, and staff
- Participate in discussions with only medical team members regarding patients/families

- Keep a receptive learning environment within the classroom setting
- Offer and receive criticism or suggestions in a thoughtful and reasonable manner
- Do not display disruptive or obstructive behavior

#### Confidentiality

- Limit discussion of students/patient health concerns/conditions to the proper medical caregivers that were consented by the patient

#### Responsibility/Accountability

- At designated times, attend lectures and other structured learning opportunities
- Prepare prior to classroom instruction and daily clinical rotations
- Learn and perform at the appropriate academic level
- Recognize limitations and find help to address your problems
- Do not engage in unfair relationships with patients, clinical supervisors, faculty, and staff
- Conduct and actions appropriate in regards to appearance, demeanor, and/or the use of language
- Do not use alcohol, illicit drugs, and/or controlled substance that would interfere with your performance academically and clinically
- Report professional misconduct to the appropriate authorities
- Respond to the needs of the patients that supersedes self interest
- Recognize a problem and take the appropriate steps to address the situation/problem
- Be responsible for your own education, actions, and decisions
- Identify themselves as "Penn College Radiography Students" to patients and clinical site staff, and never represent themselves as anything else.
- Always wear approved Penn College Radiography uniform with appropriate embroidered identification along with Penn College nametag while at clinical sites. If needed, students are permitted to wear a plain, white sweater (no hoodies), or a short lab coat also with appropriately embroidered student identification. Nametags should always be worn on the outer most layer of clothing.
- Do not engage in any behavior that may jeopardize the health and safety of patients, faculty, clinical supervisors, staff, and fellow students

#### Empathy/Compassion

- Demonstrate the appropriate altruism towards patients, preceptors, faculty, and staff
- Listen and address the concerns/problems for patient and their families
- Consider patient's safety as a priority
- Place the interests of individual patients and the community above their own

Ethical

- Adhere to principles pertaining to giving and withholding medical care, confidentiality of patient/program information, and informed consent
- Recognize the value system of patients, fellow students, and staff and understand the ethical decisions that maintains that individuals integrity

Team effort

- Volunteer and help when another individual is unable to perform
- Show leadership
- Seek opportunities to share knowledge and educate others

It is the responsibility of students to adhere to the standards listed above. Failure to follow the standards may result in referral to the Radiography Academic Review Committee, which can result in corrective action including: removal from a clinical site, failure of a clinical experience, academic probation, or dismissal from the RD Program.

By signing this form, I have read and understand the above.

Student Signature \_\_\_\_\_

Student Name (printed) \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_