



COLLEGE *of*
HEALTH SCIENCES

EAST TENNESSEE STATE UNIVERSITY

RADIOLOGIC SCIENCE PROGRAM

STUDENT HANDBOOK
ACADEMIC YEAR 2026 - 2027

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**EAST TENNESSEE STATE UNIVERSITY
RADIOLOGIC SCIENCE PROGRAM**

SECTION I: UNIVERSITY AND PROGRAM OVERVIEW

I. WELCOME

Welcome to the Radiologic Science Program at East Tennessee State University! We are excited that you have decided to embark on a path to a career in radiography and look forward to working with you during the next two years. This is an exciting field of study, and we hope you find it satisfying and rewarding. If you have a question or concern at any time during the course of study, please do not hesitate to speak with one of the faculty.

II. DESCRIPTION

The program of study correlates didactic and clinical instruction, enabling the student to be competent in their concentration area and enabling graduates to perform tasks identified in the scope of practice competently. The program of study emphasizes the attainment of knowledge and skills related to clinical competency, communication, critical thinking, and professionalism.

III. ETSU VISION AND MISSION STATEMENT

ETSU's vision statement is: developing a world-class environment to enhance student success and improve the quality of life in the region and beyond. The mission of ETSU is to provide a student-centered community of learning, reflecting high standards and promoting a balance of liberal arts and professional preparation, and continuous improvement. The University conducts a wide array of educational and research programs and clinical services, including a comprehensive Academic Health Sciences Center. Education is the University's highest priority, and the institution is committed to increasing the level of educational attainment in the state and region based on core values.

IV. PROGRAM MISSION

The mission of the ETSU Radiologic Science Program is to prepare entry-level radiographers to be competent members of the healthcare community and provide a platform for future professional development.

V. PROGRAM GOALS AND STUDENT LEARNING OUTCOMES

Goal 1: Students will be clinically competent.

Student Learning

Students will apply positioning skills.

Outcomes:

Students will apply image acquisition and evaluation skills.

Goal 2: Students will demonstrate effective communication skills.

Student Learning

Students will demonstrate written communication skills.

Outcomes:

Students will demonstrate oral communication skills.

Goal 3: Students will develop critical thinking skills.

Student Learning

Students will adapt standard procedures for non-routine patients.

Outcomes:

Students will apply and analyze presented material.

Goal 4: Students will exhibit professionalism.

Student Learning

Students will demonstrate professional behaviors.

Outcomes:

Students will describe professional goals.

VI. ACCREDITATION

A. Sponsoring Institution Accreditation:

East Tennessee State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).

B. Program Accreditation

The ETSU Radiologic Science Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
mail@jrcert.org

VII. ADVISORY COMMITTEE

- A. The Radiologic Science Program's Advisory Committee functions in accordance with institutional guidelines and supports the missions of the institution and program. The committee is representative of clinical education agencies, academic interests, institutional representatives, radiologic science students, and/or communities of interest.
- B. The responsibilities of the committee include program planning, evaluation of program and student learning outcomes, and external validation.

VIII. PROGRAM CONTACT INFORMATION

Facility	Name	Telephone #	Cell #	E-mail address
East Tennessee State University Lamb Hall Box 70573 Johnson City, TN 37614	Dr. Ester Verhovsek-Hughes Department Chair (DC)	(423) 439-5050		verhovse@etsu.edu
	Ms. Erica O'Quinn Program Director (PD)	(423) 439-5061		oquinne@etsu.edu
	Ms. Olivia Dover Director of Clinical Education (DCE)	(423) 439-5055		dovero@etsu.edu
	Mrs. Melanie Daniel Clinical Coordinator (CC)	(423) 439-5058		danielmb@etsu.edu
Associated Orthopaedics of Kingsport 430 W Ravine Drive, Kingsport, TN	Ashley Morelock	(423) 245-3161		ashley.morelock2@balladhealth.org
Bristol Regional Medical Center 1 Medical Park Blvd, Bristol, TN	Andrew Loving	(423) 844-2217	(423) 302-8416	Andrew.loving@balladhealth.org
	Akeyla Castleman			Akeyla.castleman@balladhealth.org
	Katelyn Kelley			Katelyn.kelley@balladhealth.org
Dolly Parton Children's Hospital 2018 W. Clinch Avenue, Knoxville, TN	Sarah Rathbone			SERathbone@etch.com
Franklin Woods Community Hospital 300 MedTech Parkway, Johnson City, TN	Billie Thomas	(423) 302-1257		billie.thomas@balladhealth.org
Greeneville Community Hospital 1420 Tusculum Blvd, Greeneville, TN	Cheyenne Wyatt	(423) 787-6341 (423) 787-5100		cheyenne.ward@balladhealth.org
Hawkins County Memorial Hospital 851 Locust Street, Rogersville, TN	Nicole Baker		(423) 502-1601	nicole.baker@balladhealth.org
Holston Valley Medical Center 130 West Ravine Road, Kingsport, TN	Ciara Carter	(423) 224-6805	(423) 930-4273	ciara.carter@balladhealth.org
	Miranda Denton			Miranda.denton@balladhealth.org
	Melissa Johnson			melissa.johnson3@balladhealth.org
Indian Path Community Hospital 2000 Brookside Drive, Kingsport, TN	Amanda McKee	(423) 857-6085	(423) 963-7256	amanda.mckee@balladhealth.org
	Ciera Greer			Ciera.greer@balladhealth.org
Johnson City Medical Center 400 N. State of Franklin Road, Johnson City	MaKayla Blevins	(423) 431-6777	757-817-0595	Makayla.Blevins@balladhealth.org
	Lance Bryden			Lance.bryden@balladhealth.org lancebryden@gmail.com
Johnson City Community Health Center 2151 Century Ln, Johnson City, TN	Jennifer Honeycutt	(423)929-6937		HONEYCUTTJN@etsu.edu
LeConte Medical Center 742 Middle Creek Road, Sevierville, TN	Rachel Ferguson	(865) 446-7918	(865) 407-4872	fergusonr@outlook.com
	Teresa Huskey	(865) 446-7922		thuskey@covhlth.com
State of Franklin Healthcare Associates 818 Sunset Dr. Suite 100 JC, TN	Kylie Jones	(423) 433-6550		kyliejones@sofha.net
Sycamore Shoals Hospital 1501 West Elk Avenue, Elizabethton, TN	Eric Alsbrook	(423) 542-1395		eric.alsbrook@balladhealth.org
	Kelly McKinley			Kelly.mckinley2@balladhealth.org
James H. Quillen VAMC P.O. Box 4000, Johnson City, TN	Hunter McNeely	(423) 926-1171 ext. 7456		Hunter.mcneely@va.gov
	Madison Street			Madison.street@va.gov
Volunteer Parkway Imaging Center 1230 Volunteer Parkway, Bristol, TN	Donna Neubert			donna.schutter@balladhealth.org
Watauga Center for Advanced Surgery (ASC) 10425 Wallace Alley St., Kingsport, TN	Leann Bradley	(423) 282-9011 Ext. 606		bradleylm@wtodocs.com
Watauga Orthopaedics 2410 Susannah Street, Johnson City, TN	Trey Smotherman	(423) 282-9011 Ext. 002		smothermants@wtodocs.com jordanan@wtodocs.com

**EAST TENNESSEE STATE UNIVERSITY
RADIOLOGIC SCIENCE PROGRAM**

SECTION II: STUDENT RESPONSIBILITIES

I. POLICIES AND PROCEDURES

In addition to adhering to the Radiologic Science program policies and procedures students are required to observe the policies and procedures of the clinical site, the Department of Allied Health Sciences, and ETSU.

- A. Students are expected to comply with clinical affiliate rules and regulations if stricter than those of ETSU, the Department, or the program. Clinical site orientations assure that students are cognizant of policies and procedures, including but not limited to hazards (fire, electrical, chemical), emergency preparedness, and medical emergencies.
- B. ETSU policies and procedures are published in the [ETSU Undergraduate Catalog](#).

II. FACULTY EXPECTATIONS

- A. **Personal Traits:** exhibit a good attitude, maturity, responsibility, punctuality, initiative, eagerness to learn, and enthusiasm
- B. **Responsibility:** Be responsible for one's own actions and have patient-centered conversations during radiographic procedures.
- C. **Personal/Program Issues:** Complaints or grievances should be discussed with the appropriate instructor
- D. **Difficult Patients and Suspicious Activities at Healthcare Facility:** Request assistance from qualified healthcare facility/university personnel. All students should be aware of unauthorized persons loitering in or around the healthcare facility. Report the presence of suspicious individuals to a hospital employee.
- E. **Personal Affairs:** Students are not to burden patients or employees with personal problems. Should a student have a relative/friend who is employed as a technologist at a clinical affiliate, the student may not complete makeup time or perform competencies with the relative/friend. The student should not expect to eat lunch with a relative/friend on a daily basis.
- F. **Tips and Gifts:** Acceptance of money by students from a patient or other person with whom the healthcare facility does business is not permitted. Solicitation of personal gifts or donations by students is prohibited. It is emphasized that gifts of more than nominal value must be refused as they are inappropriate.

III. TRANSPORTATION

Enrollment in the Radiologic Science program requires that students provide their own transportation to and from classes held at ETSU Lamb Hall in Johnson City (or the ETSU Sevier Center) as well as to and from an assigned clinical site in Johnson City, Kingsport, Bristol, Erwin, Greeneville, Elizabethton, Rogersville, or Sevierville. The state of TN, ETSU, faculty, or staff are responsible for transporting students.

IV. PROFESSIONALISM POLICY

Students are guests in the clinical sites and are expected to demonstrate professional behavior at all times. This requires that the student abide by the clinical agency standards, procedures, policies, rules, and regulations as well as those of ETSU. The stricter policy will be enforced.

- A. **Clinical Start Time:** Students must be in their assigned area, clocked in, and ready to work at the beginning of the start time of the shift. Do not plan to eat a meal at the beginning of a shift. The start time of the shift is dependent on clinical placement and rotation.
- B. **Professional Relationships with:**
 - 1. Radiologists, Physicians, RAs, PAs, and all other healthcare professionals by being tactful, carrying out all orders, and treating them with respect and consideration. Never discuss or criticize healthcare professionals and never approach them for medical care.
 - 2. Radiographers by being tactful, appreciating their expertise, treating them with respect and consideration. Ask constructive questions in a tactful manner geared toward learning outcomes.
 - 3. Patients by being responsible. Treat patients with compassion, dignity, respect, and consideration. Avoid calling patients honey, sweetheart, darling, etc.
- C. **Appropriate Behavior:** Refrain from gossiping, spreading rumors, rudeness, lack of cooperation, inappropriate touching, flirting, complaining, loud talking, boisterous laughing, gum chewing, boisterous or coarse language, horseplay, sleeping during clinical, and other activities that could disturb patients and/or the clinical environment. Students must accept constructive criticism and maintain professional relationships with affiliate staff and instructors. All conversations MUST be of a professional nature and respectful to others.
- D. **Inappropriate Phrases:** Students must be tactful and use professional language. It is not appropriate to use the following phrases: that is not my job; I don't get paid to do this; I am paying to work for free; I have already comped that; I'll let you know if I need a comp; I assumed.
- E. **References/Recommendations:** Outside of professional references for education, career pursuits, or outside employment, students shall not request references or recommendations from technologists, RAs, radiologists, or other health care professionals.
- F. **Falsification of Clinical Documentation:** Do not falsify attendance records and/or procedure logs. Examples include sharing a login and/or password with another student, clocking another student into Trajecsyst, clocking into or out of Trajecsyst while not on site, logging procedures in Trajecsyst that were not performed, falsely accusing a student of logging procedures that were not performed; forging signatures (faculty or CIs); withholding information, falsification of any documents (such as competency forms) pertaining to clinical; and/or using another person's ID markers or giving your ID markers to someone else to use during a procedure.

V. RADIOLOGIC SCIENCE PROGRAM SOCIAL MEDIA POLICY

Do not publish any information, photographs, or video images pertaining to radiographic equipment, PHI, or patients from any clinical affiliate on any social media unless given prior approval by the clinical instructor and administration. Also, do not publish any information related to course instruction and faculty.

VI. DEPARTMENT OF ALLIED HEALTH SCIENCES SOCIAL MEDIA POLICY

Students should exercise caution in using social networking sites, including, but not limited to, Facebook, Instagram, Snapchat, and Twitter. Personal posts on YouTube are also considered a form of social networking under this policy. Items that represent unprofessional behavior posted by students on such networking sites are not in the best interest of the University, the College of Health Sciences, or the academic program.

If using social networking sites, students should use a personal e-mail address as their primary means of identification. Their University e-mail address should not be used in accordance with University policy. Students who use these websites must be aware of the critical importance of privatizing their websites so that only trustworthy friends have access to the websites/applications. When posting information on social networking sites, students are prohibited from presenting themselves as an official representative or spokesperson for the program, college, any affiliated hospital or clinic, or the University.

Students are prohibited from posting anything about patients, their care, or any item that could indicate an individual is a patient. Patient privacy must be maintained at all times. Confidential or proprietary information about the University or hospitals are prohibited from being shared online under this policy. Patient information is protected under the Health Insurance Portability and Accountability Act (HIPAA).

Violation of the social media policy may be subject to disciplinary action. Program personnel may decide to discuss the situation with the student, issue a verbal warning, and use the situation as a teachable moment. No sanction is applied, and the issue is considered closed. If the program personnel considers the situation warrants a sanction, a sanction will be assigned according to published program policies. The allegation of social media misconduct can be referred to the Department's Grievance Committee and will be adjudicated pursuant to the published procedures of the Grievance Committee.

VII. CONFIDENTIALITY AND HIPAA

- A. Any discussion of patient information must occur for the purpose of fulfilling clinical assignments. Casual conversation regarding patient information should not occur at any time.
- B. The patient owns the information contained in their medical record, and the healthcare facility owns the medical record document. Therefore, students cannot remove original or photocopied medical records from the facility's premises. Any health data that identifies a patient, physician, or healthcare provider by name is considered to be confidential information.
- C. Confidential information is privileged information that may not be disclosed without proper, written authorization from the patient. Not only is medical information confidential, but also identifying information, such as a patient's age, address on discharge, and the service or medical unit on which the patient was hospitalized. Unauthorized disclosure of health information is a breach of confidentiality punishable by state or federal law. For infractions, refer to the Program Clinical Misconduct Policy.

- D. Patient identifying information must not be entered in the procedures log in the Trajecsyst system.
- E. Health Insurance Portability and Accountability Act of 1996 (HIPAA) further ensures the confidentiality of patient records. Prospective and current students must maintain patient confidentiality. Consequences may be federal charges.

VIII. CODE OF ETHICS

The [Code of Ethics](#) for radiologic technologists is published by the ARRT and ASRT and is used to regulate the profession. Failure to comply with a code can result in expulsion from certification with the ARRT.

IX. SUBSTANCE ABUSE POLICY

- A. The unlawful use, manufacture, possession, distribution, or dispensing of alcohol or illegal drugs, the misuse of legally prescribed or "over-the-counter" drugs, or being under the influence of such substances while engaged in any clinical experience is strictly prohibited.
- B. If a student discusses drug usage, appears to be under the influence of alcohol or drug, or functions in any impaired manner, he/she will be required to take an alcohol/drug (urine, blood, hair, fingernail, or other) screening test designated by the faculty member on the same day. The student will assume all testing costs. Refer to the Program Clinical Misconduct Policy if test results are positive.

X. CLINICAL DRESS CODE POLICY

- A. Students are required to wear a ceil blue uniform top with embroidered ETSU Radiologic Science logo and navy-blue uniform pants. They may choose only from approved uniform styles. A list of approved styles is maintained by the DCE and is available at Read's Uniforms in Johnson City. Lab coats and scrub tops can only be embroidered by Read's Uniforms. Be sure of sizing before ordering. Embroidered items cannot be returned to Read's Uniforms.
- B. Uniforms are to be kept clean, in good repair, and free of wrinkles, stains, tears, frays, and rips. The uniform must be the appropriate size and fit.
- C. All students must purchase at least one white lab coat or jacket. A lab coat or scrub top with the ETSU Radiologic Science logo must always be worn outside the surgery suite. If the clinical site permits, he/she may purchase a ceil blue jacket. No outer garments besides lab jackets monogrammed with the ETSU Radiologic Science logo can be worn.
- D. Scrub caps may be worn during surgery rotations. Personal scrub caps may be purchased and must be solid ceil blue, white, navy, or black.
- E. Tops worn under uniform shirts must be solid ceil blue, white, navy, gray, or black. Undershirts must be worn when the scrub top neckline exceeds 1.5" (approximately 3 fingers) below the medial clavicle.
- F. Shoes must be solid, non-patterned, black, white, or gray and must be approved by the director of clinical education. Shoes must be enclosed, solid, and entirely constructed of leather, faux leather, or other non-porous materials. Shoes should not have random patterns or designs unless it is the logo. Shoes must be kept clean.

- G. No large or cumbersome jewelry may be worn as it may present a health/safety hazard to the patient/student. Therefore, no necklaces, hoops, large or gauged earrings, or bracelets may be worn. Only small conservative stud earrings can be worn, with a limit of two earrings only in the earlobe. No more than one ring per hand can be worn (except: a wedding band set). It is advised that pronged rings not be worn due to the risk of compromising the primary protective barrier formed by gloves. Body piercing ornaments or body piercing retainers that present a health/safety hazard or inhibit communication, as determined by the program faculty, are not permitted in the clinical environment. Therefore, no nose rings, body piercings (eyebrows, lips, etc.), or tongue rings are permitted.
- H. Make-up shall be conservative and appropriate for a professional appearance. Perfume, cologne, and scented lotions/deodorant may not be worn. Good personal hygiene and grooming are required. Fingernails must be short. Artificial nails are not permitted. Nail polish should be neat and unchipped and not be bright or dark.
- I. Visible tattoos must be covered.
- J. Hair must be kept clean, neat, and away from the face. Extreme hairstyles may not be worn. Long hair must be secured away from the face and restrained off the shoulders. No extremely unnatural hair color, including but not limited to pink, green, blue, purple, and rainbow colors. Male students must shave or have neatly groomed beards or mustaches to be compliant with N95 fit testing.
- K. An ETSU Health Radiologic Science program picture ID badge must be purchased from the ETSU Student ID Center and must be worn during clinical. Badge must be worn at collar level on the outermost layer of uniform.
- L. If not in compliance, the student will be sent home to change and return to clinical that day. **Refer to the Clinical Misconduct Policy and the Clinical Attendance or Tardiness Policy for grade reduction.**

XI. LEAD IDENTIFICATION MARKERS

The student will have his/her own personal lead markers. Two sets must be purchased with three initials and three positioning beads. Students must always have a minimum of two sets of markers. Markers must be present on all radiographic images the student performs. If student arrives at clinic without markers, the student must go home to retrieve their markers and will be counted as tardy or absent. **Refer to the Clinical Attendance or Tardiness Policy for grade reduction.** Students are not permitted to use markers other than their own for any reason when taking radiographs of patients nor loan their markers to others for any reason. Each student will adhere to the clinical site's policy on marking radiographs.

XII. CLINICAL ATTENDANCE POLICY

- A. **Clinic Time Off (CTO):** Students will receive **1 CTO day** per semester for Clinicals I, II, IV, and V and **2 CTO days** for Clinical III.
 - a. If a CTO day is used, it must be requested at least 48 hours (business days) in advance of the start of the clinical shift assigned for the day requested.
 - i. For example: requesting a CTO day for Monday 7:30 a.m.-4 pm, the student must request prior to Thursday at 7:30 am.
 - ii. If a CTO day is being used for sickness, the 48-hour notice is waived, but the time must still be requested.

- b. CTO days will not be approved during the last week of clinic each semester. Exceptions may be granted for those who have completed all clinical requirements for that semester, and competencies (including proficiencies and masteries) must be approved and entered in Trajecsys.
- c. CTO days not used during a semester will roll over to the next semester. CTO days will accumulate until clinic V.
- B. An absence is defined as missing more than 2 hours of a shift.
- C. When a student is going to be absent for **any** reason (including a CTO day or inclement weather), he/she must inform the **CI or supervising technologist, CC, and DCE** prior to the shift. If a student fails to follow the procedure, a **3-point** final course grade reduction will occur.
- D. Per ETSU policy: if a student cannot travel safely due to inclement weather, the absence will be excused; however, the missed time must be made up.
- E. If ETSU closes or classes are canceled: students will not go to clinical or class, will receive no penalty, and will not be required to make up missed hours.
- F. Unless released by the DCE/CC, students cannot leave clinical early. If the student elects to leave early, he/she should refer to the clinical tardiness policy.
- G. Students will receive a **7.5-point** final course grade reduction for leaving a clinical facility without approval from the CI and CC/DCE.
- H. Time must be made up for all absences, and the grade will be reduced per the following chart for absences beyond the CTO day allowance for the semester.

Clinical Absence Penalties with Make-up Time	
Absence beyond CTO day allowance	Penalty per occurrence + makeup time
1 st	1 pt
2 nd	2 pts
3 rd	3 pts
4 th	4 pts
5 th	5 pts
Example: 2nd absence = 3 pt. total deduction	

- I. Grade will not be reduced if a student is sent home from clinical by his/her CI due to having a communicable disease or illness, or if a student's absence is excused with a note from a physician's office. The note must indicate that the student cannot attend clinical for that day. **The student must make up the time missed from clinical.**
- J. Absences due to special circumstances may be approved by the DCE, CC, and/or PD on a case-by-case basis, and the student may not have a grade reduction. The student must make up the time missed from clinical.
- K. Makeup time procedure:
 - 1. Students are required to make up time from absences in addition to grade reduction.
 - 2. If makeup time is in excess of 2 hours, it must be completed in a minimum of 2-hour increments.

3. Makeup time must be scheduled and approved by the CI. If the student does not get makeup time approved prior to completion, he/she will not receive credit for any hours completed.
4. Makeup time must be completed **within 2 weeks** of the absence, or additional point reduction will occur at the DCE/CC's discretion.
5. Makeup time must be recorded and documented on the makeup time form. The form will be submitted to the DCE/CC.
6. Makeup time must be completed in the same rotation/area, shift, and clinical site where the original absence occurred.
7. If make-up time is not completed before ETSU's deadline for semester grade submission, the student will earn an incomplete. No delinquent clinical time will be carried over from one semester to the next unless recommended by the DCE/CC and approved by the PD.

XIII. CLINICAL TARDINESS POLICY

Tardiness is defined as reporting to/leaving an assigned area 1 minute later/earlier than the scheduled time.

- A. When a student is going to report to the clinical facility later than the designated time or must leave early, he/she must inform the CC/DCE and the appropriate clinical instructor as soon as possible.
- B. The grade will be reduced per the following chart. The only exception will be doctor's appointments; however, the visit should be scheduled at the beginning or end of the clinical day. A note is required from the physician's office, for proof of appointment. The note must be provided same day as appointment.
- C. Any tardiness of 30 minutes or more will require makeup time to complete the 8-hour clinic day.
- D. Missing 2 hours or more is regarded as an absence (see clinical attendance policy).

Clinical Tardy Penalties	
Tardy	Penalty
1 st	1 pt.
2 nd	2 pts
3 rd	3 pts
4 th	4 pts

XIV. BEREAVEMENT LEAVE POLICY

It is the policy of the ETSU Radiologic Science Program to provide time off from clinical and/or class due to the death of an immediate family member. The student shall have three consecutive absence days, and the student is NOT required to make up the clinical time. Immediate family – shall be deemed to include 1) spouse; 2) child, step-child; 3) parent, step-parent, foster parent, parent-in-law; 4) sibling(s); 5) grandchildren, grandparents; and 6) other members of the family who reside within the home. One excused absence day may be granted at the discretion of the faculty member in the instance of the death of non-immediate family members.

XV. CLINICAL ASSIGNMENT

Placement of students at clinical sites is a privilege and is determined by program faculty. Requests for specific clinical placement will not be accepted. Clinical sites have the right to refuse student placement. Radiologic Science student clinical assignment criteria are as follows:

- A. The number of student seats in accordance with professional standards and clinical affiliate resources.
- B. Clinical site and student residence proximity will be considered.
- C. Students will not be placed at a clinical education setting in which they have a close relative or friend who is employed at the location, who could interfere with or influence the quality of the student's education.
- D. Should a nonprofessional relationship interfere with student achievement in clinical settings, the student may be transferred to another clinical site. The program reserves the right to alter clinical education assignments as needs dictate.
- E. Due to the clinical affiliate site being 90 miles from the ETSU main campus, students will be placed at LeConte Medical Center, located in Sevierville, TN, if he/she prefer that location, have no preference, or agree to be placed there.
- F. Students in the Tri-Cities area are assigned the following clinical rotations:
 - During Clinical Education I and II, students are assigned to a "home" clinical site.
 - During Clinical Education III, students rotate to "away site 1".
 - During Clinical Education IV, students rotate to "away site 2".
 - During Clinical Education V, students rotate back to their "home" clinical site.
 - During Clinical Education III, IV, and V, students will have opportunities to rotate to outpatient affiliations.
 - Students assigned to LeConte Medical Center do not rotate to another clinical site during the program.
- G. Clinical sites have the right to refuse placement or dismiss a student, which may lead to dismissal from the program.
- H. The radiography program sponsored by the ETSU Radiologic Science Program has revised its policy, effective February 28, 2022, regarding the placement of students in clinical mammography rotations to observe and/or perform breast imaging.

Under the revised policy, students may request the opportunity to participate in clinical mammography rotations. The program will make every effort to place students in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to students. Students are advised that placement in a mammography rotation is not guaranteed and is at the discretion of the clinical setting.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 and October 2021 meetings. The JRCERT position statement is

included on the next page and is also available on the JRCERT website, www.jrcert.org, Programs & Faculty, Program Resources.



Position Statement on Mammography Clinical Rotations
Adopted by the JRCERT Board of Directors (April 2016)

The Joint Review Committee on Education in Radiologic Technology (JRCERT) **Standards for an Accredited Educational Program in Radiography** are designed to promote academic excellence, patient safety, and quality healthcare. The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

Standard One - Objective 1.2 of the JRCERT Standards requires a program to document that it "provides equitable learning opportunities for all students."

The JRCERT does not provide legal advice to program officials. Nevertheless, the JRCERT has received numerous inquiries regarding the placement of students in mammography clinical rotations. The JRCERT understands that there have been significant concerns regarding the interpretation of the JRCERT Standards regarding equitable learning opportunities for all students. As a point of clarification, the JRCERT notes that equitable means dealing fairly with all concerned. It does not necessarily mean equal.

The JRCERT has analyzed statistical data that indicates current imaging practices in mammography have resulted in minimal employment opportunities for males. Certification demographic data indicates that less than 1% of the approximately 50,000 technologists registered in mammography by the American Registry of Radiologic Technologists (ARRT) are males. Overwhelmingly, clinical site policies prohibit male students from participation in mammography rotations. Such participation is limited due to liability concerns, as well as consideration for the interests of the patient. These policies are established not only for mammography exams, but also for other gender-specific examinations performed by professionals who are the opposite gender of the patient.

With regard to mammography, the JRCERT has determined programs must make every effort to place a male student in a mammography clinical rotation if requested; however, programs will not be expected to attempt to override clinical site policies that restrict mammography rotations to female students. Male students should be advised that placement in a mammography rotation is not guaranteed and, in fact, would be very unlikely. To deny mammography educational experience to female students, however, would place those students at a disadvantage in the workforce where there is a demand for appropriately educated professionals to address the needs of patients. It is noted that the same clinical site policies that are in place during the mammography educational rotations are most likely applicable upon employment, thus limiting access for males to pursue careers in mammography.

The JRCERT reiterates that it is the responsibility of each clinical site to address any legal challenges related to a program's inability to place male students in a mammography rotation. All students should be informed and educated about the various employment opportunities and potential barriers that may affect their ability to work in a particular clinical staff position.

XVI. CLINICAL EDUCATION TRANSFERS

Student requested clinical site transfers are limited and require program approval. Clinical site transfer protocol is as follows:

- A. The student will gain verbal approval from CIs at both sites.
- B. The student will write a letter of request by November 15 with a rationale to the PD.
- C. The PD will form a committee.
- D. The committee will consist of the PD, DCE, CC, CI (who is not associated with the transfer request), two allied health faculty members, and the class president (or designee).
- E. The committee will meet with the student by November 30 to discuss the rationale.
- F. The committee will consider the request and decide.
- G. The PD will notify the student in writing on December 1.
- H. The student can invoke the program appeal policy.

XVII. CLINICAL RECORD KEEPING

- A. Unless deemed appropriate by the CI, all exams on a patient must be performed by the same student. Students are required to document a variety of procedures while in the clinical setting.
- B. No procedures can be logged/comped during hours that the student is employed at a clinical education setting.
- C. The student is required to document the date, procedure, and indicate whether he/she observed, performed with assistance, or performed independently the procedure.
 - a. The student must document technique, exposure index number, repeats, and the reason for each repeat in the procedure log in Trajecsys and on a separate procedure log.
 - b. **The student must be present during the entire procedure to log the exam as observed, performed with assistance, or performed independently.**
- D. **Observed:** exams during which the student did not set the technique and did not assist with positioning. The student must be actively watching the exam being performed, including patient transporting, transferring the patient to the table, running cassettes, cleaning the rad room, and/or handling paperwork.
- E. **Performed with assistance:** exams during which the student assists with positioning and/or sets the technique. The student must complete 50% of the exam.
- F. **Performed independently:** exams during which the student gathers patient history, sets technique, positions the patient, and has a lead ID marker on the image(s).
- G. Students must perform a minimum number of exams per semester as described in each semester's syllabus.

Semester	# of exams
Clinic I	100
Clinic II	150
Clinic III	350
Clinic IV	250
Clinic V	250

All exams must be recorded on the Trajecsyst website and clinical log sheet within a maximum of 7 days of the date of the procedure. Students may not remove procedure log sheets from the clinical facility. Students are encouraged to maintain an accurate and up-to-date log of procedures. It is appropriate to log procedures when patient volume is low during clinical. Procedures with assistance and those performed independently will be spot checked to ensure accurate recordkeeping.

XVIII. CLINICAL TIME DOCUMENTATION

- A. It is the student's responsibility to ensure all clinical time is recorded. The first two instances of not clocking in or out of Trajecsyst are excused. There will be point deductions for subsequent errors. For infractions, refer to the Program Clinical Misconduct Policy.
- B. Students are only permitted to clock into Trajecsyst using cell phones when the clinical site's internet connectivity is compromised or access is unavailable. An email explanation must be sent to the DCE, CC, and CI. The student must share their location when clocking in from their phone. Failure to share location will result in tardiness and will follow the tardiness policy.
- C. Total didactic and clinical involvement must not exceed 40 hours per week or 10 hours per day. Clinical education hours cannot be accumulated prior to normal scheduling unless approved by the DCE/CC and under no circumstances to shorten program length.
- D. No compensatory time will be granted for student involvement in clinical beyond 8 hours per day.
- E. In the case of an accidental early clock-out, students must clock back in for the remainder of the shift and notify DCE/CC by email.

XIX. CLINICAL SCHEDULE

The clinical schedule is provided to students and clinical instructors at the beginning of each semester. The schedule follows a Sunday through Saturday format with dates specified on the clinical schedule. Schedules may not be altered without the approval of the DCE/CC.

Students complete 16 hours per week of clinical on Tuesdays and Thursdays during Clinical I (fall semester) and Clinical II (spring semester). Hours are 7:30 to 4:00 pm except for 2 weeks of after-hours, 1:00 – 9:30 pm. Students complete 40 hours per week of clinical during Clinical III (summer semester). Hours are 7:30 to 4:00 pm except for 2 weeks of after-hours, 1:00 – 9:30 pm, and 1 weekend rotation. Students complete 24 hours per week of clinical on Mondays, Wednesdays, and Fridays during Clinical IV (fall semester) and Clinical V (spring semester). Hours are 7:30 to 4:00 pm except for 2 weeks of after-hours, 1:00 – 9:30 pm, and 1 weekend rotation. Hours for the weekend rotation among clinical sites (1:00 p.m. to 9:30 p.m.).

- A. **Clinical III weekend rotation schedule:**
 - a. The student will complete 4 days of clinical during the Monday–Friday before the scheduled weekend, along with Saturday and Sunday within the specific Sunday–Saturday time frame. Days off must be used on the Friday prior to and Monday after the weekend. Days cannot be used at any other time. Days off must be approved by the clinical instructor.

B. Clinical IV and V weekend rotation (Monday/Saturday/Sunday - M/S/S) schedule:

The student will complete 3 total days of clinical on Monday, Saturday, and Sunday of the specified timeframe. The student will not attend clinical on Wednesday or Friday.

Students must begin clinicals at their scheduled time. Do not plan to eat a meal at the beginning of a shift. A meal break is included in the scheduled clinical education hours. Students are not allowed to leave the clinical education center during meal times unless approved by the CI. Students **must** notify a tech and clock out of Trajecsyst prior to leaving the department for lunch and clock in upon return. Students can take a 45-minute meal break. If the break extends past the allowed 45 minutes, the tardy policy will be applied.

XX. ELECTRONICS USAGE POLICY

All use of electronics, including cell phones, smart watches, tablets, and computers, is **prohibited** in the clinical setting. The use of cell phones is allowed during approved breaks. For infractions, a 5-point grade reduction in the clinical course grade per occurrence. Refer to the Clinical Misconduct Policy.

Smart watches have many capabilities, which include apps, image capture, and the ability to check email and get alerts. These functions, while convenient and easy to access, can be considered a distraction and have the potential to disrupt the clinical environment. Additionally, capturing any image, on any device, in a patient care area could be considered a breach of patient confidentiality and subject to consequences at both the programmatic and agency level. It is for these reasons that all students should refrain from wearing smart watches while in their assigned rotations in the clinical setting. If you wear a smart watch to clinic, please remove it, and store it in a secure area. You will be able to access your smart watch during breaks and lunches.

Thank you for your cooperation. Please do not hesitate to reach out to Olivia Dover with any questions or concerns at dovero@etsu.edu.

XXI. CLINICAL REQUIREMENTS

- A. ETSU requires all students to purchase and maintain professional liability insurance. The insurance can be purchased at www.hpsu.com. Provider information and cost are distributed following acceptance into the program. All students must document coverage prior to participation in clinical, and **liability insurance must be renewed annually**. Proof of coverage in the form of the insurance certificate should be submitted to myRecordTracker. Insurance applications are not sufficient proof of coverage. If the required documentation is not submitted, the student will not be permitted to attend clinical. Refer to the Clinical Attendance or Tardiness Policy for grade reduction.
- B. ETSU's clinical affiliates require all students to complete annual background checks. Background checks must be completed through TrueScreen. Instructions for completing through TrueScreen can be found in Trajecsyst and the D2L Clinical Education courses. All students must provide a background check prior to participation in clinical and **MUST be renewed annually**. Background check results must be submitted to myRecordTracker. If the required documentation is not

- submitted, the student will not be permitted to attend clinical. Refer to the Clinical Attendance or Tardiness Policy for grade reduction.
- C. ETSU's clinical affiliates require all students to complete drug screenings. Drug screenings can be completed through TrueScreen. Instructions for completing through TrueScreen are provided to students upon acceptance into the program. All students must provide drug screenings prior to participation in clinic. Drug screening results must be submitted to myRecordTracker. If the required documentation is not submitted, the student will not be permitted to attend clinic. Refer to the Clinical Attendance or Tardiness Policy for grade reduction.
 - D. During the program, students are required to maintain current immunization records in myRecordTracker. These records include an annual TB skin test, influenza (flu shot) due October 10th annually, and a tetanus-diphtheria booster within the past 10 years. Automated expiration reminders will be emailed from myRecordTracker, and students **are responsible** for updating their records. **If the required documentation is not submitted, the student will NOT be permitted to attend clinical.** Refer to the Clinical Attendance or Tardiness Policy for grade reduction.
 - E. Students must provide and maintain documentation of current CPR certification. The required certification is BLS Health Care Provider from the American Heart Association. **If the required documentation is not submitted, the student will NOT be permitted to attend clinic and will be tardy or absent.** Refer to the Clinical Attendance or Tardiness Policy for grade reduction.
 - Students can renew their CPR with CPR Choice Tri-Cities by following the link below: <https://tricitescpr.com/>

XXII. PROFESSIONAL ACTIVITIES

Student involvement in different professional organizations/functions is encouraged; however, professional educational activities cannot be used to shorten program length. Examples of professional activities:

1. Radiologic technology conferences
2. Interviews (educational or employment-related)
3. Volunteer events such as RAM or medical missions

Note: Conducting job searches is NOT an approved professional activity.

Students who wish to engage in professional activities on a clinical day must submit a request for an excused absence via email **3 business days** prior to the designated date to the CI, CC, and DCE. Each request will be reviewed and evaluated on an individual basis and on professional merit. Failure to follow the correct request process, including submitting the request less than 3 business days ahead, will result in the activity not being approved, and any resulting absence will be unexcused. Clinical time accumulated due to professional educational activities must be pre-approved by the DCE/CC. Documentation of participation in the approved professional activity must be submitted to the DCE/CC within 3 business days of the event.

XXIII. STUDENT EMPLOYMENT POLICY

- A. Student work schedules **cannot** interfere with the Radiologic Science program.
- B. Students who are employed as unregistered technologists cannot supervise students who are completing clinical hours. Radiographic procedures observed,

assisted, or performed during employment may not count toward student-logged exams or clinical time.

- C. If a student is hired at a clinical site, he/she may be excused from clinical and/or RADT classes to attend orientation. The student must submit proof of attendance to the DCE/CC and/or classroom instructor.
 - a. When scheduled orientation hours last less than 8 hours, the student shall report to their assigned clinical area for those hours not required for orientation sessions.
 - b. Students on AH must report to clinic after orientation to complete the remainder of the shift.
- D. The student will not be required to make up clinical hours missed UP TO 24 HOURS, but he/she is responsible for the course material presented in his/her absence. Any clinical time missed in excess of 24 hours must be made up.

XXIV. RADIOLOGIC SCIENCE PROGRAM CLINICAL MISCONDUCT POLICY

Students may receive oral warnings, written warnings, and/or conferences with grade deductions for unacceptable conduct or behavior; however, the faculty member(s) will meet with the student prior to the write-up to gather information about the incident.

- A. The first two instances of not clocking in or out of Trajecsys are excused. Any subsequent incident of not clocking in or out will result in a 1-point grade reduction in the clinical course grade per occurrence.
- B. Dress code infractions will result in a 2-point grade reduction in the clinical course grade per occurrence.
- C. The following behaviors will result in counseling of the student by the DCE, CC, and/or PD and a 5-point grade reduction in the clinical course grade per occurrence.
 - 1. Insubordination – not following instructions provided by a superior
 - 2. Noncompliance with the professionalism policy, Parts A-E
 - 3. Noncompliance with the electronics usage policy
 - 4. Noncompliance with social media policy
- D. 1st offense of noncompliance with the supervision policy or 2nd offense of a behavior(s) in section B will result in counseling of the student by the DCE, CC, and PD, and a 10-point grade reduction in the clinical course grade per occurrence.
- E. Second offense of noncompliance with the supervision policy will result in counseling of the student by the PD, DCE, and CC and dismissal from the program.
- F. The following behaviors, on the 1st offense, will result in counseling of the student by the PD, DCE, and CC and dismissal from the program:
 - 1. Violation of substance abuse policy
 - 2. Violation of the Professional Code of Ethics
 - 3. Falsification of clinical documentation (Refer to the Professionalism Policy, Part F)
 - 4. Gross carelessness in regard to the safety of patients, colleagues, faculty, clinical instructors, or clinical staff
 - 5. Substantiated theft
 - 6. Confidentiality/HIPAA violations

XXV. DEPARTMENT OF ALLIED HEALTH SCIENCES CLINICAL MISCONDUCT POLICY

An allegation of clinical misconduct includes, but is not limited to, the following:

- A. Violation of substance abuse policy
- B. Violation of the Professional Code of Ethics
- C. Falsification of patient documents
- D. Falsification of attendance
- E. Forging signatures (faculty, preceptors, or clinical instructors)
- F. Falsification of procedures performed
- G. Falsification of any document related to clinicals
- H. Gross carelessness in regard to the safety of patients, peers, faculty, or clinical staff
- I. Theft
- J. Criminal offenses
- K. HIPAA violations

Clinical misconduct may be subject to disciplinary action. The DCE/CC determines that clinical misconduct has occurred. The DCE/CC may decide to discuss the situation with the student, issue a verbal warning, and use the situation as a teachable moment. No sanction is applied, and the issue is considered closed. If the DCE/CC considers the situation warrants a sanction, a sanction will be assigned in accordance with published program policies. The allegation of clinical misconduct may be referred to the Department's Grievance Committee and will be adjudicated in accordance with the Grievance Committee's published procedures.

**EAST TENNESSEE STATE UNIVERSITY
RADIOLOGIC SCIENCE PROGRAM**

SECTION III: STUDENT RIGHTS AND SAFETY

I. ETSU POLICIES AND PROCEDURES

- A. ETSU policies and procedures assure that students are protected and address emergency preparedness, harassment, and substance abuse. A complaint and grievance procedure with steps for formal resolution is available to students. In addition, ETSU Lamb Hall's Emergency Procedure is posted next to the elevator on each floor and addresses evacuation, fire safety, hazardous materials, severe weather, and power outages.
- B. AEDs (Automated External Defibrillators) are located:
 - a. 1st floor – Dental Hygiene
 - b. 2nd floor – Main Restroom
 - c. 4th floor – Main Restroom
- C. ETSU's Safety-Emergency Management website can be viewed [here](#).
- D. ETSU's Inclement Weather Policy can be viewed by clicking [here](#).

II. COMMUNICABLE DISEASE POLICY

- A. Students receive classroom instruction regarding Standard Precautions during the prerequisite courses, ALHE 2010 and ALHE 2020, and during the clinical in-service scheduled during the first week of enrollment in the program.
- B. Students with diseases that require airborne, droplet, or contact precautions must provide a written diagnosis to the Program Director, Director of Clinical Education, Clinical Coordinator, and Academic or Clinical Instructor. The student will be excused from clinical until he/she is no longer contagious and must make up any missed hours. The grade will not be reduced with a note from a physician's office.

III. INJURIES, ILLNESS, OR INCIDENT POLICY

- A. The student should immediately notify clinical staff and/or the Clinical Instructor if he/she sustains an injury or illness or has an incident requiring medical attention. The student may seek treatment from an independent physician and/or facility of the student's choice. The hospital may agree to treat students for accidents/injuries sustained while in the clinic setting, but the student must pay for the treatment. Neither ETSU nor the clinical affiliate will assume responsibility for the cost of treatment.
- B. Supervising and program faculty and appropriate clinical personnel must be immediately contacted if any student is responsible for or involved in an unusual incident in the clinical area. Examples of such include, but are not limited to:
 - 1. unusual occurrences to self, patient, staff, or visitor
 - 2. injury to self, patient, staff, or visitor
 - 3. formal complaints lodged against a student
 - 4. Major equipment damage attributed to student misuse
 - 5. Improper administration of contrast agents or procedures

- C. The student and Clinical Instructor must submit a completed Radiologic Science Program Incident Report to the DCE, CC, and PD within 24 hours. Additionally, the clinical facility's incident protocol procedures must be followed, and required reports must be completed.

IV. AMERICANS WITH DISABILITIES ACT (ADA) POLICY

East Tennessee State University (ETSU) and the Radiologic Science Program are committed to providing an inclusive learning environment for all students. Students with documented disabilities may be eligible for reasonable accommodations through ETSU Disability Services in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

Accommodations approved through Disability Services apply **only to classroom instruction and academic coursework**. These accommodations are designed to provide equal access to lecture-based learning, exams, and assignments in a traditional or online classroom setting.

Please note: Accommodations do **not** apply to **clinical or laboratory instruction**. Clinical education is a performance-based environment that requires all students to meet essential technical standards and demonstrate safe, competent patient care under real-time conditions. The clinical setting mirrors the expectations of the professional workforce and must ensure the safety of patients, staff, and students.

Students seeking classroom accommodations, please contact ETSU Disability Services at 423-439-8346 or visit <https://www.etsu.edu/students/ds>.

V. STUDENT SUPERVISION POLICY

In accordance with JRCERT Standard 5.4, the program ensures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.

- a. **Explanation:** Appropriate supervision assures patient safety and proper educational practices. The program must develop and publish supervision policies that clearly delineate its expectations of students, clinical preceptors, and clinical staff.
- A. **DIRECT SUPERVISION:** Students perform radiographic procedures under the direct supervision of a registered technologist until he/she achieve competency.
 - a. The JRCERT **defines** direct supervision as student supervision by a qualified radiographer who:
 - Review the procedure in relation to the student's achievement
 - Evaluate the condition of the patient in relation to the student's knowledge
 - is physically present during the conduct of the procedure
 - reviews and approves the procedure and/or image.
 - b. Students must be directly supervised until competency is achieved.

- c. Students must be directly supervised during surgical and all mobile procedures, including mobile fluoroscopy procedures, regardless of the level of competency.
 - d. Students must be directly supervised during all pediatric imaging procedures, regardless of competency level. Pediatric Patients are defined as individuals six years and under.
- B. **INDIRECT SUPERVISION:** Radiographic procedures are performed under the indirect supervision of a registered technologist after a student achieves competency.
- a. The JRCERT defines indirect supervision as student supervision provided by a qualified radiographer who is **immediately available** to assist students regardless of the level of student achievement. Once students have achieved competency, they may work under indirect supervision.
 - b. **“Immediately available”** is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed.
 - c. Indirect Supervision does not apply to the following:
 - i. Students must be directly supervised during
 - 1. Pediatric exams (6 and under)
 - 2. Surgical and all mobile, including mobile fluoroscopy procedures, regardless of the level of competency.
 - 3. Images requiring repeats
 - 4. Post-processing and image approval
- C. **REPEATS:** Repeat images must be completed under direct supervision. Per the JRCERT, the presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices.
- D. **POSTPROCESSING AND IMAGE APPROVAL:** Post-processing must be approved by a registered technologist. A registered radiographer must approve all images before submitting them to PACS. Documentation of procedures in the RIS system requires that the student log his/her name and the name of the registered technologist who verified the images.
- E. **THE STUDENT IS PERSONALLY RESPONSIBLE FOR COMPLIANCE WITH THE CLINICAL SUPERVISION POLICY.** Violation of the Clinical Supervision Policy will result in a 10-point deduction from the **final clinical course grade.**

CONCLUSION:

- Students perform radiographic procedures under the **direct supervision** of a registered technologist **until** he/she achieve competency.
- Radiographic procedures are performed under the **indirect supervision** of a registered technologist **after** a student achieves competency.

- Indirect Supervision is not applicable to the following:
 - surgical and all mobile, including mobile fluoroscopy procedures, regardless of the level of competency.
 - Images requiring repeats
 - Post-processing and image approval
- Violation of the Clinical Supervision Policy will result in a **10-point** deduction from the **final clinical course grade.**
 - First offense of noncompliance with the supervision policy or 2nd offense of behavior(s) will result in counseling of the student by the PD and DCE and a **10-point** grade reduction in the clinical course grade per occurrence.
 - A second violation of the Clinical Supervision Policy, regardless of when it occurs during the program, constitutes grounds for immediate dismissal from the program. Violations are cumulative and are not reset at the start of each semester or academic year.

VI. STUDENT RECORDS POLICY

Student records are maintained in the myRecordTracker electronic system and by the CIs at the clinical affiliates. Records that are maintained in file cabinets are located in a locked room or in a locked file cabinet/box to ensure privacy. Should a technologist complete a competency on a student during hours that a CI is not on staff, the technologist or student must ensure security of the document by placing it in a locked drawer, cabinet, or container.

VII. RADIATION SAFETY POLICY

- A. Dosimeters are ordered when students are accepted to the program. The fee is included in the cost of tuition for clinical courses. If an accepted student has prior radiation exposure, he/she will complete an Occupational Exposure Form. After receiving the dosimeters from the ETSU Office of Radiation Safety, the DCE/CC will issue new ones and collect old radiation dosimeters from the previous quarter.
- B. It is the student's responsibility to wear the assigned radiation dosimeter when he/she is in clinical or in the Lamb Hall Radiologic Science Lab. Students are not permitted to be present in clinical or lab settings (during which exposures are taken) without a dosimeter. The dosimeter should be worn at the collar level. When wearing a protective apron, the student should wear the dosimeter outside the apron at the collar level. **Dosimeters are to be worn only by the student in the lab and clinic; dosimeters are not to be worn by a student technologist. Your employer should provide you with a second dosimeter to wear when working as a student technologist.**
- C. Should the radiation dosimeter become lost or damaged, the DCE/CC should be contacted immediately so a spare dosimeter can be issued and a replacement dosimeter can be ordered from the ETSU Office of Radiation Safety.
- D. If not compliant, the student will be sent home to retrieve the monitor and return to clinical or lab. If in clinical, make-up time must be scheduled.

- E. Students are required to practice the ALARA principle and apply the cardinal principles of radiation protection. Students must NOT hold image receptors during any radiographic procedure. Also, students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.
- F. The Radiation Safety Officer (RSO) in the ETSU Office of Radiation Safety maintains and monitors student radiation exposure data. **The RSO alerts the student and the Director of Clinical Education (DCE) if a quarterly whole-body exposure is greater than 125 mrem, a quarterly eye dose equivalent is greater than 375 mrem, and/or a quarterly skin/extremity dose is greater than 1250 mrem.** Then, the RSO would investigate and report his/her findings to the ETSU Radiation Safety Committee.
- G. A copy of student radiation exposure data is emailed from the Office of Radiation Safety to the program faculty. This information is made available to students on Trajecsyst within 30 school days following receipt of data.
- H. To obtain a record of cumulative dose, the student/graduate would request this from the RSO. The contact information is: ETSU Office of Radiation Safety, P.O. Box 70653, Johnson City, TN 37614, Phone: (423) 439-6056.

VIII. LAMB HALL RADIOLOGIC SCIENCE LAB POLICY

An energized laboratory with two radiographic units, a portable, and a C-Arm is used to coordinate clinical practice with didactic material. Phantoms are available to take exposures, and digital equipment can record images. The lab may be used for research purposes as long as theories are valid and of an educational nature.

The Radiologic Science lab is locked and can only be opened by a Radiologic Science faculty member. Students are not permitted to take exposures without direct supervision. With the exception of the C-Arm and portable, exposures cannot be taken while anyone is in the lab. Protective apparel must be worn when the C-Arm and portable are in use. Students are not permitted to participate in labs where exposures are taken without his/her radiation dosimeter.

IX. STUDENT PREGNANCY POLICY

- A. The pregnant student may voluntarily declare her pregnancy to the program director using the Notification of Pregnancy Form.
- B. The student has three options:
 - Option I:** The student may continue in the program without modification. The student will fulfill all program requirements as contained within the curriculum.
 - Option II:** The student may elect to continue in the program with modification, which involves clinical reassignment. The student will fulfill all program requirements as contained within the curriculum; however, she understands that make-up time may occur that would extend the length of the program.
 - Option III:** The student may elect to take a leave of absence from the program.
- C. If the student elects Option I or II, the student will have a conference with the Radiation Safety Officer, Program Director, and Director of Clinical Education to review dose limits, cardinal principles of radiation protection, and ALARA principles. The student must adhere to all radiation protection guidelines and recommendations. She will continue to wear her radiation dosimeter at the collar

level. When wearing a protective apron, the student should still wear her radiation dosimeter outside the apron at the collar level. A fetal dosimeter will be ordered as soon as the Notification of Pregnancy Form is submitted, and this dosimeter will be worn at the waist level. When wearing a protective apron, the student will wear the fetal dosimeter at the waist level under the apron.

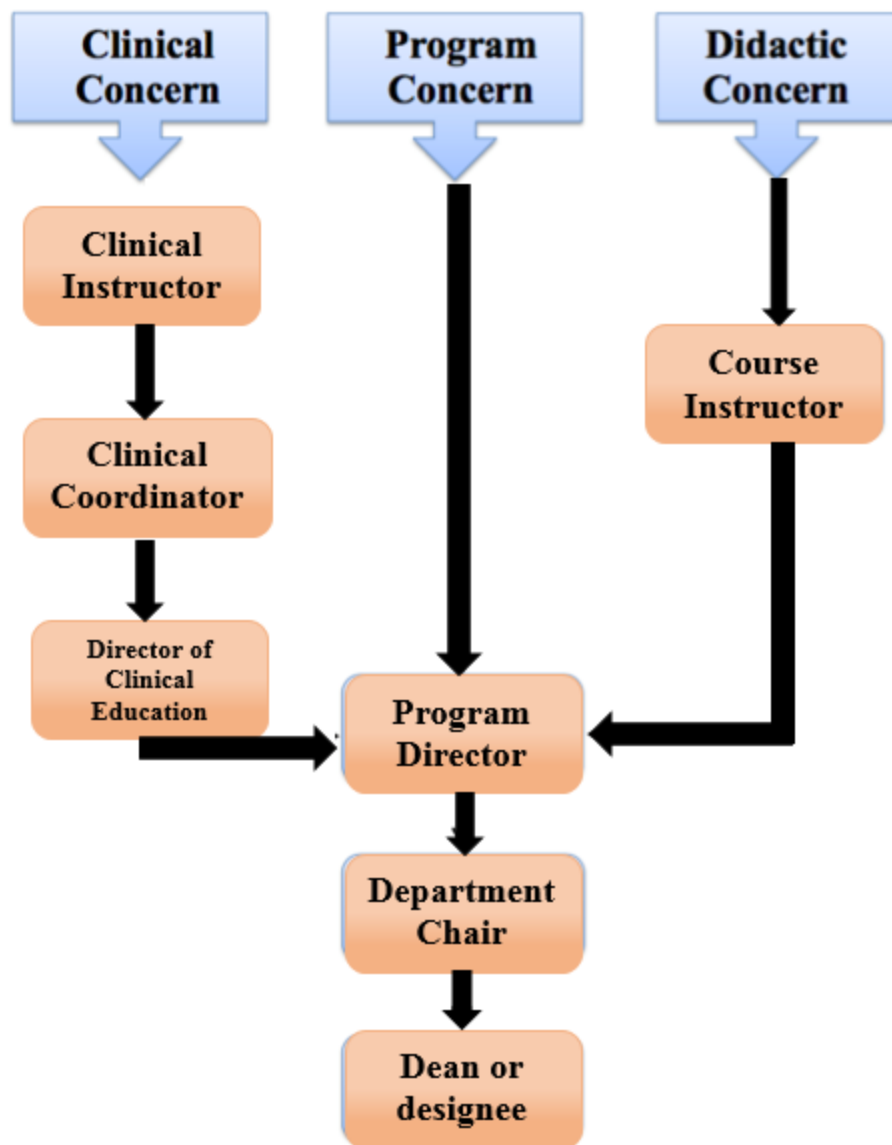
- E. The student may request a leave of absence when she can no longer function in a manner conducive to learning. A written release from her physician must be given to the Program Director before the student returns to the program's didactic and clinical components. The student will meet with program faculty before resuming didactic courses and with the Director of Clinical Education before resuming the program's clinical component. The Director of Clinical Education and the student will meet to schedule clinical makeup time.
- F. The student may withdraw the declaration of pregnancy at any time. This request must be presented in writing to the Program Director.

X. JRCERT STANDARDS

Students may access the Standards for an Accredited Educational Program in Radiography on the JRCERT website, and have the right to submit allegations against the program for non-compliance with the JRCERT Standards or conditions at the program that appear to jeopardize the quality of instruction or the general welfare of its students. The JRCERT requires that complaints be addressed directly with ETSU/program official using the program grievance process. If the student is unable to resolve the complaint with ETSU/program officials or believes that the concerns have not been properly addressed, he/she may submit allegations of noncompliance by completing a form directly to the JRCERT.

XI. CHAIN OF COMMAND

Students are required to address concerns with the appropriate faculty member.



XII. STUDENT COMPLAINT PROCESS

A system of due process is available to all students enrolled at East Tennessee State University. Refer to the ETSU University Catalog Policies and Procedures for the grade appeal process. Refer to the Department of Allied Health Sciences Clinical Misconduct Policy for the clinical misconduct appeal process. The following steps provide a process for radiologic science students with a complaint related to the program:

A. Appeal to the Faculty Member:

The student may prepare a written appeal (formal letter) to the faculty member with whom the concern rests. After receipt of the appeal letter, the faculty member will have 10 business days to review the case and notify the student in writing through the student's ETSU e-mail account. The faculty member may make an appointment to meet with the student during the 10-day review.

B. Appeal to the Director of Clinical Education (if the matter is of a clinical nature):

The student may prepare a written appeal (formal letter) to the clinical coordinator if the student is not satisfied with the faculty member's decision. After receipt of the appeal letter, the clinical coordinator will have 10 business days to review the case and notify the student in writing through the student's ETSU e-mail account. The clinical coordinator may make an appointment to meet with the student during the 10-day review.

C. Appeal to the Program Director:

The student may prepare a written appeal (formal letter) to the program director if the student is not satisfied with the faculty member's or clinical coordinator's decision. An appeal can be made directly to the program director if the student has a program-related concern. After receipt of the appeal letter, the program director will have 10 business days to review the case and notify the student in writing through the student's ETSU e-mail account. The program director may make an appointment to meet with the student during the 10-day review.

D. Appeal to the Department Chair of Allied Health Sciences:

If the student is not satisfied with the program director's decision, he/she can appeal the decision in writing (formal letter) within 10 business days to the Department Chair. After receipt of the appeal letter, the Department Chair will have 10 business days to review the case and notify the student in writing through the student's ETSU e-mail account. The department chair may make an appointment to meet with the student and/or faculty member during the 10-day review.

E. Appeal to the Dean of the College of Health Sciences (or his/her designee):

If the student is not satisfied with the decision of the Department Chair, he/she can appeal the decision in writing (formal letter) within 10 business days to the Dean (or his/her designee). After receipt of the appeal letter, the Dean (or his/her designee) will have 10 business days to review the case and notify the student in writing through the student's ETSU e-mail account. The Dean (or his/her designee) may make an appointment to meet with the student during the 10-day review. The decision rendered is final.

XIII. DEPARTMENT OF ALLIED HEALTH SCIENCES GRIEVANCE COMMITTEE PROCEDURES

The Department Grievance Committee will hear alleged violations of the Department of Allied Health Sciences Social Media Policy and the Clinical Misconduct Policy. The committee will be selected in June each year, and members will serve on the Committee from July 1 through June 30 the following year.

The Department Grievance Committee will consist of six (6) full-time faculty members. Every effort will be made to have a representative from each program; however, any faculty member from the same program as the accused student should recuse themselves from that particular hearing. The Grievance Committee will meet at least once annually to select a chair.

Hearing Procedures:

1. The student has a right to appeal the assigned social media and clinical misconduct issue sanction.
2. The student submits an appeal in writing to the Chair of the Department within seven (7) business days of the assigned sanction.
3. The Chair of the Department will notify the Chair of the Grievance Committee within three (3) business days of receipt of the appeal.
4. The Grievance Committee shall meet in person within fourteen (14) business days from the date of notification to the student to review the complaint and to hear from the parties involved. At least three (3) members must be present for a vote. The committee's decision and recommendation shall be based on a majority vote of the members present at the hearing.
5. The student shall be allowed to testify and present evidence.
6. Any party (accused or complainant) may bring an advisor to the hearing. The advisor may interact with the advisee, but will not engage or be engaged with/by the members of the Grievance Committee.
7. The burden of proof shall be a preponderance of the evidence.
8. Upon a finding against the student, the committee shall uphold the assigned sanction or recommend one of the following:
 - a. Written notice of warning along with a faculty/student conference.
 - b. Grade point deduction.
 - c. Suspension up to and including three (3) days. The program attendance policy will be applied.
 - d. Dismissal from the program.
9. The Grievance Committee shall notify the student in writing of its decision and any applicable sanctions within three (3) business days from the hearing date.
10. The decision of the Grievance Committee is final. There is no further appeal unless the sanction is suspension or dismissal from the program. If the sanction is suspension or dismissal from the program, the student has seven (7) business days to appeal the decision of the Grievance Committee to the Dean, who makes the final decision.

**EAST TENNESSEE STATE UNIVERSITY
RADIOLOGIC SCIENCE PROGRAM**

SECTION IV: CURRICULUM AND ACADEMIC PRACTICES

I. PROGRAM SCHEDULE

Junior Year							
Fall Semester		Classes MW(F) Clinical 16 hrs/wk		Spring Semester		Classes MW(F) Clinical 16 hrs/wk	
RADT 3000	Image Production & Eval.	4	RADT 3010	Radiographic Equipment	4		
RADT 3005	Foundations in Rad. Tech	3	RADT 3030	Rad. Procedures II	3		
RADT 3020	Rad. Procedures I	3	RADT 3031	Rad. Procedures II Lab	1		
RADT 3021	Rad. Procedures I Lab	1	RADT 3060	Imaging & QC	3		
RADT 3040	Clinical Education I	2	RADT 3050	Clinical Education II	2		
ALHE 3040	Health Care Teams	<u>3</u>	ALHE 4100	Information Management	<u>3</u>		
Total Credits		16	Total Credits		16		
Summer Semester		Clinical 40 hrs/wk					
RADT 4000		Clinical Education III					
Pre Summer + SS I + SS II (13 weeks)		5					
Senior Year							
Fall Semester		Classes TR Clinical 24 hrs/wk		Spring Semester		Classes TR Clinical 24 hrs/wk	
RADT 4050	Rad Biology & Protection	4	RADT 4030	Radiographic Pathology	3		
RADT 4040	Adv Radiologic Imaging	4	RADT 4060	Digital Imaging in RADT	3		
RADT 4010	Clinical Education IV	3	RADT 4070	Professional Transition to	3		
ALHE 4070	Leadership in Allied Health	3		Radiography			
ALHE 4060	Research in Allied Health	<u>3</u>	RADT 4020	Clinical Education V	<u>3</u>		
Total Credits		17	Total Credits		12		

II. CURRICULUM POLICY

Didactic and clinical courses are integrated so the student can learn cognitive, affective, and psychomotor skills in radiography. The curriculum is subject to change as needs dictate, and modifications are communicated to students in a timely manner. If a student is incomplete in any RADT course, he/she must make up any course material and/or requirements before progressing to the next semester or course.

Total didactic and clinical hours combined cannot exceed 40 hours per week. Hours exceeding these limitations must be voluntary on the student's part. Students intending to enroll in a didactic course while taking Clinical III must complete the Summer Academic Load Form.

III. SYNCHRONOUS ONLINE SECTIONS – Distance Education Policy

With the exception of RADT 4030 Radiographic Pathology, which is an asynchronous online course, students can register for the traditional classroom section (001) or the Zoom (581) section of radiologic science didactic lecture courses. Courses are delivered synchronously with students in the classroom and others online via their home computers. **Students are not permitted to access the zoom class from phone or other electronic devices while driving or commuting.** Students in the 581 section log into Desire2Learn (D2L) to access course materials, exams, and Zoom.

Students using Zoom must have a laptop, a headset, and a high-speed internet connection. Exams are proctored at the ETSU Lamb Hall or the ETSU Sevier Center. If exams are proctored at the Sevier Center, students must provide their own laptops. Exams will be accessed on D2L, which requires a login, passcode, and a Respondus lockdown browser. Some exams may be taken on paper but are sent to the Sevier Center before the exam.

The University charges an additional fee per credit hour for Zoom undergraduate course sections, subject to change per ETSU. Zoom sections are not available for lab or clinical courses. Lab courses are offered at the Lamb Hall Lab and LeConte Medical Center. All enrolled students complete clinical education at one of the program's clinical education settings.

IV. CLINICAL INSERVICES

During the first two weeks of Clinical Education I, **students are required to attend mandatory clinical in-services** introducing the energized lab, radiation protection, aseptic/sterile technique, HIPAA, transfer techniques, communication, MRI safety, and the clinical competency system at Lamb Hall. Clinical instructors provide and document site-specific in-services. In their senior year, students participate in a second MRI safety in-service.

V. CLINICAL EDUCATION SYSTEM

At the beginning of each semester, students receive a clinical course syllabus detailing competency requirements, rotational assignments, and rotational objectives. In addition, students receive a clinical rotational schedule with weekly clinical assignments.

Weekly rotational objectives are 5% of the student's clinical grade. Each week, including elective rotations, the student will provide the rotational form to the technologist with whom he/she most commonly work or to whom they are assigned. Upon completion, the student will submit the form(s) to their clinical instructor on the last day of the clinical week. The clinical instructor or DCE/CC may adjust the grades if necessary and will enter the information from the forms into Trajecsyst. A student who does not submit the rotational objectives on time will earn a 0% for the week.

The program cannot allow students to observe, assist, or perform hysterosalpingography (HSG) procedures at all clinical affiliates. Certain clinical sites may allow students to observe in HSGs with consent from the patient. HSG is not an exam that can be comped and is performed at limited sites.

Students will request approval from his/her clinical instructor for one elective rotation during Clinical Education III, two elective rotations during Clinical Education IV, and two elective rotations during Clinical Education V. These rotations may include diagnostic radiology, interventional radiography, surgery, cardiac catheterization, mammography, MRI, diagnostic medical sonography, radiation therapy, PET-CT, nuclear medicine. Dolly Parton Children Hospital is another elective that must be requested and approved by the DCE before the beginning of the semester.

VI. COMPETENCY PERFORMANCE EVALUATIONS

Completing Competencies: The student can only complete competencies once the procedure is covered in the corresponding procedures course.

- A total of 8 mandatory competencies must be completed by the end of Clinical I.
- A total of 16 mandatory competencies must be completed by the end of Clinical II.
- A total of 32 mandatory competencies must be completed by the end of Clinical III.
- All remaining mandatory competencies must be completed by the end of Clinical IV.

One patient may be used to document more than one competency. However, each individual procedure may be used for only one competency (e.g.,* a portable femur can only be used for a portable extremity or a femur but not both). The candidate cannot perform more than three competencies per day on the same patient.

Failure to meet the minimum number of required competencies will result in a 0 being averaged into the overall grade. The only exception to this rule is when the student does not have an opportunity to complete a competency, and the CI verifies the lack of opportunity.

MANDATORY COMPETENCIES			
Graduates must demonstrate competence in all of the procedures listed below:			
Chest or Thorax	Abdomen	Surgical Studies	CT Checkoffs
Chest Routine (Clinical I only)	Abdomen (KUB)	Exam in Surgery I (portable, C-Arm case, or fluoro in surgery suite) (Clinical I or II preferred)	CT Head w/o contrast
Chest – wheelchair or stretcher (2 view min.)	Abdomen Upright		CT Chest w/o contrast
**Geriatric Chest Routine	Portable Abdomen	C-Arm Procedure - requiring manipulation around a sterile field	CT Abd/Pelvis w/o contrast
Chest Portable		Orthopedic C-Arm Procedure - requiring manipulation to obtain more than 1 projection	
Ribs			
Upper Extremity	Lower Extremity	Spine and Pelvis	Other
Thumb or Finger (3 views)	Foot (3 views)	Cervical Spine (5 view minimum)	Minor Special Procedure

Hand (3 views)	Ankle (3 views)	Thoracic Spine (3 views)	Portable Orthopedic
Wrist (3 views)	Knee (3 views)	Lumbar Spine (3 view minimum)	
Forearm	Tibia-Fibula	Pelvis (1 view)	
Elbow (3 views)	Femur	Hip	
Humerus	*Trauma: Lower Extremity	Cross Table Lateral Hip	
Shoulder (3 views)	**Geriatric Upper or Lower Extremity	**Geriatric Hip or Spine	
Clavicle			
*Trauma: Shoulder or Humerus (Scapular Y, Transthoracic, or Axial)			
*Trauma: Upper Extremity (No shoulder) *			
*ARRT defines trauma as a serious injury or shock to the body and requires modifications in positioning and monitoring of the patient's condition. A fracture is not required to classify as a Trauma **ARRT defines geriatric patients as being at least 65 years old and physically or cognitively impaired as a result of aging.			

Elective Competencies:

- A total of 5 elective competencies must be completed by the end of Clinical III.
- A total of 10 elective competencies must be completed by the end of Clinical IV.
- A total of 17 elective competencies must be completed by the end of Clinical V.

ELECTIVE COMPETENCIES				
Complete a minimum of 17 competencies from ONLY the procedures below:				
AC Joints	Scapula	Fluoroscopy- (At least two electives)	Head- (At least one elective)	Pediatrics- (At least one elective)
Abdomen Decubitus	Scoliosis Series	UGI (single or double)	Facial Bones (3 view minimum)	**Pediatric Chest
Abdomen Tube Placement	SC Joints	Contrast Enema (single or double)	Mandible (No Panorex)	**Pediatric Abdomen
Calcaneus	SI Joints	Small Bowel Series	Nasal Bones (3 view minimum)	**Pediatric Upper or Lower Extremity
Chest Lateral Decubitus	Sternum	Esophagus	Orbits (3 view minimum)	**Pediatric Portable Exam
Cross table lateral spine	Toes	ERCP	Paranasal Sinuses (2 view minimum)	
Patella	Upper Airway (Soft-Tissue Neck)	Cystography or Cystourethrography	Skull (2 view minimum)	

Sacrum and/or Coccyx		Myelography/Lumbar Puncture	TMJs	
		Arthrography/Joint Injection		
*An arthrogram, cystogram, or myelogram may count as an elective or minor special procedure. Placement as an elective or minor special procedure is a Clinical Instructor/student decision. Minor special procedure must be in a radiography fluoro procedure. **ARRT defines pediatric patients as being age 6 or younger.				

Simulations: Students are provided opportunity to complete all required competencies. If competency achievement is not feasible due to extenuating circumstances, simulations may be performed per the [ARRT guidelines](#). The program faculty will determine on an individual basis if simulation is warranted and which competencies may be simulated. Simulations will be performed in the ETSU Lamb Hall lab during final exam week.

General Patient Care Competencies: Students must demonstrate competence in six patient care activities, which include transfer of patient, care of patient medical equipment, sterile and aseptic technique, vital signs, and CPR certification. Simulation is acceptable. Students perform competencies in venipuncture during RADT 4040, and current CPR is required prior to and must be maintained during the program.

VII. PROFICIENCY EVALUATIONS

To ensure continued competency in the performance of radiographic procedures, it is required that the student perform a minimum of two proficiency evaluations per semester during Clinical II – V. Proficiencies are designated per semester to include:

- Clinical II: upper and lower extremities
- Clinical III: hip-pelvis and spine
- Clinical IV: Headwork, Contrast, or C-Arm (complete two of the three choices)
- Clinical V: chest and abdomen

The grade will be averaged in with all of the other competency grades for the semester, and a grade of 85% is acceptable.

VIII. MASTERY EVALUATIONS

After completing mandatory or elective competencies on a procedure, a student may request to perform a mastery evaluation. Mastery evaluations must be completed on difficult patients that require advanced skill and critical thinking due to elements such as pathology, injury, age, disability, or altered mental status.

Three mastery evaluations must be completed during the fourth and fifth semesters of the program. A minimum of 1 mastery evaluation must be completed during Clinical IV. All remaining mastery evaluations must be completed during Clinical V. Mastery evaluations include evaluation of a procedure approved by the CI, CC, and/or DCE in the following categories:

- C-Arm: requiring manipulation to obtain more than 1 projection (examples include AP and lateral)

- Contrast: barium sulfate or water-soluble iodine
- Head: examples include skull, facial bones, orbits. (Does not have to be done on the same body part as your elective headwork.)
Example: If a student competed on facial bones, the student could do a mastery evaluation on a skull.)
- Musculoskeletal: minimum of 3 procedures (Example: L-Spine, Hip, and Knee)
- Pediatric: Challenging pediatric patients requiring critical thinking, any procedure on a difficult patient aged 0 – 6.
- Spine: Be prepared to discuss all regions of the spine during grading
- Thorax: examples include difficult stretcher chest, wheelchair chest, or portable chest
- Trauma: procedural modification due to patient injury required

Categories may overlap, but at least one mastery should be completed in each area.

Example 1: A student has previously completed a pediatric mastery. A skull on a 2-year-old patient is ordered. This could be categorized under head rather than pediatric.

Example 2: A student completed 4 procedures on a trauma patient. This could be categorized as trauma or musculoskeletal.

Students are not required to complete procedures 100% independently. Students may ask for assistance with patient transfers or positioning one person cannot perform due to the patient's condition. Examples include asking a technologist to hold a patient during an exposure.

Due to the challenging nature of these exams, a repeat is acceptable. However, multiple repeats will not be accepted.

IX. COMPETENCY, PROFICIENCY, AND MASTERY EVALUATION GRADING

The student must present a competency form and inform the technologist that he/she will complete a competency, proficiency, or mastery evaluation before starting an exam. The competency cannot be aborted without the permission of the clinical instructor.

Competencies are administered by clinical staff, CIs, CC, or DCE. A critical error is defined as a suboptimal radiograph in which there are more than two errors, including equipment, radiographic procedure, and/or image evaluation. It also includes the following gross errors: no marker on an image, student-caused repeat on any image, student endangering the patient, taking an image of the wrong patient or part, and violation of ALARA.

During the image review portion of the competency, students should be prepared to use critical thinking skills to evaluate images by identifying radiographic anatomy, discussing procedural guidelines such as central ray angulation and centering points, and assessing methods to improve the image(s). For trauma, pediatric, geriatric, and mastery competencies: students should also be prepared to explain the procedural difficulty and any variation from the routine procedure.

Classification of a repeat competency is at the discretion of the CI, CC, or DCE specific to the patient, procedure, or clinical site protocol. If the grade is below 85% or there is a

repeat, the original competency must be performed until it is passed. The original competency and repeated one(s) will be averaged in the student's grade. If a student demonstrates a lack of proficiency in performing a procedure after successfully completing a competency, the CI, CC, or DCE may require that the student repeat the evaluation.

X. RADIOLOGIC SCIENCE PROGRAM GRADE POLICY

Due to the close patient contact and radiographer responsibilities, mastery of academic material and technical competency are required. Therefore, the grading policy in radiologic science courses is as follows:

<u>Grade Scale - Didactic</u>		<u>Grade Scale - Clinical</u>	
95 - 100	A	96 - 100	A
92 - 94	A-	94 - 95	A-
89 - 91	B+	91 - 93	B+
86 - 88	B	89 - 90	B
83 - 85	B-	86 - 88	B-
80 - 82	C+	83 - 85	C+
75 - 79	C	80 - 82	C
73 - 74	C-*	78 - 79	C-*
71 - 72	D+*	75 - 77	D+*
68 - 70	D*	73 - 74	D*
Below 68	F*	Below 72	F*

*considered unsatisfactory and a failing grade.

XI. RADIOLOGIC SCIENCE PROGRAM TESTING POLICY

Attendance Testing Policy

Any examinations or presentations missed because of absenteeism or tardiness must be taken/given on the next regularly scheduled class or before, without exception. A point deduction, a format change, and/or a decision not to let the student make up the examination is within the instructor's discretion.

Testing Policy

- Examination dates are known well in advance and are included in the course syllabi and schedule.
- Multiple occurrences of absenteeism on examination days will not be tolerated.
- A faculty member will proctor all testing.
- Testing takes place electronically; a lockdown browser function will be enabled to ensure academic integrity.
- Cell phones and smart watches **will not be permitted** during testing.
- Calculators will be embedded in the lockdown browser; no student calculators may be used.
- When testing virtually through D2L, a lockdown browser and webcam will be enabled to ensure academic integrity. Students will need a computer with a webcam to access D2L so the instructor can monitor students during testing at their remote location. Students must show a 360-degree view of their testing area, including the desktop workspace.

Failure to comply with the testing policy may result in failure of the exam.

Examinations

- The test items may be in fill-in-the-blank, matching, multiple/choice, true/false, multi-select, or short-answer and will cover course material and any information pertaining to Radiologic Science.
- All course material is cumulative. Content from prior prerequisite RADT courses may be tested in any subsequent course.
- The exam schedule is distributed with each course syllabus at the beginning of the semester. The instructor reserves the right to alter the exam schedule depending on the progress toward completion of the course content.
- A student who is Tardy for an examination may not enter the testing room. The student must sit for a makeup examination on the next scheduled class day. **See attendance testing policy.**
- No books, papers, cell phones/watches, or other related items are allowed into the testing room. No ball caps or visors may be worn during testing. Students should come prepared with all necessary materials.
- The instructor will arrange student seating.
- All examinations are timed. Lecture may follow a unit exam.
- During examinations, students must sit quietly, keep their papers flat on the desk, and their eyes only on their own papers.
- If student behavior is inappropriate or a student is suspected of cheating during an examination, the instructor may confiscate the examination papers or elect to let the student continue with the examination and document the inappropriate behavior or possibility of cheating. In either case, the examination will be invalidated, and that examination score will be a 0.
- **The act of cheating is grounds for dismissal from the Radiologic Science Program. You cannot cheat on the registry, so do not cheat in my program!!**
- After the exam, the student should turn in all test materials and leave the room quietly (do not let the door slam when exiting).
- Students should not congregate in the hallway, as this distracts other students who may not have finished.
- **Final Exam:**
 - Each student must achieve **75% or higher on the final examination** to pass the course, regardless of other course grades or course average.
 - Students will be allowed a total of two opportunities. The second opportunity will be a different test with different questions on the same content.
 - Any student receiving less than 75% on the final exam must take a makeup examination.
 - Any student not achieving greater than 75% on the 2nd and final attempt will fail the course and be **dismissed from the program.**
 - When a student takes two opportunities to complete the final exam, the first grade will be used in the total points calculation for the course grade.
- **Review of exams:**
 - Upon exam completion, students will have a limited time to review missed questions before leaving the testing area.

- Students will not be allowed to view questions after leaving the exam.
- NEVER TAKE PICTURES OF EXAM QUESTIONS
- If necessary, the course instructor will review pertinent items from the examination at the next class meeting.
- Any student who has not yet taken the exam will not be allowed to participate in the exam review session.
- No note-taking or cell phones/watches/laptops will be allowed during the exam review.
- All test materials (if any) must be returned to the faculty member before a student leaves the room.
- Students are not permitted to write or photograph exam questions.
- Students may review their previous exams by appointment only in the presence of a faculty member. No writing of exam questions or cell phone/watch/laptop usage will be permitted.
- Following examinations and/or posting of grades, the student will have one week to challenge the accuracy of the grading and any mathematical computation involved in determining the grade. After one week, the quiz/examination cannot be challenged for these reasons. This does not preclude a grade appeal, which has to be filed within 45 days of the student receiving a final course grade. It is designed to ensure that the entire final grade is built during the semester and that the individual grades are correct.
- Quizzes
 - Each Radiology course has possible unannounced quizzes.
 - Students should be prepared for a quiz each class day.
 - The quiz will cover previously discussed material and the reading assignment for that day.
 - These quizzes intend to foster the habit of regularly studying and reading the assignment before class that day.
 - They do not comprise a significant portion of the grade, but they may provide examples of the type of questions seen on the unit examinations.
 - If the student is not present at the beginning of the quiz, he/she will not be permitted to start the quiz. Therefore, the student should remain in the hallway until the quiz ends.
 - Makeups for quizzes are not given.
 - **Absences or tardiness may thus compromise your quiz grade.**

XII. RADIOLOGIC SCIENCE PROGRAM ARTIFICIAL INTELLIGENCE POLICY

- **Artificial Intelligence (AI) and Generative Artificial Intelligence (GAI)**
 - Writing is hard; it is also a fundamental aspect of thinking. Generative artificial intelligence (GAI) tools (e.g., ChatGPT, Gemini, Claude, and Copilot) are potentially beneficial, but they also have limitations and risks. These tools may help improve writing and stimulate thinking. However, they are not—and should never serve as—a substitute for a student’s original work.
 - Consider that the assistance provided by these applications is less sophisticated than the assistance available through a writing consultation at the Center for Academic Achievement, located on the first floor of the Charles C. Sherrod Library. A writing consultation can help jump-start your imagination, help you avoid passive voice, and identify poorly organized paragraphs, but the consultant will never do the writing for you. Keep in mind that GAI tools are not people. They are machines adept at recognizing patterns and reflecting those patterns back to users; they cannot think for themselves or for you.
 - With this information in mind, students must adhere to the following guidelines in Radiologic Science courses.
- **Appropriate Use of AI for Discussion Board Posts and Written Assignments**
- Students may use spelling-check, grammar-check, and synonym-identification tools (e.g., Grammarly and Microsoft Word).
- Students may use application recommendations to rephrase sentences or reorganize paragraphs they have drafted themselves.
- Students may use application recommendations to refine outlines they have drafted themselves.
- **Inappropriate Use of AI for Discussion Board Posts and Written Assignments**
- Students may not use entire sentences or paragraphs created by an application without quotation marks and a citation, just as they would cite material from any other source.
- Example (APA Style, 2024)—In-text citation:
 - When prompted with “Is the left brain/right brain distinction real or a metaphor?” the ChatGPT-generated text indicated that although the two brain hemispheres are somewhat specialized, “the notion that people can be characterized as ‘left-brained’ or ‘right-brained’ is considered to be an oversimplification and a popular myth” (OpenAI, 2023).
- Example (APA Style, 2024)—Reference:
 - OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model]. <https://chat.openai.com/chat>
- Students may not have an application write either a rough draft or a final draft of any assignment.
 - Evidence of inappropriate AI use will be subject to the Academic Misconduct Policy. A first offense will be treated as a learning opportunity. After a discussion with the instructor, the student will be afforded an opportunity to redo the assignment; however, full credit will not be awarded. If the conduct continues, a grade of F may be assigned for the assignment and/or the course. Additionally, a second offense may be grounds for university expulsion.

- **Written Guidance: Core Principles**

- All affiliates of the university community who employ generative artificial intelligence (Gen AI) technologies shall do so ethically, respectfully, and responsibly, aligning Gen AI use with the university's core values of honesty, integrity, inclusivity, and trust. Misuse—including falsifying academic content, research data, or findings; generating malicious or misleading information; or infringing on intellectual property rights—is strictly prohibited.

1. Transparency and Disclosure

University community members who use generative artificial intelligence in academic, administrative, or research contexts shall transparently disclose such use in a manner that is appropriate and clear. This includes attributing AI-generated content or substantial Gen AI contributions when used to support the completion of course assignments and submissions, scholarly publications, creative activities, and related decision-making processes.

2. Privacy and Data Protection

All uses of generative artificial intelligence must comply with applicable laws and institutional policies governing data privacy, confidentiality, and security. Users are prohibited from entering or otherwise exposing confidential or regulated data—including confidential institutional data, human-subjects data that require informed consent for disclosure, FERPA-protected information, or HIPAA-protected information—into unauthorized Gen AI platforms or in any manner inconsistent with university policies.

3. Human Oversight and Accountability

Generative artificial intelligence technologies shall be used with appropriate human oversight. Individuals must carefully review and validate Gen AI outputs against their own knowledge and skills before incorporating them into educational, administrative, or research outcomes. Ultimate responsibility for verifying the accuracy, fairness, and integrity of AI-generated content or decisions remains with the human user, who is accountable for compliance with all university policies and applicable laws.

4. Staying Current and Informed

University affiliates who employ generative artificial intelligence technologies shall maintain ongoing awareness of developments, best practices, and emerging Gen AI guidelines. Users shall regularly update their knowledge and skills to ensure continued compliance with evolving ethical standards, university policies, and relevant laws.

Implementation Procedures

The following procedures provide practical guidance for students, instructors, researchers, and staff who engage with generative AI in the context of university work. Each example demonstrates how the core principles—transparency, privacy, human oversight, and staying informed—apply to specific university roles and responsibilities.

Students: Course and Assignment Use

- Follow Course Guidelines:** Carefully review and follow the instructor's specified parameters regarding AI use, as stated in the syllabus or assignment instructions. (Core Principle 1)
- Cite Generative AI:** Whenever generative AI contributes substantially to assignment completion, clearly cite its use according to the instructor-specified format or standard citation practices provided by style guides. (Core Principle 1)
- Ensure Academic Integrity:** Do not submit fully AI-generated content as original work unless explicitly permitted by the instructor. Submitting such work without clear

permission constitutes academic misconduct. (Core Principles 1 and 3)

- d. **Research Compliance:** When involved in research activities, students must obtain IRB approval and explicit consent for any human-subject data processed using AI. Data must always be anonymized before upload to or analysis by an AI system. (Core Principle 2)
- e. **Stay Informed:** Regularly review available university resources to remain current on best practices for responsible AI use. (Core Principle 4)

XIII. ACADEMIC ADVISING

During the radiologic science program selection process, all applicants who seek to be interviewed for admission to the program are advised by the Julie McReynolds. The program of study provided to the student lists all courses he/she has taken and must complete to graduate from ETSU. The advisor will create a plan in DegreeWorks for the student to follow and register for classes.

To remain in the program, students must maintain a grade of C or higher in all RADT courses. If a student earns a grade of C- or below in any RADT course, the student will not be permitted to advance to the next semester. An exit interview with the PD and the DCE will occur. Should a student experience difficulty in a course, the student is advised to seek assistance from the course instructor.

Prior to registration each semester, the advisor, Julie McReynolds provides a detailed class schedule of courses to junior and senior students. In the fall semester of the senior year, the PD provides instruction on applying to graduate in the spring semester.

Students receive academic and behavioral advisement as necessary, and this information is documented on the Faculty-Student Conference Form. Additionally, performance evaluations are completed biweekly by Clinical Coordinators in the Trajecs system.

XIV. READMISSION PROCESS

Students will be considered for readmission **once**:

- A. A formal written request must be submitted to the program director to initiate the readmission process.
- B. The PD will gather admission data.
- C. The student will be considered for readmission by the Admissions Committee and may be accepted based on meeting admission criteria and on an available space basis.

XV. CERTIFICATION REQUIREMENTS

Graduates of the ETSU Radiologic Science Program meet the educational requirements to begin the application process for the certification examination in radiography administered by the American Registry of Radiologic Technologists (ARRT). The ARRT requires that candidates be of good moral character. Traffic citations are not required to be reported unless they are related to alcohol or drug use. The ARRT has a pre-application on its website to determine eligibility. Additional information regarding requirements for the certification can be reviewed on the ARRT website. Furthermore, the ARRT may be contacted at (651) 687-0048 for individual consultation.

ARRT examinations are administered by Pearson VUE testing centers. Successful exam completion provides the graduate with the qualifications to practice as a registered technologist in radiography.

Pandemic Statement

Safety is essential to everyone at ETSU. The Radiography Program will make every effort to stay on track with clinical and didactic course scheduling and coursework. In the event of a pandemic, issues with clinical course attendance could, in turn, cause delays in graduation. Every effort will be made to allow the students to graduate on time.

**EAST TENNESSEE STATE UNIVERSITY
RADIOLOGIC SCIENCE PROGRAM**

INCIDENT REPORT

Directions: This incident report must be completed when a clinical-related injury, illness, or unusual circumstance regarding the radiologic science student occurs during clinical hours. The Clinical Coordinator must be notified of the incident, and a copy of the incident report must be submitted (faxed) to the program within 24 hours of the occurrence. The report will be filed in the student's folder in the program director's office at Lamb Hall.

Student's Name: _____ Date of Incident: _____

Clinical Site: _____ Clinical Instructor: _____

Describe the clinical-related injury, illness, or unusual circumstance in detail: _____

The student is advised of affiliate protocol for the management of the incident and is encouraged to follow the physician's recommendations. The student, as any patient, is responsible for any health care costs incurred and has the right to refuse treatment.

Did the student have to see their physician due to the related incident? Explain. _____

Did the student lose time from clinical due to the related incident? Explain. _____

Additional comments: _____

Signed: _____
Student Date

Signed: _____
Clinical Instructor Date

COLLEGE of
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EAST TENNESSEE STATE UNIVERSITY

RADIOLOGIC SCIENCE PROGRAM

NOTIFICATION OF PREGNANCY FORM

In accordance with the Student Pregnancy Policy, I submit this notification of pregnancy to the Program Director and wish to select:

_____ **Option I** - I plan to continue in the program without modification.

_____ **Option II** - I plan to continue in the program with modification, which involves clinical reassignment. I will fulfill all program requirements as contained within the curriculum; however, I understand that make-up time may extend the length of the program.

_____ **Option III** - I elect to take a leave of absence from the program.

Student: _____

Date: _____

Conference Date: _____

The ALARA principle, estimated dose to the fetus during radiation exposure, cardinal principles of radiation protection, fetal dosimeter placement, recommended protective apron, and embryo/fetus dose limits were discussed during the conference.

Comments: _____

Student: _____ Date: _____

Program Director: _____ Date: _____



RADIOLOGIC SCIENCE PROGRAM

WRITTEN WARNING

STUDENT'S NAME: _____

1. Describe the situation.

2. Student explanation/comments.

Signed: _____
Student

Date

Signed: _____
Faculty Member

Date



RADIOLOGIC SCIENCE PROGRAM
CONFERENCE FORM

STUDENT'S NAME: _____

1. Describe the situation.

2. Student explanation.

3. Corrective action.

Signed: _____
Student

Date

Signed: _____
Faculty Member

Date

Signed: _____
Faculty Member

Date



COLLEGE of
HEALTH SCIENCES

EAST TENNESSEE STATE UNIVERSITY

RADIOLOGIC SCIENCE PROGRAM

STATEMENT OF UNDERSTANDING & RESPONSIBILITY

1. I understand that all patient information is confidential and can be exclusively used for educational purposes. I understand there may be legal action and/or dismissal from the program for HIPAA violations.
2. I understand that placement of students is determined by the program faculty. Requests for a specific clinical site are not accepted. Assignment of students at clinical affiliates is a privilege. I am a guest in the clinical education center(s) and will conduct myself accordingly. Clinical sites have the right to refuse student placement.
3. I understand that the clinical education centers vary in location, and all students meet the same clinical requirements. Therefore, distance and weather do not change the program schedule unless ETSU closes.
4. Unless I am assigned to LeConte Medical Center, I understand that I will rotate to a 2nd clinical site in the summer semester and then to a 3rd site for the fall semester of my senior year.
5. I understand that I am responsible for monitoring the expiration dates of my CPR certification, TB skin test, Tdap, malpractice insurance, and immunizations entered in myRecordTracker. Automated expiration reminders will be emailed, and I am responsible for updating my records. I will not be allowed to participate in clinical education if any requirements lapse, **which will result in absences, grade reductions, and make-up time.**
6. I understand that I must immediately inform the director of clinical education if I lose my radiation dosimeter. **I am not allowed to be present in the clinical environment without a dosimeter. This may result in absences or tardiness, grade reductions, and make-up time.**
7. I agree to abide by the program's policies, procedures, and chain of command. I understand that changes in policies/procedures can be made during the program, and I will be made aware of them. I will contact the appropriate faculty member when I have a question or concern. I understand that failure to meet any program expectation may result in negative consequences, including but not limited to those in the professionalism and clinical misconduct policies.
8. I understand the requirements delineated in the student supervision policy and agree to follow the policy.
9. I understand that equipment in the radiologic science classroom, lab, and control room is intended for educational purposes and should not be handled roughly.
10. I have reviewed and understand the content of this handbook. I have been provided opportunities to clarify any questions, and I possess a copy of the handbook for reference.

Print Name: _____

Student Signature: _____ Date: _____



**COLLEGE of
HEALTH SCIENCES**

EAST TENNESSEE STATE UNIVERSITY

RADIOLOGIC SCIENCE PROGRAM

PERSONAL DATA SHEET

Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

Telephone Number: _____ Cell Phone Number: _____

E-mail Address: _____

In Case of an Emergency, Contact:

Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

Telephone Number: _____



Radiologic Science Exit Interview

Student's Name:	E#
Address:	Phone #:
Employment:	Program and date of Exit Interview

Course Status

Program Course:	Semester/Year:
Status:	
☐ Course (____) - Completed	☐ Failed course – theory average: ☐ Failed course – total points ☐ Failed course - clinically unsafe ☐ Failed prerequisite course(s) ☐ Passed course
☐ Course (____) - Did not complete	☐ Passing at the time of exit ☐ Failing examination average at time of exit: _____ ☐ Marginal/clinical warning at the time of exit

Interview Summary

1. Reason for Departure

Why are you exiting the program at this time?

2. If due to academic or clinical deficiencies . . .

What hindered your performance and ability to successfully complete course requirements?

3. Student Support Services

Have you received any special academic assistance or services, such as financial aid, tutoring, counseling, etc.?

4. Future Educational Plans

Do you plan to apply for readmission to the program in the future?

5. Recommendation – Action Plan

Recommendation for the student's readmission to the program.

Student Signature

DATE

Faculty Signature

DATE

Department of Allied Health Sciences Professional Appearance (Dress Code) Policy

Students should adhere to Standards of Professional Appearance: Students in the Department of Allied Health Sciences enrolled in the Dental Hygiene Program, Radiologic Science Program, or Respiratory Therapy Program are expected to wear appropriate attire for the classroom, clinical education, and laboratory experiences. Clothing should be neat, clean, and modest at all times. In the classroom, students should wear attire that is clean, well-maintained, and appropriate for a college student in a medical professional program. Professional clinical attire is expected to ensure that all scheduled guest lecturers are appropriately welcomed to the program. Students are expected to have appropriate laboratory dress available at all times.

Violation of the professional appearance (dress code) policy may be subject to disciplinary actions. Program personnel may decide to discuss the situation with the student, issue a verbal warning, and use the situation as a teachable moment. No sanction is applied, and the issue is considered closed. If the program personnel consider the situation warrants disciplinary action, the student will be asked to leave and receive a deduction in points as outlined by the course syllabus and student handbook of guidelines and procedures.

Skills Lab and Classroom Dress

1. All clothing must be laundered, neat, and in good repair. Clothing must have an appropriate fit and be opaque enough not to reveal undergarments. Sagging and/or tight-fitting clothing is not acceptable.
2. Tops are not to be low-cut, backless, or revealing. Tank tops are not appropriate. All tops should be of sufficient length not to expose skin on the lower abdomen/upper waist/lower back. Basic T-shirts or polo shirts work best.
3. Modest shorts (mid-thigh length), capris, pants, or jeans can be worn. Short shorts and/or skin-tight shorts are not acceptable.
4. Wear comfortable shoes. Closed-toed shoes with hard soles are required in the skills lab.

Clinical Dress

1. Please refer to the Program Handbooks for detailed information on the dress code policy for the dental hygiene clinic and radiography and respiratory therapy clinic sites.

Print Name: _____

Student Signature: _____

Date: _____