Midwestern State University

Robert D. and Carol Gunn College of Health Sciences and Human Services

Bachelor of Science in Radiologic Technology Program

STUDENT HANDBOOK

Reviewed and Revised: December, 2017

Note: This handbook is prepared for use by students in the Bachelor of Science in Radiologic Technology Program and contains specific information about the Radiologic Technology Program. For general MSU policies, see the MSU student handbook and catalog.

The information in this handbook is current at the time it is printed. However, policies, guidelines, and procedures are subject to change without notice. The Chair of Radiologic Sciences will make final interpretation of program policies and procedures.
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INTRODUCTION

Purpose of the Radiologic Technology Program

The Radiologic Technology Program is designed to develop the technical skills and knowledge necessary for the student to satisfactorily function in the role of a radiologic technologist. The program seeks to provide pertinent learning experiences which will enable the student to demonstrate competency in the technical aspect of the profession as well as the human relations aspect. The program further seeks to develop the students' interests in the professional societies as well as the possibilities for continuing education.

The Radiologic Technology Program is twenty-nine months in duration after completing the necessary prerequisites. During this two-and-a-half year period, the student will receive didactic experience at the University, combined with clinical experience at the affiliated hospitals and clinical sites. The student can earn a Bachelor of Science after satisfactorily completing the appropriate curriculum. Upon satisfactory completion of the radiologic science curriculum and prerequisites, the student is eligible to write the national registry examination for radiologic technologists sponsored by the American Registry of Radiologic Technologists (ARRT).

A variety of assessment methods are used to determine if the student is achieving the goals of the program. Some of these include: tests, laboratory exercises, projects, assignments, student demonstrations, image critiques, observation, and performance evaluations.

The radiologic technologist is one of many individuals who work together as a team to meet the needs of the medical community and society by providing patients with the best possible care. Because of the rapid growth of the medical field, there is an ever increasing need for radiologic technologists.

Program Philosophy

Midwestern State University's Radiologic Technology Program was designed with the philosophy that the most effective way to prepare graduates to enter the Radiologic Sciences profession is a progression from theory in the classroom to guided practice in the laboratory to "real-world" application in the clinical environment. The fall and spring semesters of the third year are devoted to on-campus classes and energized laboratories. As students enter the summer term of the third year the focus changes to clinical experiences and some online courses. The clinical environment reinforces technological, patient care, and professional skills.
Mission, Goals, and Student Learning Outcomes

Bachelor of Science in Radiologic Technology Mission Statement

The Bachelor of Science in Radiologic Technology program at Midwestern State University uses a multifaceted approach to prepare students to become competent and compassionate radiologic technologists who demonstrate personal and professional growth as part of a dynamic health care team.

Program Goals and Student Learning Outcomes

<table>
<thead>
<tr>
<th>GOALS</th>
<th>STUDENT LEARNING OUTCOMES</th>
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<tbody>
<tr>
<td>Students will demonstrate CLINICAL COMPETENCE</td>
<td>• Students will apply positioning skills.</td>
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<tr>
<td></td>
<td>• Students will practice radiation protection.</td>
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<tr>
<td>Students will demonstrate CRITICAL THINKING skills.</td>
<td>• Students will analyze radiographic images.</td>
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<td></td>
<td>• Students will manipulate technical factors.</td>
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<tr>
<td>Students will demonstrate an understanding of PROFESSIONALISM</td>
<td>• Students will demonstrate professional ethics.</td>
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<td></td>
<td>• Students will demonstrate an appreciation for radiologic sciences.</td>
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<tr>
<td>Students will demonstrate effective COMMUNICATION skills in the medical environment.</td>
<td>• Students will demonstrate oral communication skills.</td>
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<td>• Students will practice written communication skills.</td>
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PROGRAM STRUCTURE

ORGANIZATIONAL CHART
Midwestern State University
Bachelor of Science in Radiologic Technology Program

Provost, Vice President of Academic Affairs

Dean of the Gunn College of Health Sciences and Human Services

Radiologic Sciences Program Chair

Director of Interdisciplinary Education

Undergraduate Coordinator

Radiologic Science Faculty

Clinical Coordinator

Assistant Clinical Coordinator

Clinical Instructor
PROGRAM FACULTY

Dr. Kevin R. Clark, Ed.D, RT(R) (QM), Assistant Professor, Graduate Coordinator

Robert Comello, MS, RT(R), Associate Professor

Rodney Fisher, MSRS, RT(R) (N) (CT) (BD), CNMT, Assistant Professor

Jackie Miller, MSRS, RT(R), Assistant Professor

Gary Morrison, M.Ed., RT(R), Associate Professor

Kimberly Onstott, MSRS, RT(R) (CT) (MR), Assistant Professor

Sheree Phifer, MS, RT(R), Clinical Coordinator, Associate Professor

Vicki Sanders, MSRS, RRA, RT(R) (CV), RA Program Clinical Coordinator, Associate Professor

Mandy Sedden, MSRS, RT(R), Assistant Professor

Dr. Beth Vealé, Ph.D., RT(R) (QM), Associate Professor, Director of Interdisciplinary Studies

Ray Villarreal, BS, RT(R) (QM), Assistant Clinical Coordinator

Jessyca Wagner, MSRS, RT(R), Assistant Professor

Dr. Lynette Watts, Ph.D., RT(R), Associate Professor

Debra Wynne, MSRS, RT(R), Assistant Professor, Interim Department Chair
**RADIOLOGIC SCIENCE FACULTY/STAFF CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>Interim Department Chair:</th>
<th>E-Mail Address</th>
<th>Ext.</th>
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<tbody>
<tr>
<td>Debra Wynne</td>
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**Faculty:**

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<th>Faculty Name</th>
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</tr>
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**Health Science Pre-Admission Counselor:**

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<tr>
<th>Health Science Pre-Admission Counselor:</th>
<th>E-Mail Address</th>
<th>Ext.</th>
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<tbody>
<tr>
<td>Catherine Rudy</td>
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</tr>
</tbody>
</table>

**Radiologic Science Undergraduate Secretary:**

| Radiologic Science Undergraduate Secretary: | 4337 |

**Radiologic Science Graduate Secretary:**

| Radiologic Science Graduate Secretary: | 4575 |

**Radiologic Science Toll Free Number:**

| Radiologic Science Toll Free Number: | 866-575-4305 |
AFFILIATE HOSPITALS AND CLINICAL SITES

Clinical Affiliates

Baylor Medical Center at Carrollton, Carrollton, TX**
Bowie Memorial Hospital/Clay County Hospital, Bowie** & Henrietta, TX
Denton Regional Medical Center, Denton, TX**
Electra Hospital, Electra, TX
Faith Community Hospital, Jacksboro, TX
Graham Regional, Graham, TX**
Kell West Regional Hospital, Wichita Falls, TX
Medical Center of Lewisville, Lewisville, TX**
Medical City of Dallas Hospital, Dallas, TX**
Mercy Hospital, Ada, OK**
Methodist Charlton Medical Center, Dallas, TX**
Methodist Dallas Medical Center, Dallas, TX**
Navarro Hospital, Corsicana, TX**
North Texas Medical Center, Gainesville, TX**
San Angelo Community Medical Center, San Angelo, TX**
Shannon Medical Center, San Angelo, TX**
Southwestern Medical Center, Lawton, OK**
United Regional Health Care System, Wichita Falls, TX
Wilbarger General Hospital, Vernon, TX**
Wise Regional Health System, Decatur, TX**

Students are assigned to only one affiliate institution for the duration of their clinical education. Students are rotated to other affiliates as needed to meet clinical competencies.

Additional Clinical Sites*

Clinics of North Texas - Midwestern Site, Wichita Falls, TX
Cook’s Children Hospital, Ft. Worth, TX**
Methodist Mansfield Medical Center, Mansfield, TX**
Scottish Rite Hospital for Children, Dallas, TX**
Texoma Cancer Center, Wichita Falls, TX
Texoma Cancer Center of Sherman, Sherman, TX**

*Students may be assigned to these additional clinical sites to meet clinical competencies.

** These clinical sites are more than 1 hour travel from the main campus of Midwestern State University
ACCREDITATION

Regional Accreditation

The Radiologic Technology Program and Midwestern State University are regionally accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC). As summarized by the SACS-COC, “To gain or maintain accreditation with the Commission on Colleges, an institution must comply with the standards contained in the Principles of Accreditation: Foundations for Quality Enhancement and with the policies and procedures of the Commission on Colleges. The Commission on Colleges applies the requirements of its Principles to all applicant, candidate, and member institutions, regardless of type of institution (public, private for-profit, private not-for-profit).”

“The Southern Association of Colleges and Schools Commission on Colleges is the regional body for the accreditation of degree-granting higher education institutions in the Southern states. It serves as the common denominator of shared values and practices among the diverse institutions in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia and Latin America and other international sites approved by the Commission on Colleges that award associate, baccalaureate, master’s, or doctoral degrees. The Commission also accepts applications from other international institutions of higher education.”

“When an institution has earned accreditation by the Commission on Colleges, it signifies that it has ‘a purpose appropriate to higher education and has resources, programs, and services sufficient to accomplish and sustain that purpose.’ In addition to ensuring that our institutions provide quality programs for students which determines eligibility for Title IV funds (student financial aid), the Commission on Colleges works to influence legislation and regulations that impact the work of our member institutions.”

More information about SACS-COC can be found online at www.sacscoc.org

Programmatic Accreditation

The BSRT Program is accredited by:

The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 900
Chicago, IL 60606-3182 www.jrcert.org
(312) 704-5300 or e-mail at: lwinter@jrcert.org

The JRCERT promotes excellence in education and enhances quality and safety of patient care through the accreditation of educational programs. The only agency recognized by the United States Department of Education to accredit educational programs in radiography and radiation therapy, the JRCERT accredits educational programs in radiography and radiation therapy and in the related disciplines of magnetic resonance and medical dosimetry.
Programs accredited by the JRCERT must demonstrate that they are in substantial compliance with the relevant JRCERT accreditation standards: Standards for an Accredited Educational Program in Radiologic Sciences (radiography and radiation therapy), Standards for an Accredited Educational Program in Magnetic Resonance, or Standards for an Accredited Educational Program in Medical Dosimetry.

In keeping with JRCERT requirements to make program effectiveness data available to communities of interest, please see the following links:

Program Effectiveness Data- http://www.mwsu.edu/Assets/documents/academics/hs2/radsci/BSRT/ProgramEffectiveness%202014.pdf

**COMPLIANCE WITH JRCERT STANDARDS**

Because the Radiologic Technology Program at Midwestern State University is accredited by the JRCERT, the program will strive at all times to be in compliance with the JRCERT Standards for an Accredited Educational Program in Radiologic Sciences. If a student determines that the program is not in compliance with any standard, a complaint can be brought to the program’s attention. Upon receipt of an allegation, the Radiologic Technology Program will review it to determine if the non-compliance issue exists. Within ten (10) days after receiving the complaint, a meeting will be scheduled with the individual filing the allegation to discuss the complaint. If the complaint is legitimate, the program faculty will develop a plan to resolve the issue and bring the program into compliance. If the party filing the complaint is not satisfied with the results, a meeting will be scheduled with the Program Chair to determine if compliance still exists. This meeting will be scheduled within twenty (20) days of the original meeting. If the Program Chair determines non-compliance is still present, a plan will be drafted to solve the non-compliance issue. If the results of this meeting are still unsatisfactory to the party filing the complaint, a meeting can be scheduled with the Dean of the college and/or the JRCERT.

**Standards for an Accredited Educational Program in Radiologic Technology**

This Program meets or exceeds the “Standards for an Accredited Educational Program in Radiologic Technology” (Standards) as published by the Joint Review Committee on Education in Radiologic Technology (JRCERT). These Standards are posted on the student bulletin board. Students may request an individual copy of the Standards from the Programs Chair. Students have the right to report program infractions of the Standards to the JRCERT.

Inspection of all accreditation documents is available through the Program Chair or Undergraduate Coordinator. The JRCERT is dedicated to excellence in education and to quality and safety of patient care through educational programs in radiation and imaging sciences.
The JRCERT is recognized by the United States Department of Education to accredit educational programs in radiography and radiation therapy. The JRCERT awards accreditation to programs demonstrating substantial compliance with these standards.

There are established standards a program must be in compliance with to achieve accreditation.

The Standards for an Accredited Educational Program in Radiologic Sciences (JRCERT, 2014) are as follows:

**Standard One, Integrity:** The program demonstrates integrity in representations to communities of interest and the public, in pursuit of fair and equitable academic practices, and in treatment of, and respect, for students, faculty, and staff.

**Standard Two, Resources:** The program has sufficient resources to support the quality and effectiveness of the educational process.

**Standard Three, Curriculum and Academic Practices:** The program’s curriculum and academic practices prepare students for professional practice.

**Standard Four, Health and Safety:** The program’s policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

**Standard Five, Assessment:** The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

**Standard Six, Institutional/Programmatic Data:** The program complies with JRCERT policies, procedures, and standards to achieve and maintain specialized accreditation.

Students have the right to report program infractions of the standards to the JRCERT.

The scope of practice of the radiologic technologist includes:

1. Performing diagnostic imaging procedures.
2. Corroborating patient's clinical history with procedure, ensuring information is documented and available for use by a licensed independent practitioner.
3. Maintaining confidentiality of the patient’s protected health information in accordance with the Health Insurance Portability and Accountability Act.
4. Preparing the patient for procedures, providing instructions to obtain desired results, gaining cooperation, and minimizing anxiety.
5. Selecting and operating imaging equipment, and/or associated accessories to successfully perform procedures.
6. Positioning patient to best demonstrate anatomic area of interest, respecting patient ability and comfort.
7. Immobilizing patients as required for appropriate examination.
8. Determining diagnostic imaging technique exposure factors.
9. Applying principles of radiation protection to minimize exposure to patient, self, and others.
10. Evaluating diagnostic images or images for technical quality, ensuring proper identification is recorded.
11. Assuming responsibility for provision of physical and psychological needs of patients during procedures.
12. Performing venipuncture where state statute(s) and/or institutional policy permits.
13. Identifying, preparing and/or administering medications as prescribed by a licensed practitioner.
14. Verifying informed consent for, and assisting a licensed independent practitioner with, interventional procedures.
15. Assisting licensed independent practitioner with fluoroscopic and specialized interventional radiography procedures.
16. Performing non-interpretive fluoroscopic procedures as appropriate and consistent with applicable state statutes.
17. Initiating basic life support action when necessary.
18. Providing patient education.
19. Providing input for equipment purchase and supply decisions.
20. Providing practical instruction for students and/or other health care professionals.
21. Participating in the department's quality assessment and improvement plan.
22. Maintaining control of inventory and purchase of supplies for the assigned area.
23. Observing universal precautions.
24. Performing peripherally inserted central catheter placement where state statute(s) and/or lawful institutional policy permits.
25. Applying the principles of patient safety during all aspects of diagnostic imaging procedures, including assisting and transporting patients.
26. Starting and maintaining intravenous (IV) access per orders when applicable.

**PERFORMANCE STANDARDS**

*American Society of Radiologic Technologists Radiography Professional Performance Standards*

**Standard One: Quality** The practitioner strives to provide optimal patient care.

**Standard Two: – Self-Assessment** The practitioner evaluates personal performance.

**Standard Three – Education** The practitioner acquires and maintains current knowledge in clinical practice.

**Standard Four – Collaboration and Collegiality** The practitioner promotes a positive, collaborative practice atmosphere with other members of the health care team.

**Standard Five – Ethics** The practitioner adheres to the profession’s accepted ethical standards.
**Standard Six – Research and Innovation** The practitioner participates in the acquisition and dissemination of knowledge and the advancement of the profession.

*Source: Association for Radiologic Technologists (ASRT)*

**ARRT Code of Ethics**

The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

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

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

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

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

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

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

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

8. The Radiologic Technologist practices ethical conduct appropriate to the profession, and protects the patient's right to quality radiologic technology care.
9. The Radiologic Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The Radiologic Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

1retrieved from ARRT at https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf March 5, 2014

Radiography Program Practice Standards

Applicants to this program must understand the physical, behavioral, and social skills necessary to function as a radiologic technologist in many facilities. Please read the following carefully:

Employment Qualifiers:

1. Must be free from contagious diseases and chemical dependence.
2. Must be able to perform all functions and tasks required of a radiologic technologist.
3. Must not have been convicted of a felony, without restoration of his or her civil rights. Preapproval from the ARRT can be gained if you are concerned about a conviction at: ARRT Ethics Review Pre-Application

Visual Observation:

Visual acuity must be sufficient and adequate to allow the student to:

1. View diagnostic images to determine quality and identify anatomy.
2. Observe patients' condition.
3. Read control panels, technique charts, and other pertinent materials for patient care and professional practice.

Motor Function:

Motor functions must be sufficient to permit the student to be able to:

1. Stand unassisted for long periods of time.
2. Assist patients in and out of wheelchairs and on and off stretchers or tables.
3. Lift and handle diagnostic imaging equipment and tools.
4. Manipulate diagnostic imaging equipment.
5. Assist patients in emergency situations.
Communication Skills:

1. Possess verbal and non-verbal skills adequate for transmitting information to patients and others.
2. Adequate hearing for communication skills with both hospital personnel and patients.

Behavioral and Social Skills:

Behavioral and social skills must be sufficient to enable the student to conduct him or herself appropriately and professionally in the college and clinical settings.

Essential Qualifications

In addition, there are non-cognitive factors of academic performance that the program finds critical to student success. Some of these areas include: affective, social, behavioral, professional competencies, abilities, and functions. Students are required to meet the following essential qualifications:

- Good personal hygiene
- Creativity
- Timeliness
- Concentration
- Good working relationships
- Appropriate judgment
- Proper preparation
- Stress management
- Appropriate interaction with instructors
- Priority setting
- Collegiality
- Appropriate classroom behavior
- Cooperation
- Appropriate clinical behavior
Moffett Library

The Midwestern State University Moffett Library contains approximately 1,500,000 volumes, including microforms and government publications. It subscribes to approximately 450 periodicals and newspapers and has access to over 77,000 full text electronic journals. All major library services are located on the first floor, easily visible from the main entrance. The library’s discovery service, Primo, is available through workstations provided throughout the building. Primo is also available outside the library through the library’s website at http://library.mwsu.edu. The library provides free access to over 50 radiology specific journals.

The following is an example list of radiology specific journals available in print and online through the MSU Moffett Library:

- Administrative Radiology
- American Journal of Roentgenology
- Applied Radiology
- Canadian Journal of Medical Radiation Technology
- Diagnostic Imaging
- European Journal of Radiology
- Journal of Medical Imaging and Radiation Sciences
- Journal of the American College of Radiology
- Journal of Vascular and Interventional Radiology
- Magnetic Resonance Imaging Clinics of North America
- Radiography
- Radiologic Science & Education
- Radiologic Technology
- Radiology
- Radiology Management
- Seminars in Radiologic Technology
- Seminars in Ultrasound, CT, and MRI

Visitors to Campus

To promote an academic environment for the entire Midwestern State University community, students are expected to exercise prudence in bringing children and other family members to campus. Children and family members are not allowed in classrooms, lab facilities, hospital environment, during class time or clinical rotations. Such a policy protects the children and family members and eliminates distractions for others.

Lockdown Procedures

Any incident affecting MSU campus will be communicated through the MSU Alert system and will also be posted on the University homepage http://www.mwsu.edu/

Disability Support Services

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University makes reasonable adjustments in its policies, practices, services, and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

Disability Support Services provides information and assistance, arranges accommodations, and serves as a liaison for students, instructors, and staff. To assist students the office has books on tape, recorders, and adaptive software that can be lent to qualified individuals. A student/employee who
seeks accommodations on the basis of disability must register with Disability Support Services, Clark Student Center Room 168. Documentation of disability from a competent professional is required.

Individuals with grievances related to discrimination or lack of accommodation on the basis of a disability are encouraged to resolve the problem directly with the area involved. If the matter remains unresolved, advice and assistance will be provided by Disability Support Services. Specific information on filing a grievance is available in Disability Support Services or in the Student Affairs Office, Hardin 112, and (940) 397-4291.

The Director of Disability Support Services serves as the ADA Coordinator and may be contacted at (940) 397-4140, TDD (940) 397-4515, or 3410 Taft Blvd., Clark Student Center Room 168. The web address is http://students.mwsu.edu/disability/

**Anti-Discrimination Statement**

Midwestern State University is an equal opportunity/affirmative action institution and complies with all Federal and Texas laws, regulations, and executive orders regarding affirmative action requirements in all programs and policies. Midwestern State University affirms its commitment to a policy that provides equal educational opportunities for all students and does not discriminate against any individual because of race, religion/creed, color, sex, age, national origin, or disability. For more information, go to: http://www.mwsu.edu/humanresources/policy/44general-university-policies/4.131-affirmative.asp

**Sexual Harassment Policy**

It is the policy of Midwestern State University that no member of the University community may sexually harass another. The policy is presented in detail in the Midwestern State University Student Handbook link on the Dean of Students’ webpage at http://students.mwsu.edu/dean. For more information, go to: http://www.mwsu.edu/humanresources/policy/44general-university-policies/4.161-sexual_harrassment.asp

Any complaints alleging failure of this program to follow these policies should be brought to the attention of:

Debra Wynne, RT(R), Interim Department Chair
Radiologic Sciences
Midwestern State University
3410 Taft Blvd.
Wichita Falls, TX  76308
(940) 397- 4608
Debra.wynne@mwsu.edu
Toll Free: 1-866-575-4305
**Substance Abuse/Drug Policy**

The university affirms that illegal drug use is unlawful and harmful. The use of illegal drugs and alcohol abuse by students and employees could result in cognitive deficits, loss of productivity and other health risks. These risks include an increased risk of accidents which may result in death or permanent injury. Free, confidential counseling for alcohol and other drug abuse issues is available to students and employees through the Midwestern State University Counseling Center and Vinson Health Center. Other referral resources may include assessment, individual counseling, educational programs, materials, and referral and case management through community agencies, all which might include a fee. The complete MSU policy can be found in the MSU Student Handbook and online at [http://mwsu.edu/Assets/documents/student-life/2013-14%20Student%20Handbook.pdf](http://mwsu.edu/Assets/documents/student-life/2013-14%20Student%20Handbook.pdf)

The following sections describe MSU’s policy regarding the sale, manufacture, distribution, possession and use of illegal drugs on or off university property or at university-sponsored events in accordance with federal, state and local laws. Examples of violations include:

- Misusing over-the-counter drugs.
- Misusing or sharing prescription drugs.
- Possessing, using, being under the influence of, distributing, or manufacturing any form of illegal drug.
- Possessing paraphernalia (i.e., rolling papers, pipes, bongs, etc.) for intended or implied use of any form of illegal drug.
- Possessing paraphernalia that contains or appears to contain illegal drug residue.
- Purchasing or passing illegal drugs from one person to another.
- Using mail services to purchase, pass, or distribute illegal drugs.

This policy provides flexibility for the university in addressing drug-related offenses which occur on or off-campus. Moreover, it permits the university to address its fundamental mission of holistic education and the development of human potential. While recognizing that there is a need to address violations related to the use or possession of controlled substances, the university must address the education and well-being of all its students and employees. In addition to university imposed sanctions, students and employees are subject to all legal sanctions under federal, state and local law for any offenses involving illegal drugs on university property or at university activities.

**Safe Harbor**

The university has a Safe Harbor rule for students. The university believes that students who have a drug and/or addiction problem deserve help. If any Midwestern State University student brings their own use, addiction or dependency to the attention of university officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated.
**Immunization Policy**

Each student entering the clinical environment is required to have the following immunizations according to Texas state law:

1. MMR (measles, mumps, rubella)
2. DT (diphtheria, tetanus)
3. Varicella (Chicken Pox)
4. TB (tuberculosis) screening
5. Hepatitis B

All required immunizations must be completed prior to the first clinical day. First Hepatitis B Shot must be taken by Oct. 1. Students who have not completed their immunizations will not be allowed to participate in clinical until cleared by the MSU Student Health Center. The Student Health Center requires all shot records be forwarded to them, and the Student Health Center may provide immunizations on an appointment basis only.

**PROGRAMMATIC POLICIES (for admission)**

**Program Admissions Criteria**

To be considered for admission, the following basic requirements must be met:

1. Obtain a background check through certifiedbackground.com. The results must be sent to the program by the company and a copy included in the application packet. All outstanding warrants and any unresolved legal issues will result in a denial of the application. If the applicant is aware of issues prior to the background check, he or she should contact the American Registry of Radiologic Technologists at https://www.arrt.org/pdfs/Ethics/Ethics-Review-PreApplication.pdf for the procedure to pre-application for eligibility. When applying, include the pre-certification clearance with your application. Once accepted to the program, the student must report any violations to the program chair or advisor. Failure to do so may result in ineligibility to sit for the national certification exam.

2. Be eligible for admission to MSU. mwsu.edu/admissions/requirements

3. Complete the online BSRT Program application on the department website at http://www.mwsu.edu/academics/hs2/radsci/bsrt/index and submit an official transcript from each institution attended including Midwestern State University.

4. Have a cumulative GPA of 2.5 or greater on all courses required for the BSRT degree and be in good academic standing.

5. Successful completion (grade of C or higher) in BIOL 1133/1134 and BIOL 1233/1234 prior applying to the Radiologic Technology program.
6. Successful completion (grade of C or higher) in RADS 1001 and RADS 1011 prior to applying to the program.

7. Complete all remediation requirements

8. Have reliable Internet access (high speed recommended) and a current, working email address.

Prior to the first fall semester following program admission students MUST provide:

1. Health Insurance - Students are responsible for any personal injury that occurs at the university or hospital. Purchase of Health/Accident Insurance is required. A copy of student insurance information is kept in the student file and provided during orientation. It is students’ responsibility to keep this information current. Any MSU student may purchase health insurance through the university. Students can contact Vinson Health Center for additional information. http://www.mwsu.edu/healthcenter/index

2. CPR certification - A course in CPR must be completed before the student enters the clinical phase of the program and must be current through the end of clinicals. When the student has completed the CPR course, a copy of the card is to be brought to Undergraduate Program Secretary to be kept in the student's clinical file. The certification must be 2 year Health Provider (American Heart Association (AHA) or American Red Cross (ARC) child and adult) Health Provider or the American Safety & Health Institute through the YMCA.

Failure to provide evidence of the above will result in declination of the application or dismissal from the program.
**Admissions Procedures**

Applications are accepted ONLY between August 1st and September 30th each year. Applications received before or after this time period will not be considered. Admission to the Radiologic Technology Program at Midwestern State University is highly competitive. Openings are limited primarily due to limited available clinical education centers.

Applicants are accepted according to a ranking evaluation:

**ADMISSION RANKING SHEET**

<table>
<thead>
<tr>
<th>PTS</th>
<th>COURSE</th>
<th>HRS/GRADE</th>
<th>Course #</th>
<th>REPEATS</th>
<th>TRNS FROM</th>
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<tbody>
<tr>
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<td>A &amp; P I</td>
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<td>INTR RADS</td>
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<td>MATH</td>
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<td>ENGL/SPCH 1103</td>
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<td>SOCL or PSYC</td>
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<td>STATISTICS</td>
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<td>Lang, Phil &amp; Culture</td>
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<td>HIST II</td>
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<td>Creative Arts</td>
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<td>POLS I</td>
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<td>POLS II</td>
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<td>TOTAL</td>
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</table>

**COMMENTS**

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
STUDENT

# of Core courses on BSRT degree plan with "C" or above
17 = 4
15-16 = 3
13-14 = 2
11-12 = 1

# of Courses REPEATED more than 2 times
0 x's -1
Minus 1 point for each repeat/withdrawal -1 per event

Completed or in Progress @ MSU (INCLUDE PE)
20-23=3
10-19=2
3-9=1

2.5 - 2.6 = 1-1. 3.01 - 3.1 = 5.1-6 3.51 - 3.6 = 10.1-11
2.61 - 2.7 = 1.1-2 3.11 - 3.2 = 6.1-7 3.61 - 3.7 = 11.1-12
2.71 - 2.8 = 2.1-3 3.21 - 3.3 = 7.1-8 3.71 - 3.8 = 12.1-13
2.81 - 2.9 = 3.1-4 3.31 - 3.4 = 8.1-9 3.81 - 3.9 = 13.1-14
2.91 - 3.0 = 4.1-5 3.41 - 3.5 = 9.1-10 3.91 - 4.0 = 14.1-15

Cumulative GPA of Prerequisite, Core & Data Analysis Courses:

Holds an Associate Degree or Higher

Faculty Input +5 or -5 pts

TOTAL RANKING POINTS ACCUMULATED
Please be aware that ties in the ranking are broken by the admission's committee. Fulfilling all requirements does not guarantee acceptance into the program.

Students are required to attend a program orientation and will be informed as to time and place by the program.

**Transfer Credits**

Credits transferred from other institutions to fulfill general education requirements will follow Midwestern State University’s Transfer Credit Policy. More information can be found on the University’s website at [http://www.mwsu.edu/admissions/equivalencies](http://www.mwsu.edu/admissions/equivalencies)

It is the program’s policy that students transferring radiologic science courses, with the exception of Introduction to Radiologic Technology/Science and Medical Terminology (both of which are evaluated on a case by case basis), are not accepted in transfer. Students must complete the BSRT program in its entirety through Midwestern State University.

**Background Investigation Policy**

The Radiologic Technology Program is committed to ensuring public and professional trust and providing safe patient care. In order to meet this goal, background checks, finger printing, and drug screening of students is required. Many of our clinical education settings require additional criminal background investigations of all employees and students. To comply with these requirements, accepted students will be asked to submit to these tests to ascertain the student’s suitability for clinical rotations.

Non-negative results will be processed further and may require additional testing. Additional drug screening will be at the student’s expense. Failure to pass drug screening will result in immediate dismissal from the program.

This information will remain confidential and will only be viewed by the Radiologic Science Program Chair or designee. Any criminal conviction which is found during the background investigation that may deem a student unsuitable for clinical rotations will be considered on a case by case basis. Additional information regarding the conviction may be required in order to make an informed decision. The background investigation will be made available to clinical education settings that require such. Individuals at the Clinical Education Setting, who are authorized to make decisions regarding an individual’s eligibility to attend a setting, will inform the Program Chair if a student will be allowed to attend clinical at that setting. If an offense appears on the criminal background check that disqualifies the student from attending clinical experiences, the clinical site(s) will notify the program regarding any students’ disqualification for attending clinical at that site. The student will receive written notification. Students who receive notification of ineligibility and who wish to dispute the results of the background investigation may follow the College of Health Sciences and Human Services Grievance Procedure.
If a student has been convicted of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations, these must be reported to the American Registry of Radiologic Technologists (ARRT). All alcohol and/or drug related violations must be reported. All potential violations must be investigated by the ARRT in order to determine eligibility. Individuals must file a pre-application with the ARRT in order to obtain a ruling of the impact of their eligibility for the examination. This pre-application may be submitted at any time either before or after entry into an accredited program. For pre-application contact the ARRT at:

**ARRT**
1225 Northland Dr.
St. Paul, MN 55120-1155
Tel: (651) 687-0048

*Drug Screening Test Policy*

Students can be required to submit for drug screening test anytime in the program. The student will be responsible for payment of the test. If the student tests positive for any illegal substance they will be withdrawn from the program immediately.
BSRT Program Application

Applications accepted between August 1 and September 30 each year.

1. Please enter your name (please print legibly)
   Last: ____________________________________
   First: ____________________________________
   Middle: ________________________________

2. Permanent Mailing Address
   Street: _________________________________ Apt: _____
   City: ______________________ State: _______ Zip: _____

3. Local or Preferred Mailing Address (if applicable)
   Street: _________________________________ Apt: _____
   City: ______________________ State: _______ Zip: _____

4. Phone Numbers:
   Home: ______________
   Cell: ______________
   Other: ______________

5. E-mail (This must be active and must be checked often for application and program information updates. Add @mwsu.edu to your safe domain to avoid missing emails from the program as junk. This is our main communication avenue).
   Primary: ________________________________
   Secondary: ________________________________

6. Have you completed your background check through www.certifiedbackground.com and resolved any issues through https://www.arrt.org/pdfs/Ethics/Ethics-Review-PreApplication.pdf?
   □ Yes  □ No  Note: If you answered no, you must complete this process before applying to the program.
Pre-requisite course status:

7. Anatomy and Physiology I
   □ Completed with a grade of C or better: Where______________________
   □ Not taken

8. Anatomy and Physiology II
   □ Completed with a grade of C or better: Where______________________
   □ In progress: Where______________________
   □ Not taken

9. RADS 1001-Intro to Radiology
   □ Completed with a grade of C or better: Where______________________
   □ In progress: Where______________________
   □ Not taken

10. RADS 1011-Medical Terminology
    □ Completed with a grade of C or better: Where______________________
    □ In progress: Where______________________
    □ Not taken

Educational Background

11. College graduate:
    □ Yes Institution(s) _____________________________________________
        Date of Graduation: __________
        Degree(s) Awarded___________________
    □ No

12. Are you currently enrolled in school? If so, where and what courses are you taking?
    Institution: ___________________________________________________
    Courses: _______________________________________________________
    _______________________________________________________________
    _______________________________________________________________

13. Are you considered Core Complete in the State of Texas? (Contact the registrar from
    your college to be sure.

14. Please include additional information/comments here:
   ________________________________________________________________________
Signature Page and Checklist

I acknowledge with my signature my responsibility for the checklist items below and in doing so, realize that NO late or incomplete application will be accepted.

Signed:

X

Applicant

Before sending your application in, please complete the following checklist items:

☐ Official transcripts from all colleges/universities (including Midwestern State University) attended are attached and include classes currently attending. If the transcripts are from a Texas institution, ask if you are core complete and ask for verification to include with the transcripts.

☐ Background check complete. (Results must be sent by the company to our office)

☐ Program application information is complete.

☐ All materials are legible and are included in ONE single envelope.

☐ Envelope will be postmarked by midnight no later than September 30.

☐ Email address is written on the outside of the envelope so a confirmation email of receipt of application packet can be sent by the program to the applicant.

☐ Email addresses and phone numbers are active and current.

☐ @mwsu.edu has been added as a safe domain to your email program to avoid returns or “junk” mail status.

☐ Verification signature

A confirmation email will be sent once the application packet is received if an email address is included on the outside of the envelope. Packets will not be opened until the application period is ended. Each packet is considered complete, containing all required documentation when received. No items received outside of the packet will be considered.

If you have any questions, please contact Suzanne Hansen or Courtney Snyder:

Radiologic Sciences BSRT Program
Toll free: (866) 575-4305
Local: (940) 397-4337 or (940) 397-4575
Email: radiology@mwsu.edu

Mail completed application packet to:

Midwestern State University
RADS/BSRT Admissions Committee
3410 Taft Blvd
Wichita Falls, TX 76308
PROGRAMMATIC POLICIES (after admission)

Program Orientation

Prior to entering the professional program, students will be introduced to the Radiographic Science Program. This will include the use of radiation monitoring badges, policies, clinical policies, medical ethics, interpersonal relationships, and the professional societies.

It is the responsibility of each student to be fully aware of the contents of the handbook and what penalties exist if the student deviates from any outlined policy.

Advisors for Students

<table>
<thead>
<tr>
<th>Advisement Stage</th>
<th>Advisor</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Program Acceptance Advisement</td>
<td>HSHS College Advisor (Catherine Rudy)</td>
<td>Students are advised for eligibility requirements for BSRT program. Refer to RADS Secretaries for additional program information, tours, etc.</td>
</tr>
<tr>
<td>Post Application Advising</td>
<td>RADS Secretary (Courtney Snyder or Holley Munholland)</td>
<td>Students are advised about all requirements to fully complete BSRT program admission.</td>
</tr>
<tr>
<td>Program Acceptance</td>
<td>Admission’s Committee</td>
<td>Committee reviews all files and admission rubrics and selects students for admission.</td>
</tr>
<tr>
<td>Program Advising</td>
<td>Faculty</td>
<td>Once students accept the program slot, the secretary assigns each student a faculty advisor</td>
</tr>
<tr>
<td>Continued Program Advising</td>
<td>Faculty</td>
<td>Each semester the student must visit with their assigned advisor to review the degree plan, and discuss the Writing Proficiency Requirement and other graduation requirements before the advising hold is removed.</td>
</tr>
</tbody>
</table>

Each student is assigned an academic advisor. It is in the student's best interest to be advised by Radiologic Science faculty. A student is assigned an academic advisor once they have asked to be listed as a pre-major. Students may be advised by any Radiologic Science faculty member regardless of their assigned advisor, if their advisor of record is unavailable. If for some reason the student or faculty member believes another individual should become his/her advisor, this change will be made. The program chair should be contacted when a change is desired. In the event that a faculty member leaves, the student will be assigned another advisor. The designated faculty member must authorize all registration and/or drop-add requests and petitions.

In order to track a student’s progress toward completion of prerequisite courses, the advisor and student will complete/update the “Degree Plan” form each time they meet to discuss class schedules. Students will need to contact their advisors each semester to remove advising holds.
Program details including admissions procedures, faculty, and many other useful links can be found on the program’s website at http://www.mwsu.edu/academics/hs2/radsci/index

Planning Courses for the Degree

Students should become familiar with the courses they need to graduate. Students are encouraged to plan and obtain advice about scheduling courses so they are taken in the proper sequence or semester. Know who your advisor is and make an appointment each semester when scheduling courses. Good planning could save time and eliminate unnecessarily heavy schedules. However, students should take care when dropping any course during the program as doing so may complicate or prevent graduation on time. Students should inform their advisor when dropping courses.

A quarter of the courses are offered online. It is critical that students have access to working computers and email addresses. The university offers help to students who have not experiences online courses through the distance education department and online help in the course management system D2L. Please contact your advisor if you need assistance.

When planning a semester schedule, students cannot exceed forty (40) contact hours per week of didactic and clinical involvement. Clinical assignment for students cannot exceed 10 hours in one day.

A minimum of 30 advanced (Jr/Sr level) semester hours are required of the total 120 degree hours. Courses at MSU beginning with a 3 or 4 are advanced. Students MUST complete 12 semester hours at MSU from a particular catalog to graduate under that catalog. The total amount of hours required for this degree is 120. Students should keep a copy of this degree plan on file and update it periodically. Students must satisfy Writing Proficiency Exam requirements between 60 and 90 hrs. **Students must complete the WPE exam prior to attending clinical.**

Office Hours

The undergraduate secretary’s office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday during the fall and spring semesters. During the summer a compressed schedule is in place. Office hours are Monday through Thursday 7:00 a.m. to 6:00 p.m.

Faculty have set office hours for each semester posted in front of their office door and online. All faculty will schedule individual student appointments. Students can contact them by phone or by email.

Students are encouraged to make appointments with faculty rather than "dropping in". The faculty will provide assistance to students as necessary. However, if students are aware they are having problems in a specific area, please make an individual appointment for help.
TUITION AND FEES FOR RADIOLOGIC TECHNOLOGY MAJORS
(Professional component of the Radiologic Technology Program)

Semester 1: Spring II
- Program Academic Requirements
  - Texas Resident tuition and fees - 14 hours - $3,637.50
  - U.S. non-Texas Resident tuition and fees - 14 hours - $4,547.50
  - International Non-Resident tuition and fees - 14 hours - $8,705.50
- Books - $413.38
- Proctor U fees - $50

Semester 2: Summer II
- Program Academic Requirements
  - Texas Resident tuition and fees - 14 hours - $1,480.22
  - U.S. non-Texas Resident tuition and fees - 14 hours - $1,870.22
  - International Non-Resident tuition and fees - 14 hours - $3,604.22
- Books - $182.95

Semester 3: Fall III
- Parking - $50.00 for one year
- Program Academic Requirements
  - Texas Resident tuition and fees - 12 hours - $3,130.00
  - U.S. non-Texas Resident tuition and fees - 12 hours - $3,910.00
  - International Non-Resident tuition and fees - 12 hours - $7,474.00
- Lead markers (2) - $20.00
- Books - $329.95
- Immunizations - $60.00 (HEP B Immunization First Shot - $105.00)
- Health Insurance (1 year) - $227.00
- CPR Certification - $65.00

Semester 4: Spring III
- Program Academic Requirements
  - Texas Resident tuition and fees - 12 hours - $2,960.44
  - U.S. non-Texas Resident tuition and fees - 12 hours - $3,740.44
  - International Non-Resident tuition and fees - 12 hours - $7,208.44
- Immunizations - $205 (HEP B Immunization 2 shots - $105.00)
- Liability Insurance - $18.00
- Background Check - $45.00 plus $15.00 for additional counties resided in.
- Drug Testing - $45.00
- Nametags - $15.00
- Books - $155.62
- Uniforms - $370.00
- St. Catherine’s Tests - $43.00

Semester 5: Summer III
• Program Academic Requirements
  o Texas Resident tuition and fees - 7 hours $1,702.34
  o U.S. non-Texas Resident tuition and fees - 7 hours - $2,157.34
  o International Non-Resident tuition and fees - 7 hours - $4,180.34
• Books - $90.00
• Proctor U fees - $25.00

Semester 6: Fall IV
• Program Academic Requirements
  o Texas Resident tuition and fees - 13 hours - $3,366.25
  o U.S. non-Texas Resident tuition and fees - 13 hours - $4,211.25
  o International Non-Resident tuition and fees - 13 hours - $8,072.25
• Health Insurance (1 year) - $227.00
• Books - $270.15
• Proctor U fees - $25.00

Semester 7: Spring IV
• Program Academic Requirements
  o Texas Resident tuition and fees - 12 hours - $2,960.44
  o U.S. non-Texas Resident tuition and fees - 12 hours - $3,740.44
  o International Non-Resident tuition and fees - 12 hours - $7,208.44
• ARRT Certification Exam Application - $200.00
• Texas MRT License - $40.00
• Pins - $80.00
• Class Photo - $35.00
• Books - $121.00
• Proctor U fees - $50.00

The following fees are included in our estimate of tuition and fees for each semester but are listed separately here (not as additional charges).

Instructional Enhancement Fee (per credit hour)
• Gunn College of Health Sciences and Human Services (COHSHS) ....... 23.00

Distance Education fee:
• A fee of $50.00 per credit hour will be added to all courses designated as distance learning.

*Prices are as accurate as possible at the time of publication and are subject to change without prior notification
**Required Textbooks**

Class  | Text
---|---
**Pre-program Acceptance**
RADS 4123 | Practical Statistics for Nursing & Health Care, Fowler, ISBN 9780471497165

**Semester 1: Spring II**
RADS 2022 | Other End of the Stethoscope, Engle, ISBN 9780972000017
I’m here, Engle, ISBN 9780972000024
RADS 3113 | Comprehensive Radiographic Pathology, Eisenberg, 6th Edition
ISBN 9780323353243
RADS 4613 | Legal And Ethical Issues For Health Professionals, Towsley-Cook, ISBN 9781284036794

**Semester 2: Summer II**

**Semester 3: Fall III**
RADS 3513 | Essentials of Radiographic Physics, Same as RADS 3033
RADS 4913 | APA Manual, Same as RADS 3503
**Semester 4: Spring III**

Bontrager’s. Same as RADS 3043
Essentials of Radiographic Physics. Same as RADS 3033

RADS 3243  Patient Care. Same as RADS 3223

RADS 3423  Bontrager’s. Same as RADS 3043

**Semester 5: Summer III**
RADS 4114  Evaluating Radiographs, Carroll, ISBN 9780398079604

RADS Elective

**Semester 6: Fall IV**
RADS 3213  Nursing Interventions & Clinical Skills, Elkin, 6th Edition
ISBN 9780323187947

RADS 4215  None

Lang Q&A Radiography Examination (w/CD), Saia, ISBN 978007178715
Evaluating Radiographs. Same as RADS 4114

RADS Elective

**Semester 7: Spring IV**
RADS 4232  Radiologic Science for Technologists, Same as RADS 3763
Bontrager’s. Same as RADS 3233
Essentials of Radiographic Physics. Same as RADS 3033

RADS 4315  None

RADS 4332  Radiography: PREP. Same as RADS 4332
Lang Q&A Radiography Examination. Same as RADS 4332
Evaluating Radiographs. Same as RADS 4114

RADS 4633  None

**Estimated Total Cost: $2000**
To make books more affordable, MWSU Radiography program, Elsevier and the campus bookstore have partnered to make a discounted Print & eBook bundle available to students.

The bundled package contains only the following required titles:

<table>
<thead>
<tr>
<th>Title</th>
<th>Author(s)</th>
<th>ISBN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient Care in Radiography: With an introduction to medical imaging, 9e</td>
<td>Ehrlich &amp; Coakes</td>
<td>9780323353762</td>
</tr>
<tr>
<td>Digital Radiography and PACS, 2e</td>
<td>Carter &amp; Vealé</td>
<td>9780323086448</td>
</tr>
<tr>
<td>Radiologic Science for Technologists, 11e</td>
<td>Bushong</td>
<td>9780323353779</td>
</tr>
<tr>
<td>Workbook – Radiologic Science for Technologists, 11e</td>
<td>Bushong</td>
<td>9780323375108</td>
</tr>
<tr>
<td>Essentials of Radiographic Physics &amp; Imaging, 2e</td>
<td>Johnston &amp; Fauber</td>
<td>9780323339667</td>
</tr>
<tr>
<td>Bontrager’s Textbook of Radiographic Positioning and Related Anatomy, 9e Pub 3/24/17</td>
<td>Lampignano &amp; Kendrick</td>
<td>9780323399661</td>
</tr>
<tr>
<td>Elsevier Adaptive Quizzing Radiographic Technology</td>
<td>Elsevier</td>
<td>9780323353427</td>
</tr>
</tbody>
</table>

These titles are required for the following courses: RADS 3033, RADS 3043, RADS 3123, RADS 3223, RADS 3243, RADS 3423, RADS 3513, RADS 3763, and RADS 4232.

The book package is only available at the campus bookstore.
# Degree Plan 2017-2018
Midwestern State University
Bachelor of Science in Radiologic Technology Degree Plan
2018-2019 Catalog

<table>
<thead>
<tr>
<th>Name</th>
<th>Last</th>
<th>First</th>
<th>MI</th>
<th>Catalog Expires</th>
<th>Date</th>
</tr>
</thead>
</table>

**Comments:** A minimum of 33 advanced (Jr/Sr level) semester hours is required of the total 120 semester credit hours required for the degree. Courses at MSU beginning with a 3 or 4 are advanced. Students MUST complete 12 semester hours at MSU from a particular catalog to graduate under that catalog. Students should keep a copy of this degree plan on file and update it periodically. Students must satisfy Writing Proficiency Exam requirements between 60 and 90 hrs.

## General Core Courses

<table>
<thead>
<tr>
<th>Semester</th>
<th>O/P</th>
<th>Course Name</th>
<th>Credits</th>
<th>Comp</th>
<th>Course Sub</th>
<th>RADS Elective Course Choices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall I or prior to application</td>
<td></td>
<td>BIOL 1133 ANAT &amp; PHYS I *</td>
<td>3</td>
<td></td>
<td></td>
<td>RADS 4513 ADM &amp; SUPR</td>
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<tr>
<td></td>
<td></td>
<td>ENGL 1103 or 1125 or 1143</td>
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<td></td>
<td></td>
<td>RADS 4533 INFORMATICS</td>
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<td></td>
<td>PSYC 1103 GEN PSYC OR SOCL 1133 INTRO TO SOCL</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>POLS 1333 AMER GOVT I</td>
<td>3</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>CULTURAL &amp; GLOBAL UNDERSTANDING</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Semester</th>
<th>O/P</th>
<th>Course Name</th>
<th>Credits</th>
<th>Comp</th>
<th>Course Sub</th>
<th>RADS Elective Course Choices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring I or prior to application</td>
<td></td>
<td>BIOL 1233 ANAT &amp; PHYS II *</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>COMMUNICATION 010B</td>
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<tr>
<td></td>
<td></td>
<td>CORE MATH</td>
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<tr>
<td></td>
<td></td>
<td>POLS 1433 AMER GOVT II</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>HIST 1233 HIST SINCE 1865</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*BIOI 1133 & 1233 and RADS 1001 & 1011 MUST be completed by the end of the Summer I session.

Apply between August 1st and September 30th.

<table>
<thead>
<tr>
<th>Semester</th>
<th>O/P</th>
<th>Course Name</th>
<th>Credits</th>
<th>Comp</th>
<th>Course Sub</th>
<th>RADS Elective Course Choices</th>
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</thead>
<tbody>
<tr>
<td>Fall II</td>
<td></td>
<td>HIST 1133 HIST TO 1865</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td>LANGUAGE, PHILOSOPHY &amp; CULTURE</td>
<td>3</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CREATIVE ARTS</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>UNDERGRADUATE INQUIRY &amp; CREATIVITY</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>O</td>
<td>RADS 4123 DATA ANALYSIS* or approved statistics</td>
<td>3</td>
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All of the above hours must be completed by the end of the Fall II semester.

## Professional Courses

### SUMMARY OF WORK REQUIRED FOR DEGREE

<table>
<thead>
<tr>
<th>Area</th>
<th>Cr. Hrs.</th>
<th>Adv. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>MAJOR</td>
<td>78</td>
<td>33</td>
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<tr>
<td>General Core</td>
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<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>120</td>
<td>33</td>
</tr>
</tbody>
</table>

## Signatures

*Student:______________________

*Advisor:______________________

*Chair:______________________

*Dean:______________________

### Notes:

- BIO 1133 & 1233 and RADS 1001 & 1011 MUST be completed by the end of the Summer I session.
- Apply between August 1st and September 30th.
- All of the above hours must be completed by the end of the Fall II semester.

### Spring II

<table>
<thead>
<tr>
<th>O/P</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>RADS 2022 INTRO TO PROF PRACT</td>
<td>2</td>
</tr>
<tr>
<td>P</td>
<td>RADS 2012 INTRO RADS/MED TERM</td>
<td>2</td>
</tr>
<tr>
<td>P</td>
<td>RADS 3503 RESEARCH</td>
<td>3</td>
</tr>
<tr>
<td>P</td>
<td>RADS 3113 IMAGING PATHOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>P</td>
<td>RADS 4653 ETHICS AND LEGAL ISSUES</td>
<td>3</td>
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</table>

### Summer II

<table>
<thead>
<tr>
<th>O/P</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>RADS ELECTIVE</td>
<td>3</td>
</tr>
<tr>
<td>O</td>
<td>RADS 4733 SECTIONAL ANATOMY</td>
<td>3</td>
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</table>

### Fall III

<table>
<thead>
<tr>
<th>O/P</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>P</td>
<td>RADS 4913 APPLIED RESEARCH</td>
<td>3</td>
</tr>
<tr>
<td>P</td>
<td>RADS 3043 BASIC RADIO PROC</td>
<td>3</td>
</tr>
<tr>
<td>P</td>
<td>RADS 3513 RADIO IMAGING EQUIP</td>
<td>3</td>
</tr>
<tr>
<td>P</td>
<td>RADS 3783 BIOL EFFECTS OF RAD</td>
<td>3</td>
</tr>
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</table>

### Spring III

<table>
<thead>
<tr>
<th>O/P</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>P</td>
<td>RADS 3033 PRIN RAD IMAGING</td>
<td>3</td>
</tr>
<tr>
<td>P</td>
<td>RADS 3223 ADV RAD PROCEDURES</td>
<td>3</td>
</tr>
<tr>
<td>P</td>
<td>RADS 3243 PATIENT CARE</td>
<td>3</td>
</tr>
<tr>
<td>P</td>
<td>RADS 3423 INT RAD PROCEDURES</td>
<td>3</td>
</tr>
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</table>

### Summer III

<table>
<thead>
<tr>
<th>O/P</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>RADS 4114 CLINICAL EDUC I</td>
<td>4</td>
</tr>
<tr>
<td>O</td>
<td>RADS 3213 ADV CLINICAL SKILLS</td>
<td>3</td>
</tr>
</tbody>
</table>

### Fall IV

<table>
<thead>
<tr>
<th>O/P</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>RADS 4215 CLINICAL EDUC II</td>
<td>5</td>
</tr>
<tr>
<td>O</td>
<td>RADS 4232 ADV MED IMAGING</td>
<td>2</td>
</tr>
</tbody>
</table>
Student Records

The University maintains accurate and confidential student records. It is the right of the students to have access to most of their educational records, and it is the duty of the University to limit access by others in accordance with existing guidelines and relevant laws. Student records, with certain exceptions, will not be released without prior consent of the student through written request.

The following student records may not be viewed by students: financial information submitted by their parents, confidential letters and recommendations, employment job placement or honors to which they have waived their rights of inspection and review. Students have the right to review and question the content of their educational records within a reasonable length of time after making a request for review. If there are any questions concerning the accuracy or appropriateness of the records that cannot be resolved informally, an opportunity to challenge a perceived inaccuracy or violation of privacy will be provided through the appeal mechanism.

Midwestern State University maintains that the student records policy in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1997. In accordance with Midwestern State University’s Policy on Family Educational Rights and Privacy Act, information about a student generally may not be released to a third party without the student’s written permission. Exceptions under the law include state and federal educational and financial institutions, and law enforcement officials. The only records that will be released concerning students is that information that can be considered “directory” information such as: field of study, name, address, telephone number, participation in officially recognized activities and sports, weight and height of members of athletic teams, attendance, and degrees and awards. The policy also permits students to review their educational records and to challenge the contents of those records.

With regard to clinical radiography course files, only the Radiologic Science faculty or the program secretaries may remove files to be copied. Students may not remove or copy the file themselves. Any violation of the above will result in disciplinary action by the Radiologic Science faculty.

Student Confidential Information

In accordance with the Family Education and Rights Act (FERPA) 1997, this program maintains all students’ records as confidential and can only release certain items designated as directory information. Directory information is considered name, local and permanent address, telephone listing, major field of study, dates of attendance, etc. This information is only given out to individuals that have a need to know, such as technical safety, clinical instructors, the Dean’s office,
etc. The student can prohibit the release of this directory information by making a written request to
the Radiologic Technology Program.

Students must be aware that reviewing another student’s folder or clinical paperwork is a violation of
the confidentiality of that student’s records.

Any violation of the above will result in disciplinary action by the Program Faculty.

**Academic Standards**

The following statements outline the minimum academic standards for the Radiologic Technology
Program:

1. All progression (RADS) courses must be taken in the sequence prescribed and every effort
   should be made to complete professional courses as described. Non-progression
   (professional) courses must be completed for degree eligibility and must be completed by the
   end of the Summer IV semester.
2. Students must earn a C (70%) or above in all professional courses.
3. Progression courses require a minimum score of 75% to achieve a grade of C. Each course
   below a C can only be repeated once.
4. Failure to attain a minimum grade of C in any progression course will prevent students from
   progressing in the program until the course(s) can be repeated. **Each course below a C can
   only be repeated once.** Students who fail any progression course must reapply to the
   program.
5. Students must graduate from the program to sit for the national registry.

**National Registry**

The American Registry of Radiologic Technologists (ARRT) is the only examining and certifying
body for radiologic technologists in the United States. To become a Registered Technologist in
Radiography, R.T. (R) (ARRT), students will have to successfully complete the ARRT examination.

The ARRT examination is offered any day after students graduate. Students will need to make an
appointment to take the examination. It is suggested that students take the examination as soon after
graduation as possible. There is a course offered the last semester of the program titled “RADS 4332
Radiologic Technology Seminar” that will familiarize students with the process of applying to take
this exam.

One issue addressed for certification eligibility is conviction of a crime, including a felony, a gross
misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. All
alcohol and/or drug related violations must be reported. All potential violations must be investigated
by the ARRT in order to determine eligibility. Individuals may file a pre-application with the ARRT
in order to obtain a ruling of the impact of their eligibility for the examination. This pre-application
may be submitted at any time either before or after entry into an accredited program. For pre-
application contact the ARRT at:
Texas State Licensure

All graduates who pass the American Registry of Radiologic Technologists (ARRT) certification examinations are qualified for general Medical Radiologic Technologist (MRT) certification in Texas. Twenty-eight (28) days prior to completion of the MSU program, students may apply for a temporary certificate from the State of Texas, Texas Medical Board. For more information, go to the Texas Medical Board licensing website at:
http://www.tmb.state.tx.us/page/licensing-full-medical-radiologic-technologist

Other states may have different licensure requirements.

Professional Societies

Students are afforded a variety of opportunities to develop professional responsibility while attending classes. The following are examples of these opportunities.

- Students are strongly encouraged to join and attend meetings and other activities of the student professional organization, Radiology Club for MSU Radiologic Science Students.
- Students are encouraged to join the American Society of Radiologic Technologists (ASRT) (www.asrt.org) and the Texas Society of Radiologic Technologists (TSRT) (www.tsrt.info) where you are given the opportunity to attend professional meetings.
- Once accepted to the program, students are automatically considered members of the Association of Collegiate Educators in Radiologic Technology (ACERT) (www.acert.org). See your advisor for specific details.
**PROGRAM HONORS**

An awards ceremony to recognize and honor graduates is held at the end of the last semester the student is enrolled in the program. All Department Honors and Awards are acknowledged at the award ceremony. Student attendance is mandatory.

The following awards will be presented at the ceremony:

**Outstanding Graduating Student Award**
In order to qualify as a nominee for this award, a graduating associate student must maintain a 3.5 GPA in all required Radiologic Science courses. In addition the faculty, when voting, will consider each candidate's participation in the classroom along with professional, campus and committee activities. Final selection will be made by majority ballot of the faculty.

**MSU Highest Scholastic Standing Award**
This award is given to the Radiologic Technology Degree Program graduate who attains the highest grade point average (GPA) in the required Radiologic Science courses. Academic courses applied toward the bachelor degree will be considered if there is a tie.

**Clinical Award**
After completion of the second clinical semester, Clinical Coordinator will evaluate student records for overall clinical performance. The evaluation process will take into consideration the following:

1. Scores of the Professional Development Evaluations from the first two clinical semesters. (Those students with a numerical score of 37 or above per clinical semester will be considered);
2. Nominations by the Clinical Instructor by letter of recommendation;
3. Number of completed competency evaluations from the List of Examinations in the Student Handbook, by the midterm point of the final clinical semester;
4. The students must have adhered to all clinical and university policies and procedures.

A maximum of four students will be selected to be presented anonymously to the full Radiologic Science faculty for the final vote and winner selection.

**Anton Zembrod Award of Achievement**
This award is given to one or two graduating senior students for outstanding achievement in the radiology program despite overwhelming personal circumstances. The students can be nominated by the clinical instructors, faculty, or students. Nominations are anonymously submitted for selection by MSU Radiologic Science faculty.

**Scholarships**
If funds are available Radiologic Technology students may apply for scholarships through the Radiology program each academic semester.

The criteria for receiving a scholarship are as follows:
- Academic standing within the class
• Financial need
Professional/University extracurricular participation

ACADEMIC HONESTY

Honesty is a necessary trait in all health care professionals. It is assumed by the Program that all students practice honest and ethical behavior. Inability to fulfill this assumption will result in the student being dismissed from the Program. All students enrolled in the Radiologic Science Program at Midwestern State University agree to abide the Student Honor Creed:

“As an MSU student, I pledge not to lie, cheat, steal, or help anyone else do so.”

As students at MSU, we recognize that any great society must be composed of empowered, responsible citizens. We also recognize universities play an important role in helping mold these responsible citizens. We believe students themselves play an important part in developing responsible citizenship by maintaining a community where integrity and honorable character are the norm, not the exception.

Thus, we the students of Midwestern State University resolve to uphold the honor of the University by affirming our commitment to complete academic honesty. We resolve not only to be honest but also to hold our peers accountable for complete honesty in all University matters.

We consider it dishonest to ask for, give, or receive help in examinations or quizzes, to use any unauthorized material in examinations, or to present, as one’s own, work or ideas which are not entirely one’s own. We recognize that any instructor has the right to expect that all student work is honest, original work. We accept and acknowledge that responsibility for lying, cheating, stealing, plagiarism, and other forms of academic dishonesty fundamentally rests with each individual student.

We expect of ourselves academic integrity, personal professionalism, and ethical character. We appreciate steps taken by University officials to protect the honor of the University against any who would disgrace the MSU student body by violating the spirit of this creed.

PLAGIARISM

Plagiarism is defined by Webster: Plagiarize \pla-je-,riz\  also \-\ v\b\ -rized; -riz\-ing vt [plagiary]: to steal and pass off (the ideas or words of another) as one's own: use (a created production) without crediting the source vi: to commit literary theft: present as new and original an idea or product derived from an existing source - pla\- gia\-riz\-er n

Below is a list of the most common forms of plagiarism which should be avoided to prevent disciplinary actions.

• Buying a paper from a research service or term paper mill
• Turning in another student’s work
• Turning in a paper a peer has written for the student
• Copying a paper from a source text without proper attribution
• Copying materials from a source text, supplying proper documentation, but leaving out quotation marks
• Paraphrasing materials from source text without appropriate documentation

To prevent possible intentional or unintentional plagiarism, all students are advised to seek assistance from program faculty regarding proper methods of source citation.

Based upon the severity of the findings appropriate disciplinary action will be taken, including, but not limited to, the following: the opportunity for resubmitting with corrections to receive a lower letter grade, failure in the course, academic probation, or expulsion from the program and the University.

CLASSROOM/COURSE POLICIES

Attendance

Absences should be kept to an absolute minimum. Students will be held accountable for all assignments missed due to absence. All arrangements relating to absences will be made with the faculty member who is responsible for the class that was missed. Each instructor establishes his/her own attendance/tardiness policies. It is the student’s responsibility to be familiar with the attendance policy of each course as is stated in the course syllabus.

Vacation

The Radiologic Technology Program makes no provision for any vacation time to students in the program, other than semester breaks and the vacation periods scheduled on the university calendar.

See clinical calendar for designated holidays, breaks, and vacation periods.

A student may not shorten the length of their clinical rotation by accumulating compensatory time.

Cell Phones

Cell phones should not be used in class or in the clinical setting. They should be placed in silent or vibrating mode or turned off. Additionally, retrieving text messages, surfing the internet, or answering messages (verbal or text), should not occur during class time, lab time, or during the clinical experience. Failure to follow this policy will result in a deduction of grade or disciplinary action in accordance with the disciplinary policy at the discretion of the course instructor/clinical coordinator. If students need to communicate to someone outside of the class and it is urgent or may be an emergency situation, please inform the instructor/clinical coordinator so that accommodations to this policy may be made.

Professional Conduct/Behavior

The Radiologic Sciences department and clinical assignment areas should be places where patient confidence is inspired. This can be accomplished when one consistently exhibits a professional attitude. Students are expected to maintain professional behavior at all times, in both the classroom and clinical settings. Students also must always be aware of and comply by all policies and procedures of the Clinical Education Setting, even if those policies differ between sites.

ALL STUDENTS WILL:

- Report to classes and clinical assignments in an alert condition,
- Report to classes and clinical assignments in the proper uniform,
- Not be in possession of or under the influence of controlled substances (drugs, alcohol, etc),
nor engage in their use while on clinical assignments or in didactic course work,
• Not engage in immoral conduct,
• Not chew gum, eat or drink in clinical areas,
• Not sleep in class or on clinical assignments,
• Not engage in theft of any articles from the clinical education setting,
• Not leave patients unattended while undergoing diagnostic procedures,
• Not falsify records,
• Not abuse patients physically or verbally,
• Not smoke in areas where it is prohibited while on campus or clinical assignments,
• Not leave the assigned clinical areas unless instructed/permissioned to do so by the clinical coordinator or clinical instructor.
• Not use inappropriate language or disrespectful commentary in the clinical or didactic setting,
• Not receive or make personal phone calls, text messages, etc., except in emergency situations.

Failure to comply with these requirements will result in disciplinary action.

Appropriate Use of Social Networking

Social networking websites provide unique opportunities for students to get to know one another, share experiences, and keep contact. As with any public forum, it is important that users of these sites are aware of the associated risks and act in a manner that does not embarrass the students, the Radiologic Technology Program, and the University. It is also important to ensure patient information is not made publicly available.

The Radiologic Technology Program has adopted the following guidelines to assist students in carefully using these sites.

A. Personal Privacy

• Set students’ profiles on social networking sites so that only those individuals whom the students have provided access may see one’s personal information.
• Evaluate photos of students that are posted to these sites and “untagging” photos that depict the student in what may be construed as compromising situations.
• Be aware of the security and privacy options available to them at any sites where students’ post personal information. Keep in mind that privacy settings are not impervious, and information can be shared willingly or unwillingly with others, even with “Friends Only” access.

B. Protection of Patient Information

• Comments made on social networking sites should be considered the same as if they were made in a public place in the clinical setting.
• HIPAA rules apply online, and students may be held criminally liable for comments that violate HIPAA.
- Remember that simply removing the name of a patient does not make them anonymous. Family members or friends of that patient or of other patients the student is caring for may be able to determine to whom the student is referring based on the context.
- No posting of patient records including images from any modality. Doing so is a serious violation of HIPAA, subject to criminal action and dismissal from the program.

C. Professionalism

- Use of these sites can have legal ramifications. Comments made regarding care of patients or that portray the student or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings.
- Statements made under students’ profile are attributable to the student and are treated as if the student verbally made that statement in a public place.
- Use discretion when choosing to log onto a social networking site at school. Keep in mind that the use of these sites during lecture and clinical assignments is prohibited.
- Keep in mind that photographs and statements made are potentially viewable by future employers.
- Students may be subject to disciplinary actions within the University for comments that are either unprofessional or violate patient privacy.
- Remember that each student is representing MSU and the Radiologic Technology Program when logging on to a site and make a comment or post a photograph.

Course Evaluations

Evaluation of courses and instructors by the students will be carried out in accordance with university policy. Individual instructors may develop their own, more specific, evaluation forms and utilize these in addition to the university's form.

All students are requested to complete course evaluations for each course in which he/she is enrolled. Course evaluations will be conducted once a semester. Students are invited to utilize constructive criticism in completing the evaluations so that faculty can identify strengths and weaknesses in the course and plan accordingly for the future.

Faculty do not review the actual evaluation by a student, but receive a generic summary or an average of the ratings. Faculty do review all of the written comments.

Withdrawal Procedures

A student who formally withdraws from a course prior to the last day to withdraw as listed in the university calendar will receive a "W" on his/her official transcript. A student who fails to complete a course or who withdraws after the last day to withdraw will receive an "F" on his/her official transcript. Withdrawal from a Radiologic Science “progression” course will result in dismissal from the program.
**Incompletes/No Grade Reported in the Professional Curriculum**

Typically incompletes are not allowed in the Radiologic Technology program. Only the program chair is authorized to award an incomplete in conjunction with the course instructor.

**BSRT Program Progression Policy**

In an effort to assure retention of the requisite knowledge, the following rules will govern the students’ progression through the BSRT Program:

- A student who fails or withdraws from any BSRT progression courses may not move on to the next set of sequenced courses. This student must reapply to the program within a week of the end of final exams and follow the BSRT Reapplication Procedure to be considered for readmission.
- Failure or withdrawal of a progression course nullifies the clinical site assignment and the student will be reassigned based on available clinical slots.
- Any student who fails or withdraws from a progression course may not enroll in non-progressive RADS prefix courses out of sequence without the permission of the program chair and recommendation by the faculty advisor.
- Students who fail or withdraw are encouraged to repeat any non-progression or core course with an earned grade of C or lower to improve readmission chances.
- Any student who fails or withdraws from any RADS course twice, including non-progression courses after the initial admittance to the program, will not be allowed to continue or reapply to the program.
- Any student who withdraws from a RADS prefix, non-progression course, or receives a D, F, WS, WF, or W cannot carry more than two of those courses (6 hours) forward to the end of the entire program completion period without the written consent of the program director. If a student accumulates a D, F, WS, WF, or W from more than 2 non-progressive BSRT classes (> 6 credit hours) the student will be removed from the program.
- Students are responsible for themselves to reenroll in courses from which they received a D, F, WS, WF, or W. The RADS program will not hold seats in a class or help a student get into a class they did not complete in the required semester sequence.
- Students will only have through Summer IV to complete all required BSRT coursework.
- Reapplication to the program because of withdrawal under extenuating circumstances will be evaluated on a case by case basis.

**BSRT Reapplication Procedure**

1. Upon failure or withdrawal of any progression course past Summer II, the student must fill out a BSRT reapplication.
2. The Chair of the Radiologic Sciences Program, and the Chair of the BSRT Admission’s committee will meet with the applicant to discuss the following:
   a. Changes in behavior that will facilitate successful program completion
   b. Procedures to follow to audit completed classes while repeating failed course(s).
      Students who do not audit passed courses may not be allowed to continue in the
program. Students will test out of all courses previously passed to demonstrate proficiency before being allowed to progress to clinical.

3. Any student who fails or withdraws from a progression course may **not** enroll in non-progressive RADS prefix courses out of sequence without the permission of the program chair and recommendation by the faculty advisor.

4. Students may only reenter the program once.

**Readmission Procedures by Semester**

**Spring II Semester**
If you fail or withdraw from RADS 2022 during the Spring II semester, you must:
1. Reapply to the program during the next application period.
2. Schedule a meeting with the Program Chair and BSRT Admissions Chair.

If you fail or withdraw from RADS 3503, 3203, or 4643 during the Spring II semester and pass RADS 2022, you may proceed to the Summer II semester; however, you may only carry 6 hours of required coursework forward, including the Global Component course if not already completed. If all three non-progressive courses (RADS 3503, 3203, and 4643) are not completed, you will be dropped from the program and cannot reapply. If you do not pass RADS 2022, you cannot progress and will have to reapply for the next class.

**Summer II Semester**
If you fail or withdraw from RADS 4733 during the Summer II semester, you may continue to the Fall III semester ONLY if you do not exceed the 6 hour course forward requirement. For example, if you failed a non-progressive course in the Spring II semester and are carrying 3 hours forward to summer to repeat, only 3 hours can be failed or withdrawn. If 6 hours are carried forward from the Spring II semester and any Summer II RADS course is not completed, your time in the program comes to an end and you cannot reapply. If you fail RADS 3773 you will not progress to the next semester and will have to wait until the next summer session. You will have to reapply to the program.

**Fall III Semester**
If you fail or withdraw from the Fall III semester, you must:
1. Schedule an appointment to inform the Program Director and BSRT Admissions Chair about whether or not you intend to reapply to the program and how you propose to be successful.
2. Submit a Reapplication Form to the department secretary.

Additionally:
3. Your application will be considered with all applications for the next application period.
4. You will sit out of the program until courses are offered again AFTER readmittance.
5. Your clinical assignment from the Fall III semester will be cancelled and reassigned if you are readmitted to the program.
6. The failed course(s) must be repeated and you must test out of all passed RADS courses except RADS 1001, RADS1011, and RADS 2022.
7. If a student commits a violation against major program or University polices such as drug or alcohol use, criminal activity, falsification of records (falsifying time sheets, patient records, etc.) HIPAA rules, academic or clinical dishonesty, etc., the student will be removed from the program and will not be allowed to reenter the program.

8. If you carried any hours forward to this semester and/or fail any course during this semester and exceed the 6 hour course forward limit, you will not be allowed to progress or reapply to the program.

9. If another RADS progression course is failed, you will not be allowed to reapply to the program.

Spring III Semester
If you fail or withdraw from the Spring III semester, you must:
1. Schedule a meeting to inform the Program Director and BSRT Admissions Chair about whether or not you intend to reapply to the program and how you propose to be successful.
2. Submit a Reapplication Form to the department secretary.
3. Either attend (at no cost) Fall III passed progression courses and take a competency test, or opt for the competency test only. In either scenario, you must pass the competency tests to reenter the program. If any competency test is failed, you may not return or reapply to the program.

Additionally:
4. The clinical site assignment from the Fall III semester is cancelled and you will receive the last available site assignment. The program does NOT guarantee clinical site assignments to students reapplying to the program and may not know if a site is available until the semester prior to your scheduled return.
5. Failure of any RADS progression courses or if you exceed the 6 hour carry forward limit will prevent reentry or reapplication to the program.
6. If a student commits a violation against major program or University polices such as drug or alcohol use, criminal activity, falsification of records (falsifying time sheets, patient records, etc.) HIPAA rules, academic or clinical dishonesty, etc., the student will be removed from the program and will not be allowed to reenter the program.

Summer III Semester
If you fail or withdraw from the Summer III Semester:
1. Schedule a meeting with the Program Director and BSRT Admissions Chair.
2. If the failure is RADS 4114 Clinical Education I, the Program and Clinical Coordinator will meet to discuss reasons for the failure. If a student commits a violation against major program or University polices such as drug or alcohol use, criminal activity, falsification of records (falsifying time sheets, patient records, etc.) HIPAA rules, academic or clinical dishonesty, etc., the student will be removed from the program and will not be allowed to reenter the program.
3. If a withdrawal from RADS 4215 is due to extenuating circumstances such as illness or injury, overwhelming personal issues, etc., return to the program will be determined on a case-by-case basis.
4. Failure of RADS 4633 will allow you to progress in the program as long as the 6 hour carry forward limit is not violated.
5. You cannot reenter the program until the failed progression courses and clinical courses are offered.
6. Prior to reentry to the program, you must test out of all RADS progression courses.
7. If a student commits a violation against major program or University polices such as drug or alcohol use, criminal activity, falsification of records (falsifying time sheets, patient records, etc.) HIPAA rules, academic or clinical dishonesty, etc., the student will be removed from the program and will not be allowed to reenter the program.

**Fall IV Semester**
If you fail or withdraw from the Fall III Semester.
1. Schedule a meeting with the Program Director and BSRT Admissions Chair.
2. If the failure is RADS 4215 Clinical Education II, the Program Chair and Clinical Coordinator will meet to discuss reasons for the failure.
3. If a student commits a violation against major program or University polices such as drug or alcohol use, criminal activity, falsification of records (falsifying time sheets, patient records, etc.) HIPAA rules, academic or clinical dishonesty, etc., the student will be removed from the program and will not be allowed to reenter the program.
4. If a withdrawal from RADS 4215 is due to extenuating circumstances such as illness or injury, overwhelming personal issues, etc., return to the program will be determined on a case-by-case basis.
5. Failure of RADS 4232 or RADS 4912 results in no further progression in the program
6. You cannot reenter the program until the failed progression courses and clinical courses are offered.
7. Failure of the RADS elective will not prevent progression to the next semester unless the 6 hour carry forward limit is exceeded. If this happens, you will not be allowed to continue or return to the program.
8. Prior to reentry to the program, you must test out of all RADS progression courses.

**Spring IV Semester**
1. Schedule a meeting with the Program Director and BSRT Admissions Chair.
2. If the failure is RADS 4315 Clinical Education III, the Program and Clinical Coordinator will meet to discuss reasons for the failure.
3. If a student commits a violation against major program or University polices such as drug or alcohol use, criminal activity, falsification of records (falsifying time sheets, patient records, etc.) HIPAA rules, academic or clinical dishonesty, etc., the student will be removed from the program and will not be allowed to reenter the program.
4. If a withdrawal from RADS 4315 is due to extenuating circumstances such as illness or injury, overwhelming personal issues, etc., return to the program will be determined on a case-by-case basis.

5. Failure of RADS 4332 results in no further progression in the program.

6. You cannot reenter the program until the failed progression courses and clinical courses are offered.

7. Failure of the RADS elective will not prevent progression to the next semester unless the 6 hour carry forward limit is exceeded. If this happens, you will not be allowed to continue or return to the program.

8. Prior to reentry to the program, you must test out of all RADS progression courses.

If you have any courses that carry forward that are not progression courses, you must complete those courses by the end of the fall semester following Spring IV.

**Course Competency Testing**

<table>
<thead>
<tr>
<th>Semester Offered</th>
<th>Progression Course</th>
<th>Competency will be tested on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall III</td>
<td>RADS 3033 PRIN RAD IMAGING I (^p)</td>
<td>Lecture only</td>
</tr>
<tr>
<td></td>
<td>RADS 3043 BASIC RADIO PROC (^p)</td>
<td>Lecture and Lab</td>
</tr>
<tr>
<td></td>
<td>RADS 3513 RADIO IMAGING EQUIP (^p)</td>
<td>Lecture only</td>
</tr>
<tr>
<td>Spring III</td>
<td>RADS 3123 PRIN RAD IMAGING II (^p)</td>
<td>Lecture only</td>
</tr>
<tr>
<td></td>
<td>RADS 3423 INT RAD PROCEDURES (^p)</td>
<td>Lecture and Lab</td>
</tr>
<tr>
<td></td>
<td>RADS 3243 PATIENT CARE (^p)</td>
<td>Lecture only</td>
</tr>
<tr>
<td></td>
<td>RADS 3223 ADV RAD PROCEDURES (^p)</td>
<td>Lecture only</td>
</tr>
<tr>
<td>Summer III</td>
<td>RADS 4114 CLINICAL EDUC I (^p)</td>
<td>Lecture only</td>
</tr>
<tr>
<td>Fall IV</td>
<td>RADS 4215 CLINICIAL EDUC II (^p)</td>
<td>Lecture only</td>
</tr>
<tr>
<td></td>
<td>RADS 4232 ADV MED IMAGING (^p)</td>
<td>Lecture only</td>
</tr>
<tr>
<td></td>
<td>RADS 4912 SPEC TOPICS (^p)</td>
<td>Lecture only</td>
</tr>
<tr>
<td>Spring IV</td>
<td>RADS 4315 CLINICAL EDUC III (^p)</td>
<td>Lecture only</td>
</tr>
<tr>
<td></td>
<td>RADS 4332 RAD TECH SEMINAR (^p)</td>
<td>Lecture only</td>
</tr>
</tbody>
</table>

**COMPLAINT POLICY**

It is the policy of the Midwestern State University Radiologic Technology program to work with students in finding fair and equitable solutions to problems apart from those invoking the grievance procedures.

Step 1: The student should first take their problem or question to their course faculty instructor(s). Usually the instructor will have direct knowledge about the subject and is best qualified to resolve the situation.
Step 2: If the student and instructor are unable to find a solution or answer within a reasonable amount of time, the student may then bring the matter to the attention of the Department Chair, Dr. Jeff Killion. The student should feel free to discuss the matter fully.

Step 3: Should a satisfactory and impartial solution not result from step 2, the student may pursue the matter through the College Dean, Dr. James Johnston.

All students will have the option of appointing a person to accompany them during the complaint procedure. Involved faculty should include the student’s faculty advisor during the complaint procedure or designate another faculty member if the advisor is not available or is directly named in the complaint.

Grievance Policy

The purpose of this policy is to establish a process by which students may address general issues that do not fall under formal grievance policies. In an effort to expedite resolution to complaints, students will be requested to first follow the Informal Complaint Process. If resolution does not occur via the Informal Complaint Process, the student may follow the Formal Complaint Process.

Informal Grievance Process

The informal complaint process promotes dialogue and understanding, and provides a framework to expedite resolution. It additionally promotes student development through self-advocacy and open communication. Prior to filing a formal complaint, the student must use the following informal procedure. The Informal Complaint Process is initiated in the office of the Dean of Students.

- The student should discuss with the Dean of Students, or designee, the nature of the complaint in order to determine the most appropriate and expeditious manner of addressing said complaint. The Dean of Students, or designee, and the student determine the faculty or staff member best equipped to address the complaint. The comfort of the student in addressing the complaint with any member of the faculty or staff is considered.
- The Dean of Students, or designee, will assist the student in contacting the faculty or staff best equipped to handle a complaint. The student should discuss the complaint thoroughly with the determined faculty or staff as soon as practical. Both parties should openly discuss the issue and attempt to explore a mutually satisfactory outcome.
- The Dean of Students maintains a log of Informal Complaints registered with his/her office. This log includes the student’s name, contact information, nature of complaint, and complaint referral, if necessary.
- Within five days of logging the complaint, the Dean of Students, or designee, will follow-up with all parties in order to determine the disposition of the complaint. The disposition will be included in the complaint log.
- If the complaint is resolved, the process ends.
- If the complaint is not resolved, the student may initiate a Formal Complaint Process.
Formal Grievance Process

A formal written complaint may be issued if the Informal Complaint Process does not produce resolution. The student is encouraged to contact the Dean of Students office prior to submitting a formal complaint so that they can be well-informed of the formal complaint process. The student must use the following formal complaint procedure:

- The student must submit in writing to the appropriate Dean, Director, Chair, or Supervisor, as determined in consultation with the Dean of Students, an outline of what occurred, any witnesses to the alleged event, and the desired outcome of the complaint.
- The appropriate Dean, Director, Chair, or Supervisor, with guidance from the Dean of Students, interviews all affected parties and witnesses.
- Within seven business days of receiving the written complaint, the Dean, Director, Chair, or Supervisor issues a written decision regarding the complaint.
- If the complaint is resolved the process ends.
- If the complaint is not resolved, the affected student may appeal the decision to the appropriate Vice President. The Dean of Students will assist the student in making this determination. The appeal must be in writing, no later than seven business days after receipt of the formal appeal.
- The Vice President will consider the appeal and issue a decision to the student in writing. A copy of the final resolution will be sent to the student and the Dean of Students.

SCHOLASTIC APPEALS COMMITTEE

It is the responsibility and the prerogative of every faculty member to determine grades in those courses to which he or she is assigned. Except in accordance with stated university policies, no other individuals or group can make these decisions.

The only two bases on which a student can legitimately appeal a course grade and/or suspension from an academic program are:

1. The student has not been evaluated according to the same criteria as his or her classmates, OR
2. An error has been made in grading and/or posting.

The procedure for requesting a course grade change and/or retention in an academic program is as follows:

1. The student must consult with the appropriate instructor, unless the instructor is no longer on staff.
2. If this does not resolve the problem, the student should present a formal written appeal to the dean of the college in which the course was taught. This must be done no later than thirty (30) calendar days from the first day of the next long semester. In cases where the student was terminated from a program, the student should submit his or her petition for reinstatement to the dean of the college in which the program is located. The dean should immediately request a written response to the student’s complaint from the faculty member.
3. Within ten working days from receipt of the appeal, the dean of the college should respond to the student in writing as to his or her disposition of this appeal.

4. Should the appeal not be disposed of by the dean of the college in a manner satisfactory to the appellant, the appeal may be presented to the university’s Academic Appeals Committee. In such cases the following procedures should be followed:

   A. The student should obtain from the Office of the Provost a REQUEST FOR HEARING form and a copy of this policy. The student should fill out the form carefully and submit it, along with all other information pertinent to the student’s position, to the Provost. These materials will constitute the student’s formal written appeal and will then be forwarded by the Provost to the chair of the Academic Appeals Committee.

   B. Upon receipt of the appeal, the chair of the Academic Appeals Committee will at once distribute a copy to each member of the Academic Appeals Committee. Within five working days from receipt of the appeal, each committee member will inform the chair of the Academic Appeals Committee in writing whether or not he or she believes the appeal has established, on its face, at least one of the bases for appeal as noted above.

   C. If a simple majority of committee members finds no basis for the appeal, a hearing before the Academic Appeals Committee shall be denied, and the chair of the committee will at once inform the Provost of this decision in writing. The Provost should then inform the student by letter that the appeal has been denied because it did not meet either of the stated bases for appeal.

   D. If, however, a simple majority of the Academic Appeals Committee finds that the appeal appears to have a basis, then the chair will as soon as possible inform the student, the faculty member, and the dean of the college that a legitimate appeal has been filed and of specific procedures to be followed. The chair will also provide copies of the appeal to the faculty member and the dean of the college and by the same letter will inform the faculty member (or in certain situations noted as follows, the dean of the college) that he or she has ten working days in which to respond in writing to the Academic Appeals Committee. Both the student petitioning for a hearing by the Academic Appeals Committee and the faculty member involved have the right to challenge one member of the committee. This is a peremptory challenge, and the chair will choose a replacement from among the alternate members of the committee. The initial correspondence between the chair of the committee and the principals should specify this right and request prompt written response.

   In cases where the appeal concerns the performance of a teaching assistant or part-time faculty member, the dean of the college or other full-time faculty member directly responsible will represent the university before the Academic Appeals Committee. A teaching assistant or part-time faculty member may appear before the Academic Appeals Committee. In cases where the faculty member responsible is not available, the dean of the college involved will represent the university.

   E. Upon receipt of the faculty member’s written response, the chair will provide copies to all members of the Academic Appeals Committee and to the appellant and will schedule a meeting of the Academic Appeals Committee.

   F. The first meetings of the committee should be within ten working days from receipt of the faculty member’s response. At the written request of the student, the
committee may consider the case based on the student’s written appeal without an appearance by the student before the committee.

G. The number of meetings necessary to reach a decision will be dictated by each individual case. However, general guidelines are provided:
1. Both parties involved reserve the right to bring information considered pertinent before the committee. This may include, but is not limited to written documents as well as orally presented information from designated individuals. Although these hearings are considered informal, reasonableness and fairness should prevail in this area.
2. No representation of the student by legal counsel, parent, or other representative or of the faculty member by legal counsel or other representative except the dean of the college, where warranted, is entertained by the committee.
3. Testimony from the parties involved should be taken independently, thereby avoiding any open confrontation which could be detrimental to the proceedings.
4. In its deliberations, the committee should seek to focus only on the issue of the grade appeal or retention in the program in question.
5. Likewise, the committee’s final recommendation should deal only with these issues.
6. Prior to the proceedings, copies of all written or recorded evidence to be considered must be made available to all parties involved (student, instructor, and dean of the college). Additionally, any party specifically mentioned in a written document will be provided access to that document or the portion thereof relating to that party.

H. Once the committee has reached a decision, a letter communicating this decision should be delivered to the Provost within ten working days. In addition, a summary of the proceedings outlining all pertinent points and reasons for the decision should be attached as well as the original petition from the student and the faculty member’s response. Any minority opinions from the committee should also be attached.

I. If the committee has rendered a decision favoring the faculty member, the Provost should communicate this by letter to the appellant with a copy to the faculty member. If the decision rendered recommends a grade change, the Provost should write a letter to the faculty member with a copy to the dean of the college requesting the faculty member’s intended action.

J. Should the faculty member decline to change the grade, the Provost may, based on the Academic Appeals Committee’s recommendation, change the grade by administrative action to the specific grade recommended by the committee. If there is an administrative grade change, the student’s transcript will reflect this. In addition, on request from the Provost, the committee may reconsider its findings and recommendations. However, once the committee’s decision has been accepted by the Provost along with the other documents specified above, the committee’s work will be considered complete.
DISCIPLINARY ACTION

Any infraction of the policies of the Midwestern State University, the Radiologic Technology Program and/or any infraction of the policies and regulations of the hospital in which the students are assigned will warrant disciplinary action. The type of action taken will depend upon the seriousness of the infraction.

Disciplinary action will result if a student is cheating in the classroom or lab during tests, cheating with actual clinical attendance, or inappropriate behavior, i.e., drugs, evidence of alcohol, stealing, excessive tardiness, poor attendance, and non-compliance with policies. Incidents of policy and/or procedure violation can also be subject to disciplinary action even if the occurrence is off campus. (For example, the inappropriate use of social media such as Twitter, Facebook, Snap Chat, etc. or drunk driving, arrests, coming to class intoxicated, etc. Discussing an incident on social media may also be subject to disciplinary action.

If the problem should develop within the academic setting, the issue will be reported to the program chair by either a student or faculty member. Issues such as physical hands-on fighting, pushing, verbal abuse, blatant disregard of policies and procedures, and ethical violations may result in immediate dismissal from the program.

If the problem should develop within the assigned hospital or clinical affiliate, they will notify the clinical coordinator and program chair. This notice shall define the problem and any circumstances surrounding the infraction. The radiologic science faculty shall investigate the situation, decide upon the disciplinary measure to pursue, and notify the student and schedule a meeting. A violation may result in immediate dismissal from the program.

Disciplinary action in the academic or clinical setting shall fall into one of the following categories:

**Verbal Warning**

This is *informal* notification to a student that they have violated a policy of the student handbook. If a repeated violation occurs, then a written warning will result. Documentation of the verbal warning will be placed in the student’s clinical folder.

**Written Warning**

This is *formal* notification to a student that they have violated a policy of the student handbook. Written documentation is prepared and entered into the student’s academic file with signatures of all parties involved.

*Verbal and written warnings are cumulative from one semester to another.*
**Dismissal**

The student will be dismissed from the MSU Radiologic Technology Program for severe infractions of program policies. Dismissal may be permanent or of a defined period as indicated by meeting with the student and in a letter to the student.

**RADIOLOGIC SCIENCES LABORATORY SAFETY GUIDELINES**

The program has policies/procedures for appropriate laboratory use for energized labs.

Policies and procedures regarding the energized laboratory on campus are located in the Midwestern State University Radiologic Sciences Laboratory Safety Guidelines. Students are instructed in the energized lab prior to any clinical experiences. These instructions include how to reduce patient exposure through positioning and patient care instructions. Students are required to sign an agreement thus documenting that they have received and read the handout on safety policies and that fully understand them and will comply with everything they have read. The signed agreement for each class is kept on file in the X-Ray Compliance Manual available from the Radiation Safety Officer.

**Concealed Carry in Laboratories**

Participation in Radiologic Sciences laboratory classes often require students to wear “scrubs” which are thin garments which may make concealed carry of a firearm difficult if not impossible. In addition, students are often required to palpitate other students while simulating medical examinations or procedures. This required physical contact may also make concealment of a firearm difficult. While concealed carry is not prohibited in any Radiologic Sciences laboratory, students are reminded that intentional display of a firearm may result in criminal and/or civil penalties and unintentional display of a firearm is a violation of university policies and may result in disciplinary actions up to and including expulsion from the program and university. Students should factor the above in their decision as to whether or not to conceal carry in Radiologic Sciences laboratories.

**Supervision in the Laboratory Setting**

Students will not perform any procedures in the laboratory without supervision, either direct or indirect. Direct supervision takes place until the designated instructor of the course or laboratory activity determines the student is competent to perform under indirect supervision. Indirect supervision requires an instructor to be within speaking distance.

**WORKPLACE HAZARDS**

**Radiation Monitoring (On Campus)**

It is the goal of this program to keep radiation exposure to students as low as reasonably achievable. NCRP Report # 102 will be used to establish maximum dose values.

**On Campus Semesters**

a. The students meet with Radiation Safety Officer (RSO) during the first lab for the
Fall III semester to go over the Operating and Safety Procedures. The students sign the equipment operator statement that states they have read the procedures and agree to follow them. The signed agreement for each class is kept on file in the X-Ray Compliance Manual available from the RSO.

b. Radiation monitoring badges will be obtained for each starting class in sufficient time for them to be available the first time students use the energized laboratory.

c. Radiation monitoring badges are to be worn any time students are working in the energized lab on campus or at the clinical affiliate to which they are assigned.

d. Students will wear the radiation monitoring badge at collar level in front, outside of the protective apron. Also the radiation monitoring badges will be worn during each laboratory session utilizing the energized laboratory, regardless of whether or not exposures are being made.

e. Radiation monitoring badge should not be allowed to get wet.

f. Radiation monitoring badges will be returned to the storage rack when the laboratory session is completed. Under no circumstances should the radiation monitoring badge be taken off the second floor of Bridwell Hall. It is permissible for students to keep radiation monitoring badge on while on break from lab as long as the student remains on the second floor.

g. Monthly radiation monitoring badge reports will be reviewed by the MSU Radiation Safety Officer and students are to initial report indicating knowledge of exposure. The reports will be kept on file by the MSU Radiation Safety Officer and will be available for students' inspection at any time.

h. The MSU Radiation Safety Officer will conduct an investigation if a student's exposure for a 30-day period is over 100 millirems. Results of the investigation will be documented and given to the Department Chair.

Occupational Safety and Health Administration (OSHA) is an agency of the United States Department of Labor. It was created by Congress to prevent work-related injuries, illnesses, and deaths by issuing and enforcing rules (called standards) for workplace safety and health. OSHA aims to ensure employee safety and health in the United States by working with employers and employees to create better working environments. Students are educated about workplace hazards included but not limited to the following:

- Standard precautions
- Communicable disease awareness
- Fire safety
- Hazardous materials (chemical, electrical, bomb threats, etc.)
- Blood-borne pathogens

A “Notice to Employees” from the Texas Department of Health is posted in the radiography lab area. This document provides employees with specific information on the hazards of chemicals to which employees may be exposed. A list of hazardous chemicals with the material safety data sheets (MSDS) is kept in the lab and is available to employees and students upon request.

**Pregnancy Policy**

The Pregnancy Policy is consistent with applicable federal regulations and state laws. Every effort will be made to protect the well-being and privacy of the student. All students are informed of the
risks of radiation exposure during pregnancy and have the option of declaring their pregnancies or not. The Pregnancy Declaration form is located at the end of this document. A pregnant student may voluntarily notify the MSU Radiation Safety Officer and Department Chair, in writing. A form is available from the RSO for pregnancy declaration. After declaring pregnancy, students have the option to continue in the program without any modifications or they may select from the following options:

- During the first two semesters the MSU Radiation Safety Officer and the Laboratory Instructors will be sure the student is monitored during laboratory classes.
- During the final three semesters the MSU Radiation Safety Officer, the Clinical Coordinator, and the Clinical Instructors will be sure the student is monitored during clinical hours.
- Pregnant students will be provided an additional personal monitor to be worn at waist level under any lead apron (when applicable) and be identified as the fetal dose monitor.
- The student radiation exposure will be continuously monitored. If the fetal dose monitor reaches 500 mrems, the student will be removed from clinical assignments in radiation areas.
- If the student exceeds the maximum permissible dose, she will be withdrawn from all clinical courses for the remainder of the pregnancy.
- A student may rescind a pregnancy notification in writing at any point for any reason without explaining the reason.
- Attendance, absence, and make-up policies will be equally enforced.

**Exposure of Insulin Pumps to Magnetic Fields and Radiation**

Students with insulin pumps must take the pump off when in the room during fluoroscopic or radiographic procedures, MRI scans, CT scans or diathermy treatments. These procedures can make the insulin pump, sensor, transmitter, meter, and remoted control nonfunctional or damage the part of the pump that regulates insulin delivery, possibly resulting in over delivery and severe hypoglycemia. If your pump is inadvertently exposed to a magnetic field, discontinue use and contact the manufacturer of the pump immediately. Do not use pump cases that have a magnetic clasp. Exposure to a magnetic clasp may interfere with the motor inside the pump.

**Magnetic Resonance Imaging (MRI) Screening**

Prior to entering the clinical environment, the program designates a time period for instruction on MRI safety guidelines and/or provides an instructional video. Before any student is allowed to perform a rotation in MRI, the MRI form must be completed and reviewed by the Clinical Coordinator, Clinical Instructor, and the MRI supervisor. If a student is contraindicated to perform a rotation in the MRI area, the Clinical Coordinator will adjust the student’s clinical requirements to ensure the safety of the student.

**Venipuncture**

Venipuncture is a procedure commonly performed at the clinical education setting. Venipuncture training occurs in the RADS 3243 Patient Care class. This practice is required as an ARRT clinical competency requirement. Students in the professional curriculum may perform venipuncture if approved by the clinical site after appropriate training.
INTRODUCTION TO CLINICAL POLICIES

Clinical Supervision

Clinical Instructor

Each clinical facility has one or more Clinical Instructors. In addition to their responsibilities for the day-to-day operation of the department, these individuals are responsible for the supervision of your clinical education. This includes scheduling students through appropriate departmental work centers and assuring that they are assigned to qualified technologists; reviewing performance evaluations and rotation appraisals to determine the level of supervision necessary for each student and when he or she can work independently in a given situation; performing competency and professional development evaluations on each student per semester; scheduling & conducting weekly film critiques; and being available to assist, advise, and counsel students. Clinical Instructors enforce supervision and repeat of unsatisfactory image(s) policies. In addition, they monitor each student’s clinical exam record or log sheet weekly.

Clinical Coordinator

One MSU faculty member is given responsibility for assisting in the organization, supervision, and coordination of the clinical education courses in each of the affiliated hospitals. This responsibility includes assisting in establishing procedures, guidelines, and manuals for the clinical education component of the curriculum, serving as a liaison between the academic and clinical faculty and maintaining communications between the affiliates and the University. The Clinical Coordinator is also responsible for assisting the Clinical Instructors as needed, and integrating and relating the curriculum objectives for the classroom and clinical portions of the program to make the educational experiences as relevant and as well coordinated as possible. The Clinical Coordinator also participates in the clinical education experience by observing students in the affiliates and by being available to advise and counsel students. Additionally, the Clinical Coordinator visually evaluates diagnostic images submitted for completed competencies for final approval. Supervision policies are enforced and monitored through the periodic clinical site visits by the Clinical Coordinator.

Assistant Clinical Coordinator

Assistant Clinical Coordinator position is under the guidance of the Clinical Coordinator. The Assistant Clinical Coordinator performs duties as assigned by the Clinical Coordinator and the Program officials which include items discussed above. This includes serving as liaison between the academic and clinical faculty and maintaining communications between the affiliates and the University. The Assistant Clinical Coordinator also participates in the clinical education experience by observing students in the affiliates and by being available to advise and counsel students and visually evaluates diagnostic images submitted for completed competencies for final approval. Supervision policies are enforced and monitored through the periodic clinical site visits by the Assistant Clinical Coordinator.

Direct Supervision Policy

All clinical assignments must be carried out under the direct supervision of a qualified radiologic
technologist until the student successfully challenges a given procedure. The following are parameters of direct supervision by a qualified radiologic technologist.

1. Reviews the request for examination in relation to the student’s achievements.
2. Evaluates the condition of the patient in relation to the student’s achievements.
3. Present during the performance of the examination.
4. Reviews and approves the diagnostic images taken.

**Indirect Supervision Policy**

Once a student successfully completes an exam for competency, they may perform that procedure with indirect supervision. Indirect supervision is defined as that supervision provided by a qualified radiologic technologist that is immediately available to assist the student regardless of the level of student achievement. “Immediately Available” is interpreted as the presence of qualified radiologic technologist adjacent to the room or location where a diagnostic imaging procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use including beside and surgical procedures.

**Work during Clinical Experience**

**Outside Employment**

We are aware that some students must work. However classes, including Clinical Practicum, are scheduled with learning objectives in mind so student employment must be scheduled around courses. It is not possible to adjust course schedules for individual employment needs. No student’s clinical schedule will be adjusted to accommodate the students outside employment schedule or their commute to the clinical setting. It is in violation of Texas State law for student radiologic technologists to perform radiologic procedures outside of the scope of clinical courses. In accordance with this law, students may not log paid hours as a part of their clinical experience nor may they count paid experiences as a part of their course experience.

**Student Employment in Health Care Setting Policy**

Students employed at any clinical facility or who volunteer time at a clinical facility will not be allowed to receive credit for student time or competencies performed during those working hours. Student time and competencies will only be performed during regularly scheduled clinical hours. Any student who attempts competencies during paid employee time or any time outside clinical hours may be removed from the program.

Students who are performing duties related to their employment must not use student time cards or wear any part of the student uniform including name tags or program patches.

**Clinical Assignments**
Due to the locations of the clinical education centers and the fact that all centers are full-service medical facilities, you are assigned to only one major affiliate institution for the duration of your clinical education. Students are rotated to other affiliates as needed to satisfy learning objectives. Clinical site assignment will be determined by:

- **Recommendations from faculty**
  1. Performance
  2. Integrity
  3. Attitude
  4. Ability to work as a team member with faculty & students

- **Site availability**

- **GPA ranking at the end of the first professional semester (professional courses and ANA & PHY I & II courses)**

- **MSU cumulative GPA**

- **Hometown**

- **Date submitted application**

- **On campus athlete or band (must be an approved by Clinical Coordinator)**

- **Student preference for clinical sites**

The students will declare clinical site preferences at the end of the fall semester and the program will announce assignment at the beginning of the spring semester. Opportunities to transfer, if available, will be made known approximately 60 days before clinical education begins.

Clinical sites are located in a wide geographic area in addition to Wichita Falls. Students are responsible for their own transportation, housing, and living expenses during their off-campus clinical courses. Additionally, students must also arrange to have Internet access while enrolled in clinical courses off-campus.

Situations may arise during the clinical experience that may necessitate a transfer to another clinical site. The Radiologic Technology Program will make every effort to make the transfer as easy as possible. Any expenses incurred because of this transfer, will be the sole responsibility of the student.

**HIPAA**

All patient records are confidential in nature. Requests for information concerning a patient should be referred to the supervising technologist or the clinical instructor. Students are expected to maintain confidentiality in a professional manner.

In accordance with Health Insurance Portability and Accountability Act (HIPAA) of 1996, all patient information will be confidential. Students will maintain the privacy of protected health information by: limiting discussion of protected health information to private areas and conference rooms; not discussing health information outside the health care facility unless such discussion is with an appropriate faculty member and in private; not discussing protected health information with other students; refraining from copying any part of the medical record for use outside of the health care facility.
Students can learn more about HIPAA through an online presentation available on the Gunn College of Health Sciences & Human Services homepage: http://www.mwsu.edu/Assets/documents/academics/hs2/hipaa.swf

**Student Malpractice Coverage**

Radiology students must carry professional liability insurance during the clinical education phase of their training. These fees are to be paid online. The liability insurance is effective on the day clinical education begins and ends on the day the Radiologic Technology Program is completed. The coverage is only valid during the students scheduled clinical hours.

Cost of the insurance is approximately $18.00 per academic year or any portion of the academic year. Students will be asked to pay for this insurance the semester before they start their clinical education.

**Clinical Grievance Policies**

**Students**

It is the policy of the Midwestern State University Radiologic Technology program to work with students in finding fair and equitable solutions to problems, including any student grievance, appeal, question, misunderstanding or discrimination. Students are urged to take problems concerning clinical education to their Clinical Instructor.

- **Step 1:** The student should first take their problem or question to their Clinical Instructor. Usually the Instructor will have direct knowledge about the subject and is best qualified to resolve the situation.

- **Step 2:** If the student and Clinical Instructor are unable to find a solution or answer within a reasonable amount of time, the student may then bring the matter to the attention of the Clinical Coordinator. The student should feel free to discuss the matter fully.

- **Step 3:** Should a satisfactory and impartial solution not result from step 2, the student may pursue the matter through the Department Chair.

All students will have the option of appointing a person to accompany them during the grievance procedure.

**Hospital/University**

In the event that the hospital requests that a student be removed from the facility permanently, two subsequent courses of action may take place:

1. If the situation is based on a problem specific to the facility and would not prevent the student from completing the program, the university may assign a student to another facility.
If that facility is willing to accept the student with full disclosure, the student will be allowed to complete the program. The student will not be allowed a second transfer unless the facility is no longer functioning, or policies at the facility change so that students are no longer accepted.

2. If the situation is based on unacceptable, intolerable, or illegal actions by a student which violate the clinical policies set forth in this handbook, or which violate any local, state, or federal laws, the student will be removed from the clinical site and released from the program. Under these circumstances, a student will not be allowed to reenter the program at any time in the future.
Evidence of Understanding

My signature below indicates that I have read and understand the contents of this handbook. I agree to abide by the policies and procedures outlined and understand that I am responsible for adhering to them.

______________________________________________
Print Name

______________________________________________
Student Signature

______________________________________________
Date
**Academic Honesty Attestation Statement**

Academic dishonesty (cheating, plagiarism, etc.) will not be tolerated in the Radiologic Technology Program and may result in suspension or dismissal. Cases will also be referred to the Dean of Students for possible dismissal from the university.

Cheating includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or completing other assignments; or (3) the acquisition of tests or other academic materials belonging to the university faculty or staff without permission.

Plagiarism includes, but is not limited to, the use of, by paraphrase or direct quotation without correct recognition, the published or unpublished works of another person. The use of materials generated by agencies engaged in "selling" term papers is also plagiarism.

Students are encouraged to take full advantage of the many resources available including Internet sites, handouts and workbooks, other textbooks and journals, faculty, and peers. This interactive collegial learning environment is conducive for life-long learning.

By signing this document I agree to abide by Midwestern State University and the Radiologic Technology’s Academic Honesty and Plagiarism policies.

_______________________________________________________________________________

Print Name

_______________________________________________________________________________

Student Signature

_______________________________________________________________________________

Date
EMPLOYEE/STUDENT DECLARED PREGNANT FORM

According to the National Council on Radiation Protection and Measurement (NCRP), the dose to an embryo/fetus during the entire gestation period shall not exceed 500 millirem due to occupation exposure of a declared pregnant female employee and/or student at any facility. An employee and/or student may declare her pregnancy in writing to assure protection of the embryo/fetus due to the mother’s occupational radiation exposure. A fetal dose badge should be worn at the declared pregnant woman’s abdomen to monitor the embryo/fetal dose. The declared pregnant employee’s and/or student’s collar badge may be used for this purpose (in the first several months, the dose received to the declared pregnant employee’s and/or student’s collar badge is assigned to the embryo/fetus) however, a fetal badge is strongly recommended as soon as possible.

It is the responsibility of the declared pregnant employee and/or student to maximize her effort to avoid radiation exposure and keep her dose to AS LOW AS REASONABLY ACHIEVABLE (ALARA). Those employees and students who declare their pregnancy will have their dose and the dose to the fetal badge reviewed and documented monthly by the Radiation Safety Officer (RSO). Every millirem/month for the gestation period. Please note that the pregnant employee/student must declare herself “non pregnant” after delivery. For any reason during the pregnancy, the declared pregnant employee/student may declare herself not pregnant in writing.

INSTITUTION: __________________________________________

EMPLOYEE/STUDENT SIGNATURE: ________________________________

DATE: ______________________________________________________

ESTIMATED DATE OF CONCEPTION: _____________________________

RADIATION SAFETY OFFICER

SIGNATURE: ______________________________________________

6
Magnetic Resonance Imaging (MRI) Screening Form

For Midwestern State University Radiology Students

WARNING: Certain implants, devices, or objects may be hazardous to you. Do not enter the MRI system room or MRI environment if you have any question or concern regarding an implant, device, or object.

The MRI system magnet is ALWAYS on!

Please go through the list below. If you answer yes to any of the following, please visit with your clinical coordinator before entering the MRI environment.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Aneurysm clip(s)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Cardiac pacemaker</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Implanted cardioverter defibrillator (ICD)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Electronic implant or device</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Magnetically-activated implant or device</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Neurostimulation system</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Spinal cord stimulator</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Internal electrodes or wires</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Bone growth/bone fusion stimulator</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Cochlear, otologic, or other ear implant</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Insulin or other infusion pump</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Implanted drug infusion device</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Any type of prosthesis (eye, penile, etc.)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Heart valve prosthesis</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Eyelid spring or wire</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Artificial or prosthetic limb</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Metallic stent, filter, or coil</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Shunt (spinal or intraventricular)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Vascular access port and/or catheter</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Radiation seeds or implants</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Swan-Ganz or thermodilution catheter</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Medication patch (Nicotine, Nitroglycerine)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Any metallic fragments or foreign bodies (metal in eyes, shrapnel, etc.)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Wire mesh implant</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Tissue expander (e.g., breast)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Surgical staples, clips, or metallic sutures</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Joint replacement (hip, knee, etc.)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Bone/joint pin, screw, nail, wire, plate, etc.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>IUD, diaphragm, or pessary</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Dentures or partial plates</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Hearing aid (Remove before entering MR system room)</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Other medically implanted device</td>
</tr>
</tbody>
</table>
Before entering the MRI environment or MRI system room, you must remove all metallic objects including hearing aids, dentures, partial plates, keys, beeper, cell phone, eyeglasses, hair pins, barrettes, jewelry, body piercing jewelry, watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clipper, tools, clothing with metal fasteners, & clothing with metallic threads.

Please consult the MRI Technologist or Radiologist if you have any question or concern BEFORE you enter the MR system room!

I attest that the above information is correct to the best of my knowledge. I read and understand the contents of this form and had the opportunity to ask questions regarding the information on this form.

Name of Student: ____________________________________________________________

Signature of Student: ______________________________________________________________________

Date____________________________________