Department of Radiologic Sciences

MASTER OF SCIENCE IN RADIOLOGIC AND IMAGING SCIENCES

Academic Policies and Clinical Education Handbook

2015 - 2016
Notice of Equal Opportunity

Thomas Jefferson University is committed to providing equal educational and employment opportunities for all persons without regard to race, color, national or ethnic origin, marital status, religion, sex, sexual orientation, gender identity, age, disability, veteran’s status or any other protected characteristic. The consideration of factors unrelated to a person’s ability, qualifications and performance is inconsistent with this policy. Any person having inquiries or complaints concerning Thomas Jefferson University’s compliance with Title VI, Title IX, the Age Discrimination Act of 1975, the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act is directed to contact their Student Affairs Dean or Human Resources – Employee Relations, who have been designated by Thomas Jefferson University to coordinate the institution’s efforts to comply with these laws. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202, or the Director, U.S. Department of Education, Office for Civil Rights, Region Three, Philadelphia, Pennsylvania, regarding the University’s compliance with the equal opportunity laws.

Required Background Check

Students who are offered admission to Jefferson are required to pass a criminal background check and child abuse clearance. Some departments within the College, as well as some clinical sites may require students to be fingerprinted and/or drug tested. The Office of Admissions will provide you with the appropriate information to complete these requirements.

Clinical rotation and fieldwork sites that require a criminal background check, child abuse clearance and/or fingerprinting may deny a student’s participation in the clinical experience, rotation or fieldwork because of a felony or misdemeanor conviction or a record of child abuse. Clinical sites may also deny participation in clinical experiences for other reasons, including but not limited to failure of a required drug test, or inability to produce an appropriate health clearance. As participation in clinical experiences, rotations or fieldwork is a required part of the curriculum and a requirement for graduation, denial of participation by a clinical site may result in delay of graduation or the inability to graduate from the program. Regardless of whether or not a student graduates from Jefferson, individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding individual eligibility may be obtained from the appropriate credentialing bodies.

Every effort has been made to verify the accuracy of information in this publication. Nevertheless, the Jefferson College of Health Professions reserves the right to amend or add to the academic policies and scholastic regulations at any time, provided that such changes or additions are intended to improve the quality of education and are introduced in a fair and deliberate manner with appropriate notice provided to all students affected by the changes.

Revised and adopted 2015
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THE HANDBOOK

This Academic Policies and Clinical Education Handbook serves as a guide for students enrolled in the Department of Radiologic Sciences, Jefferson College of Health Professions, Thomas Jefferson University.

A Thomas Jefferson University student is required to uphold a high standard of academic and nonacademic conduct. That standard is presented in this document and will be upheld by the Department of Radiologic Sciences. Academic and nonacademic misconduct at Thomas Jefferson University is subject to disciplinary action.

This handbook is given to students during orientation. The Department will obtain documentation of the receipt and review of the handbook.

Each student is responsible for maintaining his/her knowledge of the information contained in the Academic Policies and Clinical Education Handbook, as well as the Jefferson College of Health Professions Catalog, and Jefferson College of Health Professions Student Handbook.

While we have attempted to provide you with a comprehensive departmental handbook, it does not stand alone. Important University-wide policies, including the Code of Conduct and Student Sexual Misconduct Policy, along with information on various University services, can be found on the Thomas Jefferson University Student Handbook website at www.jefferson.edu/handbook. Additionally, important information on the academic policies and procedures within the Jefferson College of Health Professions can be found on the JCHP home webpage.² Please review all of these resources, as they will help guide you through a successful student experience at Thomas Jefferson University.
MISSION OF THE DEPARTMENT

The Mission of the Department of Radiologic Sciences is to provide excellence and leadership in all aspects of Radiologic Sciences, by teaching, undertaking research and providing exemplary clinical practice skills in the broad field covered by the discipline.

MISSION OF THE PROGRAM

The Mission of the Master of Science program in Radiologic and Imaging Sciences is to foster an environment for radiologic professionals to develop the knowledge and skills necessary to function as leaders in the areas of administration and education, promote life-long learning and establish a foundation for doctoral study.

PROGRAM GOALS

- To prepare radiologic sciences professionals who are able to function as leaders in radiologic sciences professions
- To develop radiologic sciences professionals who are prepared to contribute to the professional body of knowledge
- To provide a foundation for radiologic sciences professionals to become life-long learners who strive for continued professional growth

PROGRAM OBJECTIVES

Graduates of the MSRIS program should be able to:
- Demonstrate leadership skills in practice.
- Use critical thinking skills to resolve issues in radiologic or healthcare related problems.
- Apply evidence based research
- Apply effective communication skills in professional settings to maintain collegial and collaborative relationships.
- Analyze, design, conduct research studies and disseminate research findings and methods to contribute to the radiologic sciences and to improve practice
- Implement strategies to effect change within the radiologic sciences profession.
- Evaluate the appropriate ethical standards to practice as a radiologic sciences professional.
- Serve as a role model to promote professionalism within the radiologic sciences.
- Contribute to the community and radiologic sciences profession through service.
PROGRAM/COURSE REQUIREMENTS & ELIGIBILITY

PROGRAM/COURSE REQUIREMENTS

- Prerequisites for courses outlined in the curriculum must be met in order to follow the necessary educational sequence.

- Students are responsible for accessing courses through Bb learn and downloading all course syllabi, handouts and assignments for each course every semester.

- Students are responsible for completing course evaluations for each of their courses at the end of the semester. See Appendix A for instructions.

- Students are responsible for checking their Jefferson email accounts daily.

- Students are responsible for completing the Health Insurance Portability and Accountability Act (HIPAA) Module and Safety Training Module. See Appendix A for instructions.

CLINICAL EDUCATION ELIGIBILITY
(CT, PET/CT & ICVT Tracks)

Students entering MS tracks with clinical components must:

- Provide and maintain proof of certification in adult, child and infant cardiopulmonary resuscitation (BLS/CPR/AED for Healthcare Provider).

- Provide a current health certificate from a licensed physician indicating that the student is in good health. The document should include a description of any physical disability that may require monitoring during the student's course of study. If a disability interrupts the student's course of study, it should be discussed with the student’s advisor.

- Complete all immunization requirements prior to commencing or resuming clinical courses. Failure to meet these health requirements will result in the delay of clinical practical or the failure of clinical courses.

- Meet program specific technical standards. See Appendix B.

- Use personal or public transportation to clinical sites. Commuting time and costs are not determining factors for clinical assignments. These time and cost factors are borne solely by the student.
ACADEMIC POLICIES
POLICIES ON GRADUATE STUDENT PROGRESSION IN THE RADIOLOGIC SCIENCES MAJOR

1. A Graduate student must maintain a cumulative grade point average (CGPA) of 3.0 and earn a passing grade (≥ C- or a Pass grade in a Pass/Fail course) in all required didactic and clinical courses in the curriculum.
2. Any Graduate student who fails to earn a minimum grade of a C- in any course (or who earns a “Fail” in a Pass/Fail course) will be dismissed from the program.
3. A Graduate student who does not maintain a 3.0 CGPA will be dismissed from the program.
4. In addition to Department academic progression standards, students must also meet minimum required academic standards within the College of Health Professions. For academic Probation and Dismissal standards for the Jefferson College of Health (JCHP), please refer to the JCHP Student Handbook

READMISSION PROCEDURE

Matriculated students who have withdrawn (administratively or self-initiated) or been dismissed from the College of Health Professions or an academic department of the College must follow the procedures below for readmission to their previous department:

1) Students who wish to apply for readmission within 1 year of withdrawal or dismissal should contact the Department Chair to petition for readmission. The Department Chair will inform the student of the department-specific readmission procedures.
2) Students who have not been enrolled within JCHP for greater than a 1 year period of time must re-apply for admission through the Office of Admissions.

Please note: All readmitted students are subject to the academic and curricular requirements in place at the time of readmission. Additionally, start terms for the readmitted students will be determined by the College and/or program and based on the student’s plan of study; readmitted students cannot assume that they will start in the next immediate term after readmission has been granted.
ACADEMIC POLICIES

- Students in all tracks of the MS in Radiologic and Imaging Sciences program must achieve a minimum GPA of 3.0 in order to graduate and be awarded the MS degree.

- Part-time students must complete the MS in Radiologic and Imaging Sciences curriculum (any track) within two (2) consecutive years. Track-specific courses are taught during the first year and core courses are taught during the second year.

- Each student is required to meet with his/her capstone project advisor monthly, at a pre-scheduled time and location.

ACADEMIC INTEGRITY POLICY

Students in the MS in Radiologic and Imaging Sciences program are referred to the Jefferson College of Health Professions Academic Integrity Policy published in the JCHP Student Handbook. Academic integrity should be practiced during both academic and clinical education.

GRADE APPEAL PROTOCOL

Students in the MS in Radiologic and Imaging Sciences program are referred to the Jefferson College of Health Professions Grade Appeal Protocol published in the JCHP Student Handbook.

STUDENT GRIEVANCE PROCEDURE

For student grievances other than grades or dismissal due to unsafe clinical performance, students are encouraged to address the problem at the point closest to the issue. In Colleges and/or academic departments, the student is encouraged to attempt to resolve the dispute directly with the faculty or staff member. If dissatisfied with the outcome, the student may meet with the Department Chair or College Dean, as appropriate, and then with the Assistant Vice President for Student Life, who will attempt to mediate the situation. If the student is still dissatisfied with the outcome, he/she may meet with the Senior Vice President for Academic Affairs or his or her designee. The Senior Vice President is the final authority in hearing student grievances. All parties are encouraged to address the issue promptly in writing (within three [3] business days whenever possible) so that resolution of the grievance should require no more than three weeks.

Records of the grievance are kept by the respective faculty and administrative personnel and do not become part of the student’s permanent record.
CLINICAL PRACTICES AND POLICIES

(For MS tracks that include clinical courses)
CLINICAL PRACTICES AND POLICIES
(For CT, PET/CT & ICVT Tracks)

- A student who does not demonstrate safe clinical practice will be dismissed from the program.
- A student who does not demonstrate professional behavior and professional practice will be dismissed from the program.
- Safe clinical or professional practice is defined as:
  - Adheres to the Patients’ Bill of Rights (Appendix D).
  - Performs clinical duties consistent with the Code of Ethics established by the ASRT (Appendix E).
  - Receives passing grades on performance ratings as evaluated professionally by the Faculty Advisor and/or Clinical Affiliate Instructor.
  - Adheres to the code of behavior/conduct outlined in the JCHP Student Handbook.
  - Adheres to departmental radiation protection and monitoring practices, where appropriate (Appendices F and G).
  - Adheres to all clinical practices and policies of the clinical site, JCHP and the Department of Radiologic Sciences.

The clinical education center reserves the right to suspend or terminate from the clinical site a student who does not adhere to established policies of the program or the clinical site. A student who does not maintain appropriate behavior may be suspended or dismissed immediately.

Should a student be dismissed from his/her clinical site, the Department of Radiologic Sciences does not guarantee replacement at an alternate site.

If a student is suspended or dismissed from a clinical site, the Faculty Advisor/Chair will review the circumstances for this action. All parties are encouraged to address the issue promptly in writing (within three [3] business days whenever possible) so that resolution of grievance should require no more than three weeks. If the decision to dismiss is upheld, the clinical dismissal will result in a final grade of “F”.

Students who have reason to believe that the grade has been inappropriately assigned may request a review of the grade in accordance with the provisions of the Grade Appeal Protocol, which is published in the JCHP Student Handbook. For dismissal due to Unsafe Clinical Performance, students will follow the Policy on Dismissal for Unsafe Clinical Performance that is published in the JCHP Student Handbook.
CLINICAL EDUCATION RESPONSIBILITIES

RESPONSIBILITIES OF THE CLINICAL INSTRUCTOR
To provide appropriate clinical supervision and are responsible for student clinical evaluation.

RESPONSIBILITIES OF THE DEPARTMENT FACULTY

• Provide clinical sites
• Mentor, supervise and/or advise students
• Train/evaluate clinical instructors
• Other duties as needed

RESPONSIBILITIES OF THE STUDENT

• Display professional appearance
• Establish harmonious working relationships and earning the respect of the clinical personnel through a professional and dignified posture and attitude
• Use all equipment and materials responsibly and safely
• Embody the highest standards of civility, honesty, and integrity
• Respect and protecting the privacy, dignity, and individuality of others
• Observe and assist the clinical staff
• Consult with clinical instructors and/or departmental faculty for help with problems
• Maintain an accurate record of clinical examinations/competencies
• Strive to broaden his/her knowledge and background on clinical subject matter by reading professional literature and attending conferences and seminars
• Incur all travel costs and expenses
JCHP POLICY ON CONDUCT

All students enrolled at Thomas Jefferson University are expected to follow a code of behavior consistent with the high standards of the health professions and to uphold the reputation of the University. In addition, students must comply with the rules and regulations duly established within the College. Deviation constitutes misconduct. This includes, but is not limited to:

- Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the University
- Forgery, alteration, or misuse of University documents, such as records, time sheets, evaluation forms or identification
- Violation of public law
- Disruption of class or clinical session such as by use of abusive or obscene language or behavior
- Insubordination (defined as "unwilling to submit to authority; disobedient; rebellious")
- Inappropriate behavior at the clinic affiliate or on University premises
- Being intoxicated or under the influence of illegal drugs while on clinical assignment or on University premises
- Vandalism or stealing
- Violating TJU Social Media Policy (Appendix H)

DEPARTMENT POLICY ON CONDUCT

Students must comply with the rules and regulations of the Department of Radiologic Sciences. Deviation constitutes misconduct. This includes, but is not limited to:

- Sleeping during a clinical assignment
- Leaving a clinical assignment or room/area assignment without the supervisor's permission
- Failure to notify Clinical Instructor and the Program Director of absence or lateness
- Violation of any duly established rules or regulations

CLINICAL ATTENDANCE REGULATIONS

Clinical hours are arranged for students individually, by consultation with the Clinical Instructor. Clinical training may occur during day, night or weekend shifts, or a combination of any of these, and may take place at one or multiple clinical sites, depending on the needs of the individual student. There are no regular hours of attendance. However, each student should endeavor to
inform the Clinical Supervisor and Program Director of planned absences and schedule changes.
If a student will be absent from a scheduled clinical assignment, he or she must call the Clinical Supervisor prior to the start of the shift.

If an emergency arises requiring an early departure from the clinical site, the student must notify the Clinical Instructor.

Students are expected to arrive punctually for scheduled clinical training. A student who is going to be late must notify the Clinical Instructor prior to the start of the shift.

**DRESS CODE POLICY**

- Uniform required for ICVT.
- Uniform with lab coat required for PET/CT.
- Name tags must be worn at all time, visible to patients and staff
- Students are required to practice good personal hygiene and present a professional appearance at all times
- Students using ionizing radiation are required to wear radiation dosimeters supplied by Thomas Jefferson University (and the Clinical Site, if provided) at all times

**VENIPUNCTURE POLICY**

The ARRT clinical competency requirements include performance of venipuncture for injection of contrast agents and radiopharmaceuticals.
In order to participate in the performance of venipuncture on patients, students must:
- Have completed all immunizations as required by JCHP.
- Have current CPR certification, as required by the Department of Radiologic Sciences.
- Have health insurance, as required by JCHP.
- Have a Certificate in Venipuncture by the Department of Radiologic Sciences.
- Attend and complete institutional venipuncture training, as required by clinical sites.

**HEALTH INFORMATION CONFIDENTIALITY POLICY:**

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

Students must maintain strict confidentiality of all health information of patients at clinical affiliate sites during and after the course of their clinical rotations. Students may neither use nor disclose health information of patients to which they have access, other than as expressly authorized by the clinical affiliate. Students may not record any
patient-identifiable information on their personal documents (e.g. clinical logs). Students may not receive, obtain or remove from the clinical site any images or patient data that has not been de-identified.

PREGNANCY POLICY

If a student becomes pregnant during the program, she may voluntarily inform the Program Director and Radiation Safety Officer (RSO), in writing, of her pregnancy. She will be counseled regarding the government regulations as they pertain to pregnant radiation workers/students. The student may “un-declare” her pregnancy at any time, resulting in exposure limits equaling that of a radiation worker.

INCIDENT REPORTS AT THE CLINICAL EDUCATION CENTER

If a student is injured or involved in an incident during a clinical rotation, he/she must:
1. Report immediately to his/her supervisor and follow departmental protocol.
2. **Report ASAP to University Health**
3. Present a note to the Clinical Coordinator from the Emergency Room Physician, Student Health Physician, or family physician stating the date the student may resume normal duties.

If a patient is injured while in the student's care, the student must:
1. Make sure that the patient is safe.
2. Report the incident immediately to the supervisor and follow departmental protocol.

INFECTIOUS DISEASES

Should a student be diagnosed as having an infectious disease, he/she must report such diagnosis to the Program Director and the Clinical Affiliate Supervisor. The student may be asked to leave clinical until cleared by his/her physician. The student must present a physician’s note to the Program Director stating that the student may resume normal duties.
APPENDIX A

Instructions for Accessing Course Evaluations

Students in the Department of Radiologic Sciences are required to complete a Course Evaluation for each didactic class for Fall and Spring sessions. Listed below are the instructions for completing the Course Evaluation:

- Log On to Pulse
- Click on Organizations
- Click on “Radiologic Sciences Course Evaluations”
- Select Courses
- Complete evaluation
- Submit when completed

Your answers will remain anonymous. Thank you for your cooperation.
Directions to Access Training Module for HIPAA

Federally Mandated HIPAA Presentation

Follow these instructions to complete the HIPAA requirement:


2. Enter your username (campus key) and password in the appropriate boxes.
   a. NOTE: If you do not know your campus key, you should select “Campus Key Lookup” from the links on the left.

3. Once you are logged in, select the “Organizations” tab at the top of the page.

4. Select the organization titled “JCHP Student Orientation.”

5. Select “HIPAA Presentation” and watch the presentation in its entirety. After you have finished viewing the presentation, you must then take the quiz.

6. Return to the JCHP Student Orientation organization home page and select “HIPAA Training Quiz.”

7. Follow the onscreen instructions to complete the quiz and then view your results.

8. You must obtain a score of at least 80 out of 100 points in order to satisfy this pre-matriculation requirement. If your score is less than 80 points, you should watch the presentation again and re-take the quiz.

9. Once completed, you may log out of Pulse. You do NOT need to notify the Office of Student Affairs that you have completed the requirement. Your scores will be automatically sent to our office.

10 The Office of Student Affairs will review your scores and record if you have satisfactorily completed this requirement.
Directions to Access Training Module for Safety

Federally Mandated Safety Training Presentation

Follow these instructions to complete the Safety Training requirement:


2. Enter your username (campus key) and password in the appropriate boxes.
   a. NOTE: If you do not know your campus key, you should select “Campus Key Lookup” from the links on the left.

3. Once you are logged in, select the “Organizations” tab at the top of the page.

4. Select the organization titled “JCHP Student Orientation.”

5. Select “Safety Training Presentation” and watch the presentation in its entirety. After you have finished viewing the presentation, you must then take the quiz.

6. Return to the JCHP Student Orientation organization home page and select “Safety Training Quiz.”

7. Follow the onscreen instructions to complete the quiz and then view your results.

8. You must obtain a score of at least 80 out of 100 points in order to satisfy this pre-matriculation requirement. If your score is less than 80 points, you should watch the presentation again and re-take the quiz.

9. Once completed, you may log out of Pulse. You do NOT need to notify the Office of Student Affairs that you have completed the requirement. Your scores will be automatically sent to our office.

10. The Office of Student Affairs will review your scores and record if you have satisfactorily completed this requirement.
APPENDIX B

TECHNICAL STANDARDS FOR A NUCLEAR MEDICINE TECHNOLOGIST

In order to participate in and complete the PET portion of the PET/CT program, a student must meet the following technical standards, which are based on recommendations by the ASRT.

1. Sufficient visual acuity to accurately prepare and administer radiopharmaceuticals, and other medications, and to monitor imaging equipment as well as provide the necessary patient assessment and care.

2. Sufficient auditory perception to receive verbal communication from patients and members of the healthcare team, and to assess the health needs of people through monitoring devices such as intercom systems, blood pressure gauges, and fire alarms.

3. Sufficient gross and fine motor coordination to respond promptly and to implement skills related to the performance of NM, such as positioning, transporting and imaging patients. NM technologists must be able to lift and transport lead blocks or radionuclide generators weighing up to 50 pounds. In addition, NM technologists must perform venipuncture on a regular basis.

4. Sufficient communication skills (verbal, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the patient’s interest.

5. Sufficient intellectual and emotional function to plan and implement patient care.

Examples of specific technical standards the NM student must be able to meet are:

- Lift, transfer and/or move patients from wheelchair/stretcher to imaging table
- Lift, move, reach or push NM equipment
- Manual dexterity and ability to bend/stretch
- Distinguish colors and shades of gray
- Demonstrate effective interpersonal skills, including patient instruction
- Read and extract information from the medical chart or patient requisition
- Explain the clinical study verbally and/or in writing
- Physical and mental abilities to handle moderate and frequent exposure to infectious agents (blood, urine) and moderate exposure to ionizing radiation

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TECHNICAL STANDARDS FOR A COMPUTED TOMOGRAPHY TECHNOLOGIST

In order to participate in and complete the CT portion of the PET/CT program, a student must meet the following technical standards, which are based on recommendations by the ASRT.

1. Sufficient visual acuity to administer contrast agents accurately and to monitor imaging equipment as well as provide necessary patient assessment and care.
2. Sufficient auditory perception to receive verbal communication from patients and members of the healthcare team, and to assess the health needs of people through the use of monitoring devices such as intercom systems, blood pressure gauges and fire alarms.
3. Sufficient gross and fine motor coordination to respond promptly and to implement skills related to the performance of CT, such as positioning, transporting and imaging patients. CT technologists must be able to manipulate equipment such as the scan console and power injectors. In addition, CT technologists must perform venipuncture on a regular basis.
4. Sufficient communication skills (verbal, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the patient’s interest.
5. Sufficient intellectual and emotional function to plan and implement patient care.

Examples of specific technical standards that the CT technologist must be able to meet are:
- Lift, transfer and/or move patients from wheelchair/stretcher to scan table, including trauma patients.
- Physical agility: sitting (4–7 hours).
- Physical and mental abilities to handle moderate and frequent exposure to infectious agents (blood, urine, etc.)
- Manual dexterity and ability to bend/stretch.
- Distinguish colors and shades of gray.
- Demonstrate effective interpersonal skills, including patient instruction.
- Read and extract information from the medical chart or patient requisitions.
- Explain the clinical study verbally and/or in writing.
TECHNICAL STANDARDS FOR A INVASIVE CARDIOVASCULAR TECHNOLOGIST (ICVT)

In order to participate in and complete the ICVT program, a student must meet the following technical standards, which are based on recommendations by the ASRT.

1. Sufficient visual acuity to read x-ray prescriptions and charts, observe conditions of the patient and evaluate x-ray images.
2. Sufficient auditory perception to receive verbal communication from patients and members of the healthcare team and to assess the health needs of people through the use of monitoring devices such as intercom systems, cardiac monitors, respiratory monitors and fire alarms.
3. Sufficient gross and fine motor coordination to respond promptly and to implement skills related to the performance of imaging examinations, such as positioning and transporting patients. X-ray technologists must be able to manipulate equipment such as the x-ray tube, table and control panel.
4. Sufficient communication skills (verbal, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the patient’s/client’s interest.
5. Sufficient intellectual and emotional function to plan and implement patient care.

Examples of specific technical standards the radiography student must be able to meet are:

- Lift, transfer and/or move patients from wheelchair/stretcher to x-ray table. Lift, move, reach or push equipment.
- Manual dexterity and ability to bend/stretch.
- Be able to stand or walk for 75% of clinical time.
- Distinguish colors and shades of gray.
- Demonstrate effective interpersonal skills, including patient instruction.
- Read and extract information from the medical chart or patient prescriptions.
- Explain the clinical study verbally and/or in writing.
- Physical and mental abilities to handle moderate and frequent exposure to infectious agents (blood, urine) and moderate and limited exposure to ionizing radiation.
- Carry 12-30 pounds (lead aprons) while working.
We consider you a partner in your hospital care. When you are well informed, participate in treatment decisions, and communicate openly with your doctor and other health professionals, you help make your care as effective as possible. This hospital encourages respect for the personal preferences and values of each individual.

While you are a patient in the hospital, your rights include the following:

- You have the right to considerate and respectful care.
- You have the right to be well informed about your illness, possible treatments, and likely outcome and to discuss this information with your doctor. You have the right to know the names and roles of people treating you.
- You have the right to consent to or refuse a treatment, as permitted by law, throughout your hospital. If you refuse a recommended treatment, you will receive other needed and available care.
- You have the right to have an advance directive, such as a living will or health care proxy. These documents express your choices about your future care or name someone to decide if you cannot speak for yourself. If you have a written advance directive, you should provide a copy to your family, and your doctor.
- You have the right to privacy. The hospital, your doctor, and others caring for you will protect your privacy as much as possible.
- You have the right to expect that treatment records are confidential unless you have given permission to release information or reporting is required or permitted by law. When the hospital releases records to others, such as insurers, it emphasizes that the records are confidential.
- You have the right to review your medical records and to have the information explained except when restricted by law.
- You have the right to expect that the hospital will give you necessary health hospital services to the best of its ability. Treatment, referral, or transfer may be recommended. If transfer is recommended or requested, you will be informed of risks, benefits, and alternatives. You will not be transferred until the other institution agrees to accept you.
- You have the right to know if this hospital has relationships with outside parties that may influence your treatment and care. These relationships may be with educational institutions, other health care providers, or insurers.
- You have the right to consent or decline to take part in research affecting your care. If you choose not to take part, you will receive the most effective care the hospital otherwise provides.
- You have the right to be told of realistic care alternatives when hospital care is no longer appropriate.
- You have the right to know about hospital rules that affect you and your treatment and about charges and payment methods. You have the right to know about hospital
resources, such as patient representatives or ethic committees that can help you resolve problems and questions about your hospital stay and care.

- You have responsibilities as a patient. You are responsible for providing information about your health, including past illnesses, hospital stays, and use of medicine. You are responsible for asking questions when you do not understand information or instructions. If you believe you can't follow through with your treatment, you are responsible for telling your doctor.

- This hospital works to provide care efficiently and fairly to all patients and the community. You and you visitors are responsible for being considerate of the needs of other patients, staff, and the hospital. You are responsible for providing information for insurance and for working with the hospital to arrange payment, when needed.

- Your health depends not just on your hospital care but, in the long term, on the decisions you make in your daily life. You are responsible for recognizing the effect of life-style on your personal health.

- A hospital serves many purposes. Hospitals work to improve people's health; treat people with injury and disease; educate doctors, health professionals, patients, and community members; and improve understanding of health and disease. In carrying out these activities, this institution works to respect your values and dignity.
APPENDIX E

ASRT CODE OF ETHICS

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

2. The radiologic technologist acts to advance the principal 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 concerns of personal attributes or the nature of the disease or illness, and without discrimination, on the basis 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 purpose for which they have been designed, and employs procedures and techniques appropriately.

5. The radiologic 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 the interpretation and diagnosis are outside the scope of practice for the profession.

7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing the radiation exposure to the patient, self and other members of the health care team.

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

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

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

APPENDIX F

RADIATION PROTECTION PRACTICES
(For MS tracks using ionizing radiation)

1. A student is required to exercise sound radiation protection practices at all times. At no time may a student participate in a procedure utilizing unsafe protection practices.

2. A student must be aware of and enforce the policies and procedures of radiation safety in keeping with institutional, state, and national standards.

3. A student will always wear radiation dosimeters in the Clinical Site.

4. A student will wear the radiation film badge outside the clothing, on the torso. A ring badge will be worn when handling radioactive materials.

5. A student will always remove personal radiation dosimeters while having diagnostic medical or dental radiographs taken.

6. A student who deliberately exposes his/her radiation dosimeter will be suspended and/or dismissed from the program.

7. A student will use appropriate shielding.

8. Radiation protection of the patient and others within the examination room is the student's responsibility when he/she is performing the study.

9. A student may not procedures utilizing ionizing radiation on other students or staff at their request without a prescription for the exam by a physician. The student will be dismissed from the program for this violation.*

10. A technologist or physician may not procedures utilizing ionizing radiation on a student without a prescription for the exam from the student’s physician. The student will be dismissed from the program for this violation.*

*(PA Code, Title 25. Environmental Protection. Department of Environmental Protection, Chapter 211.11.)
APPENDIX G

PERSONNEL RADIATION MONITORING

1. Each student is responsible for wearing properly dated radiation dosimeters (body and ring badges) at Clinical Sites.

2. Dosimeters will be mailed to students each month.

3. Each student is responsible for mailing used dosimeters back to the Faculty Advisor.

4. Dosimeter loss or accident must be reported immediately to the Faculty Advisor.

5. The Faculty Advisor receives radiation dose reports from the RSO, and informs each student of his/her exposures.

6. Monthly radiation exposures for students must not exceed the maximum permissible dosage to occupationally exposed persons as established by state and federal agencies for radiologic health.

   The Office of Radiation Safety maintains a history of each individual’s exposure and anyone may examine his/her own radiation exposure record, or obtain a copy by sending a signed, written request to the Radiation Safety Office.

7. “High” Radiation Dosimeter Readings
   High or unusual radiation dosimeter readings are investigated by Thomas Jefferson University’s Radiation Safety Officer. Readings above designated “Investigation Levels” are evaluated with regard to workload and type of duties performed by the dosimeter wearer; adherence to proper work practices; proper care and use of the dosimeter; and possible exposure of the dosimeter to “non-occupational” radiation sources. In cases where it appears that the high readings may be due to inadequate safe work practices or improper use or storage of the dosimeter(s), the wearer is counseled by Radiation Safety Officer and/or the wearer’s supervisor(s).