

Department of Radiologic Sciences

RADIATION THERAPY PROGRAM

**Academic Policies
and
Clinical Education Handbook**

2009-2010

The Department of Radiologic Sciences reserves the right to make policy and procedure changes at any time. Such changes will be distributed for insertion into the appropriate section of the Handbook. All students enrolled in any courses sponsored by the Department must comply with such changes at the time specified by the Department

Revised and Adopted August 2009

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MISSION OF THE JEFFERSON SCHOOL OF HEALTH PROFESSIONS

The Jefferson School of Health Professions is committed to educating health care professionals of the highest quality and ethical standards for contemporary practice in the global community. By promoting faculty excellence in teaching, research and service, we prepare caring professionals who are competent in the use of evidence based practice, critical in their thinking, committed to life long learning and prepared to be leaders in diverse health care settings. In keeping with the mission of the University and the future of health care delivery, the Jefferson School of Health Professions is committed to interdisciplinary education and technologies that draw upon the strengths of all disciplines.

MISSION OF THE DEPARTMENT

The Department of Radiologic Sciences provides 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.

The Mission of the Department of Radiologic Sciences is to provide a comprehensive education preparing students for entry-level practice into the radiologic and imaging sciences, as competent, caring professionals, cultivating professionalism and life-long learning. Through innovative pedagogy, critical thinking and problem-solving skills are developed and enhanced.

PROGRAM GOALS

The didactic, laboratory and clinical education experience for the Radiation Therapy Program in Radiologic Sciences will provide a learning environment for students to develop and master:

1. insight and skills required to understand and demonstrate scientifically based clinical practice that is sensitive to the needs of the patients.
2. effective communication techniques required to interact successfully with patients, families and other members of the healthcare team.
3. critical thinking and psychomotor skills required to meet the challenges of a dynamic healthcare environment.
4. values for commitment to life-long learning, public education and involvement in their professional organizations.

THE HANDBOOK

This *Academic Policies and Clinical Education Handbook* serves as a guide for students enrolled in the Department of Radiologic Sciences, Jefferson School 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 matriculating students during orientation. The Department will obtain documentation of the receipt and review of the handbook.

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

ACADEMIC POLICIES

POLICIES ON STUDENT PROGRESSION

COURSE REQUIREMENTS

1. Prerequisites for courses outlined in the curriculum must be met in order to follow the necessary educational sequence.
2. Students are responsible for accessing courses through Pulse and downloading all course syllabi, handouts and assignments for each course every semester.
3. Students are responsible for completing course evaluations for each of their courses at the end of the semester. See **Appendix A** for instructions.
4. **Students are responsible for checking their e-mail accounts daily.**
5. Students are responsible for completing Health Insurance Portability and Accountability Act (HIPAA) and Safety Module. See **Appendix A** for instructions.

POLICIES ON STUDENT PROGRESSION IN THE RADIOLOGIC SCIENCES MAJOR

1. A student who earns a grade of D+ or below in the Radiologic Sciences curriculum in any semester will be placed on departmental academic probation and will be required to meet with the assigned faculty advisor to monitor academic progress.
2. A student who earns two grades of D+ or below in the Radiologic Sciences curriculum will be dismissed from the program in which he/she is currently enrolled. He/She is subject to dismissal from the Department of Radiologic Sciences.
3. A student who earns a grade of F in any course offered in the Radiologic Sciences curriculum will be dismissed from the program in which he/she is currently enrolled. He/She is subject to dismissal from the Department of Radiologic Sciences.
4. A student who earns a semester grade point average of 2.00 or lower will be placed on departmental academic probation for the following semester and will be required to meet with the assigned faculty advisor to monitor academic progress.
5. A student who does not maintain a minimum 2.00 cumulative grade point average will be placed on JSHP academic probation for one semester. If the student is enrolled in courses totaling fewer than 12 credits during the subsequent semester, the probationary period will be extended to two semesters. At the end of the probationary period:
 - a. The student achieves the minimum cumulative grade point average and is reinstated in good standing.
 - b. The student fails to achieve the minimum cumulative grade point average at the end of the probationary period and is dismissed from the JSHP for academic underachievement, or
 - c. In extraordinary cases, where the student has made significant progress toward achieving the minimum grade point average, the Department Chairperson may recommend granting one additional probationary semester. If at the end of the extended probationary semester, the cumulative grade point average is still below 2.00, the student is dismissed for academic underachievement.

6. A student who is dismissed from the Department due to unsatisfactory academic performance may be eligible, with faculty approval, to apply for re-admission.
7. Incomplete grades for a Radiologic Sciences course can be assigned only in the case of extenuating circumstances. These circumstances must be reviewed by the faculty prior to the issuance of an “Incomplete” grade. In all cases, an “Incomplete” grade is assigned only when the work already done has been of a quality acceptable to the instructor.
8. **Every student is required to meet with his or her faculty advisor twice during each semester. A schedule of these meetings will be provided to all students.**

COMPETENCY-BASED CLINICAL EDUCATION

CLINICAL EDUCATION ELIGIBILITY

To be assigned to a Clinical Education Affiliate site, the student must meet the following requirements or obligations:

- Be a full-time student in good academic standing in the Department of Radiologic Sciences.
- Maintain a cumulative grade point average of 2.00 or higher.
- 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 Clinical Coordinator.
- Meet program specific technical standards **Appendix B**.
- Complete venipuncture course. (MR, CT, NM, Radiography programs only).
- Complete HIPAA training module. (See **Appendix A for instructions**)
- Complete safety training module. (See **Appendix A for instructions**)
- 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.
- All immunization requirements must be completed 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.

CRIMINAL BACKGROUND, CHILD ABUSE CHECKS AND DRUG TESTING

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. Clinical rotation and fieldwork sites may require a criminal background check and/or child abuse check in order to permit participation in the clinical experience, rotation or fieldwork. Participation in clinical experiences, rotations or fieldwork is a required part of the curriculum and a requirement for graduation. Clinical rotation and fieldwork sites may deny a student's participation in the clinical experience, rotation or fieldwork because of a felony or misdemeanor conviction, failure of a required drug test, or inability to produce an appropriate health clearance, which would result in delayed graduation or in the inability to graduate from the program.

CLINICAL PRACTICES AND POLICIES

1. Attendance at clinical practical is mandatory.
2. A student who does not demonstrate safe clinical practice will be dismissed from the program in which he/she is currently enrolled.
3. **Radiation Therapy students will be DIRECTLY SUPERVISED at all times.**
4. A student who does not demonstrate professional behavior and professional practice is subject to review by the faculty and is subject to dismissal from the program in which he/she is currently enrolled.
5. Safe clinical or professional practice is defined as:
 - a. Adheres to the *Patients' Bill of Rights* **Appendix C.**
 - b. Performs clinical duties consistent with the Code of Ethics established by the ASRT **Appendix D.**
 - c. Receives passing grades on performance ratings as evaluated professionally by the Clinical Coordinator and/or Clinical Affiliate Supervisor **Appendix E.**
 - d. Adheres to the code of behavior/conduct outlined in the JSHP and Department of Radiologic Sciences.
 - e. Adheres to departmental radiation protection and monitoring practices, where appropriate **Appendices F and G.**
 - f. Adheres to all clinical practices and policies of the clinical site and JSHP and Department of Radiologic Sciences.

POLICY GOVERNING CLINICAL EDUCATION SCHEDULING

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

The total number of students assigned to any clinical site shall be determined by the Department of Radiologic Sciences and approved by the Joint Review Committees on Education in Radiologic Technology –Radiation Therapy

The student is subject to all rules and regulations of the clinical site. 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. (Refer to the section entitled "Responsibilities of the Student" on page 11.)

If a student is suspended or dismissed from a clinical site, the Department Chair, Program Director and Clinical Coordinator will review the circumstances for this action. All parties are encouraged to address the issue promptly in writing (within five (5) class 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 JSHP Student Academic Planner and Handbook. For dismissal due to Unsafe Clinical Performance,

students will follow the Policy on Dismissal for Unsafe Clinical Performance which is published in the JSHP Student Academic Planner and Handbook.

CLINICAL SITE ASSIGNMENT

The Clinical Coordinator determines student schedules and assignments at clinical education centers. Assignments at the clinical sites are intended to provide the student with a comprehensive clinical education as deemed appropriate by the faculty, and serves to correlate didactic knowledge with practical skills. Students are not guaranteed a specific clinical site. Should a student be dismissed from his/her clinical site, the department does not guarantee replacement at an alternate site.

Student's clinical assignments will be based on:

- Student's experience and competency level.
- Clinical education needs, directed toward reaching the highest level of competency in diagnostic imaging.

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

CLINICAL SITES FOR 2009-2010

1. Thomas Jefferson University Hospital, Philadelphia
2. Einstein Medical Center, Philadelphia
3. Riddle Memorial Hospital, Media Pennsylvania
4. Christiana Care, North Wilmington, Delaware
5. Christiana - Helen Graham Cancer Center, Newark Delaware
6. St. Mary's Medical Center, Langhorne Pennsylvania
7. Bryn Mawr Hospital, Bryn Mawr Pennsylvania
8. St. Luke's Medical Center, Bethlehem, Pennsylvania
9. St. Luke's Allentown Cancer Center, Allentown Pennsylvania
10. Bayhealth Medical Center, Dover Delaware
11. Sacred Heart Hospital
12. Methodist Hospital
13. Temple University Hospital

RESPONSIBILITIES OF THE CLINICAL AFFILIATE SUPERVISORS/INSTRUCTORS

The clinical affiliate supervisors/instructors are available to students whenever they are assigned to a clinical setting. They provide DIRECT clinical supervision and are responsible for student clinical evaluation. .

RESPONSIBILITIES OF THE DEPARTMENT/CLINICAL COORDINATOR

The Department of Radiologic Sciences/Clinical Coordinator coordinates the daily operations of clinical education. Duties include, but are not limited to:

- Providing clinical education centers.
- Mentoring students.
- Supervising students.
- Advising students.
- Training clinical instructors.
- Evaluating clinical instructors.

STUDENT SUPERVISION

Students will be supervised directly for simulation, treatment and brachytherapy procedures. A credentialed radiation therapist (ARRT) or physicist will monitor and observe the student's activities closely and at all times.

RESPONSIBILITIES OF THE STUDENT

The student is responsible for:

- Displaying professional appearance in compliance with the dress code policy.
- Establishing harmonious working relationships and earning the respect of the radiologic sciences personnel through a professional and dignified posture and attitude.
- Using all equipment and materials responsibly and safely.
- Embodying the highest standards of civility, honesty, and integrity.
- Respecting and protecting the privacy, dignity, and individuality of others.
- Observing and assisting the clinical staff.
- Attending and participating in all scheduled clinical activities. Promptness and Attendance are mandatory!
- Consulting with clinical site supervisors and/or departmental faculty for help with problems.
- Participating in the development of an individualized clinical education plan.
- Maintaining an accurate record of clinical examinations/competencies.
- Recording the number and types of evaluations required during each academic semester.
- Striving to broaden his/her knowledge and background on clinical subject matter by reading professional literature and attending conferences and seminars.
- Incurring all travel costs and expenses.
- Meeting with clinical coordinator at least twice per semester.

CLINICAL POLICIES

JSHP 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 JSHP. 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.

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.
- Failure to actively participate in clinical education.
- Leaving a clinical assignment or room/area assignment without the supervisor's permission.
- Failure to notify Clinical Education Affiliate and the Clinical Coordinator of absence or lateness.
- Using a cell phone during clinical hours.
- Using the hospital computer for any reason EXCEPT hospital business.
- Violation of any duly established rules or regulations.

FAMILY MEMBERS/FRIENDS CLASSROOM, LAB & CLINICAL POLICY

At the Clinical Affiliate:

It may be deemed a conflict of interest for a student to be supervised or evaluated by family members or friends at his/her clinical site. If this situation arises, the student should inform his/her Program Director and Clinical Coordinator, so that alternative arrangements can be considered.

- Family and friends should be discouraged from visiting the clinical site. In particular, unsupervised children are not permitted
- Family and friends must wait in a public area, and are **not** permitted in scanning or treatment rooms
- It is not acceptable for students to entertain their family and friends and neglect their professional duties
- Students may not ask clinical affiliate staff to baby-sit for them
- TJU's liability insurance does not extend to students' family and friends

In the RS Department

- Students should discourage their family and friends from visiting the RS department while they (the students) are in class
- Family and friends are not permitted to attend lectures or laboratory sessions
- Unaccompanied children are not permitted in the RS department
- Students may not ask faculty or administrative staff to baby-sit for them
- TJU's liability insurance does not extend to students' family and friends

In the Radiologic Science (RS) laboratories (sonography, radiography & nuclear medicine)

- Only Radiologic Science students with proper Jefferson ID are permitted in the laboratory.
- The students are not permitted to bring family members or friends in the laboratory at any time.
- Scanning or performing any procedures on family members or friends is not permitted.
- Other Jefferson students or employees who are not part of Radiologic Science are not permitted in the RS laboratory unless they have signed a waiver to be used as a student volunteer.
- TJU's liability insurance does not extend to students' family and friends
- The students should inform the security guard on 1st floor Edison, both when entering and leaving the laboratory.

Failure to comply with the policy may result in disciplinary action and even dismissal from the program.

DRESS CODE POLICY

Uniforms

The required uniforms for the Radiation Therapy Program are navy blue scrubs and should be ordered through the Thomas Jefferson University Bookstore.

- The Jefferson patch is to be worn on the right sleeve of the scrub top with the Jefferson face forward.
- If a lab-coat is worn, it must be white with the Jefferson patch on the right sleeve to match the required uniform.
- Long-sleeved, solid colored shirts may be worn under the scrub top but hooded shirts are not permitted.
- Solid white, leather footwear or solid white low-top sneakers. Clogs, sandals or open-toed shoes are not permitted. Students are responsible for keeping shoes neat, clean, and polished. Shoestrings should also be kept clean and properly tied.
- Name tag must be worn at all time, visible to patient and staff.

Appearance

- Students are required to practice good personal hygiene and present a professional appearance at all times.
- Keep hair, mustaches and beards neatly trimmed. Long hair must be tied back. Hair must be clean and neat.
- Fingernails:
 - No artificial nails.
 - No nail polish.
 - Nail length must be less than ¼ inches.
- Any body piercing besides the ears should not be evident at clinical site. Tongue rings are unacceptable and are not allowed to be worn. Earrings should be of the small post type style. Large hoop earrings are not acceptable.
- Jewelry should be kept at a minimum.
- Wear makeup conservatively. No perfumes, colognes, lotions or powders are to be worn at clinical sites but deodorant is required.
- Any visible tattoos must be appropriately covered.
- Chewing gum is not permitted.
- Students are required to wear identification and radiation badges supplied by Thomas Jefferson University, and Clinical Affiliate Sites if provided, at all times.
- Uniforms and lab-coats are to be clean and wrinkle-free at all times.

Non-compliance

Any student not complying with the dress code policy will be removed from the clinical site. Any clinical time missed due to dress code violation will be made up by the student at a later date. The Clinical Coordinator in cooperation with the Clinical Affiliate Supervisor will determine make-up time.

CELL PHONE/BEEPER POLICY

Cell phones and beepers must be turned off during lectures and laboratory sessions. Instructors will not tolerate interruptions by these devices and may ask students to leave the classroom.

Students may not carry cell phones or beepers with them during clinical hours. These devices must be kept in the lockers. Any student in violation of this policy will be asked to leave his/her clinical site and will be marked absent.

COMPUTER POLICY

Students may not use computers for personal business during clinical hours. Personal business includes (but is not limited to) internet surfing, shopping, emailing and instant-messaging. Jefferson email (school related) may be checked at lunch periods.

Any student in violation of this policy will be asked to leave his/her clinical site and will be marked absent.

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 JSHP.
- Have current CPR certification, as required by the Department of Radiologic Sciences.
- Have health insurance, as required by JSHP.
- Have a Certificate in Venipuncture issued by Perivascular Nurse Consultants, Inc., as required 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).

PREGNANCY POLICY

If a student becomes pregnant during a component of the program, she may voluntarily inform the Radiation Safety Officer and the Program Director, in writing, of her pregnancy. She will be counseled regarding the government regulations as they pertain to pregnant radiation workers. The guidelines for managing the pregnant student will adhere to NRC and state regulations **Appendix I**. The student may “undeclare” her pregnancy at any time, resulting in exposure limits equaling that of a radiation worker.

Option 1 The student may continue in the program if she chooses, without modifications to any component of the program.

Option 2 The student may take a leave of absence from clinical education, but continue her didactic studies. Clinical assignments will be completed when the student returns.

Option 3 The student may withdraw from the program and reapply in accordance with college policies.

Due to the need for special radiation protection education, counseling by the Radiation Safety Officer is available.

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. 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 Clinical Coordinator 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 Clinical Coordinator stating that the student may resume normal duties.

UNIVERSITY HEALTH SERVICES
Blood and Body Fluid Exposure Protocol
JMC/JSHP Students

During clinical clerkships, students may be exposed to blood and body fluids from the patients they examine and care for. Examples include needle-sticks, splashes of body fluids into the eyes, mouth or on to broken skin. These incidents are serious and should be reported.

If a student sustains one of the above injuries while doing a rotation at Jefferson, an accident report should be completed and the student should call or report the accident to University Health Services (UHS) as soon as possible. The source patient's name, medical record number and attending physician's name will be required. If the exposure occurs during off hours (after 4:00 PM on weekdays or during the weekends), the student should report to the Emergency Department at Jefferson.

If the exposure is determined to be significant and is reported within 72 hours of occurrence, UHS will test the patient for hepatitis B and C. If the student consents to a baseline HIV test, UHS, according to PA law, has the right to test the source patient even if the patient refuses to consent.

The student will be enrolled in the UHS exposure protocol which includes testing for HIV, hepatitis B surface antibody and hepatitis C antibody at the time of the exposure, and then 3 and 6 months after the incident. HIV testing is only done if the student consents. Testing is done anonymously through a coding system. Results are kept in the student's chart and not released for any reason unless the student gives specific consent. All expenses of the protocol are covered by UHS except for medications given for the post exposure protocol.

If the student sustains an exposure while doing a rotation at an affiliate, the student should still call or report to UHS for enrollment in our exposure protocol as soon as possible after the exposure. It is not always possible to obtain the proper source patient testing in this circumstance. UHS will coordinate all efforts with the affiliate where possible. In the past, some of the students who have reported an exposure to the affiliate's Emergency Department as directed by their supervisors have received bills for service. All follow up done in UHS after an exposure is free of charge.

ATTENDANCE REGULATIONS

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Didactic/Laboratory Instruction

Attendance at all scheduled didactic and laboratory sessions is required. Each course syllabus details the attendance policy.

Clinical Attendance Records

Time cards/Attendance Sheets provided by the Department are used for documenting clinical hours. Each student must personally sign or clock "in" and "out." Clinical Instructors or supervising Radiation Therapists must sign off on attendance DAILY! All clinical field trips and time off must be indicated on the timesheet. Time not documented must be made up. **Under no circumstances is it permissible to sign-in or out or clock-in or out for another student.** Any student found guilty of such an offense is subject to dismissal.

Clinical Education Hours

Total clinical assignments will not exceed 40 hours per week. Assignments on any one day will not exceed 8 hours, unless otherwise requested by the student and approved by the Clinical Coordinator in conjunction with the Clinical Affiliate Supervisor, or if patient care responsibilities dictate otherwise. No student will be permitted to leave a patient during the course of an examination, even if such completion requires remaining on duty beyond the end of the shift.

Students will be assigned a lunch period each day, which they are required to take. The lunch break will be commensurate with the practice of the department and area/rotation assignment. **The lunch break may not be used to make-up or accrue time.**

Clinical Affiliate Supervisors may re-schedule students (within an assigned eight hours) to provide complete exposure to the unique learning opportunities in radiologic sciences. The Clinical Affiliate Supervisor must notify the Clinical Coordinator of these changes.

Students will participate in designated procedures during their clinical assignments under the DIRECT guidance of a supervising technologist in the areas to which they are assigned.

Personal Days

Each student is allocated one personal day per semester. These days, if not used during the semester, may be transferred. A personal time request form must be submitted to the clinical coordinator.

Absences

Attendance is mandatory for all clinical practicum sessions. If a student will be absent from a clinical assignment, he or she must call both the Clinical Affiliate Supervisor and Clinical Coordinator **prior to** the start of the shift. An excused absence requires a doctor's note with return date to educational activities. Death in the immediate family is also an excused absence. Extenuating circumstances will be dealt with on an individual basis.

If an emergency arises requiring an early departure from the clinical site, the student must notify both the Clinical Affiliate Supervisor and the Clinical Coordinator.

It is the responsibility of the student to make these calls. Absences must be made up at the discretion of the faculty.

Failure to follow the above policies will result in the following disciplinary action at the discretion of the program director:

- First offense: Warning
- Second offense: Suspension from clinical
- Third offense: Dismissal

Punctuality

Any student who is not in his/her clinical area at the assigned time will be considered late. A student that is late three (3) times in one semester will be given one (1) days' absence and that day must be made up! Habitual lateness of students will not be tolerated and could lead to dismissal from the program.

It is the policy of the Department of Radiologic Sciences that any student who is going to be late must notify both the Clinical Affiliate Supervisor and the Clinical Coordinator prior to the start of his/her assigned time. All lost time due to lateness from the clinical area must be made up by the student. Failure to abide by these policies could lead to dismissal from the program.

A student will be advised in writing concerning his/her habitual lateness or violation of the Department of Radiologic Sciences lateness policies by the Clinical Coordinator and/or Program Director.

Disciplinary actions including suspensions from the clinical site or dismissal from the program may be taken against students who persist in habitual lateness or violations of the Departmental of Radiologic Sciences lateness policies, after previously having been counseled in writing by the Clinical Coordinator and/or Program Director at an Advisement Conference.

Make-Up Time

Arrangements must be made with the Clinical Affiliate Supervisor and approved by the Program Director.

The make-up time form is signed upon fulfillment of the time missed. The form will be submitted to the Program Director.

All clinical absences must be made up at the Clinical Affiliate where the time was missed, consistent with the room assignments in effect when the absence occurred.

The lunch break may not be used to make-up or accrue time.

Policy Concerning Death in the Family

Upon notification to the Program Director, students will be allowed a maximum of three (3) days of leave of absence for death in the immediate family. Immediate family members include parents, grandparents, spouse, brother, sister or child. Leaves of absence requested because of the death of someone other than an immediate family member may be granted by special permission.

Hospital Job Actions or Strikes

Whenever a strike or job action occurs at an assigned clinical site, the student must leave the assignment immediately and report to the Clinical Coordinator for further directions.

At no time should a student attempt to cross a picket line to enter a Clinical Education Center.

Jury Duty

Being selected for jury duty is a civic responsibility in which the Department encourages students to participate.

Please be advised that JSHP cannot intervene on the student's behalf should a student be summoned for jury duty.

GRIEVANCES POLICIES

DUE PROCESS FOR STUDENT GRIEVANCES

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 schools 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 Program Director, then the Department Chair or School Dean, as appropriate, and the Associate Dean for Student Affairs, who will attempt to mediate the situation. If the student is still dissatisfied with the outcome, he/she may meet with the Senior Associate Dean and, finally, the Dean of the School. The Dean is the final authority in hearing student grievances. All parties are encouraged to address the issue promptly, in writing, (within three (3) class days whenever possible), so that resolution of the grievance should require no more 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.

PROGRAM COMPLIANCE

If a student believes that the program is not in compliance with the JRCERT Standards **Appendix J** a complaint must be submitted in writing to the Program Director with documentation for the complaint. The Department Chair, Program Director and Clinical Coordinator will review the complaint and documentation and respond to the student. All parties are encouraged to address the issue promptly, in writing (within three (3) class days whenever possible), so that resolution of the grievance should require no more than three weeks. If the student is not satisfied with the response he/she has the right to contact the JRCERT.

STUDENT ACTIVITIES

STUDENT ACTIVITIES

Students are encouraged to participate in campus activities, e.g., orientation programs, recruitment functions, social and cultural events, yearbook development and Class Night. They have the opportunity to represent the students' viewpoints on Department, School and University committees. The University and Thomas Jefferson University Hospital sponsor many volunteer and mentoring programs. Professional organizations, Jefferson Alumni Association and the School sponsor many programs that focus on career and professional development.

Honors and Awards

Students are eligible for the Mallinckrodt Award for Excellence. This award focuses on exceptional academic and clinical achievement. Awards are presented during class night.

Professional Societies

Students are strongly encouraged to participate in professional activities and to seek memberships in national, state and local societies. These organizations sponsor competitions for students and several offer scholarships and educational grants.

Professional Organizations:

- American Society of Radiologic Technologists (ASRT)
- Philadelphia Society of Radiologic Technologists (PSRT)

Honor Societies

- Alpha Eta Society
 - Honor society for health professionals
- Lambda Nu Society
 - Honor society for radiologic and imaging science professionals

Student Representative

Each year students select a member of their class who will represent their interests at the Advisory Committee Meetings. The representative is selected by ballot at the end of the first semester.

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, Spring and Summer 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:

1. Go on the internet and access Pulse: <https://pulse.jefferson.edu>.
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 “JSHP 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 JSHP 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:

1. Go on the internet and access Pulse: <https://pulse.jefferson.edu>.
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 “JSHP 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 JSHP 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 RADIATION THERAPIST

Technical Standards

A Radiation Therapist is typically employed in a hospital or clinic. Clinical and laboratory assignments for the Radiation Therapy program require certain physical demands that are the technical standards of admission. These standards are based upon the minimum tasks performed by graduates of the program as recommended by the American Society of Radiologic Technologists. Listed below are the technical standards which all applicants must meet in order to participate and complete the radiography program.

1. Sufficient visual acuity to read x-ray prescriptions & charts, observe conditions of the patient & 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, fire alarms, etc.
3. Sufficient gross and fine motor coordination to respond promptly and to implement skills related to the performance of imaging exams, 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 radiation therapy student must be able to meet are:

- Lift, transfer and/or move patients from wheelchair/stretchers 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 color 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 etc.) and moderate exposure to ionizing radiation
- Carry 12-30 pounds (lead aprons) while working

APPENDIX C

Patients' Bill of Rights

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 you 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 you 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, you 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 you 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 you 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 D

CODE OF ETHICS

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.

Revised and adopted by The American Society of Radiologic Technologists and The American Registry of Radiologic Technologist, February 2003.

APPENDIX E
DESCRIPTIONS OF CLINICAL EDUCATION FORMS

Please refer to “Blackboard” online

APPENDIX F

Radiation Protection Practices

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 should not hold patients while exposures are occurring.
3. A student will always wear radiation monitors in the Clinical Affiliate Centers and in all laboratory classes.
4. A student will leave the radiographic rooms while a radiographic exposure is being made unless the proper radiation protection attire is being worn or student is behind appropriate shield.
5. The radiation film badge should be worn outside on a lead apron at the collar level. The radiation film badge should be worn at torso level, if not in fluoroscopy.
6. A student will always remove personal radiation monitors while having diagnostic medical or dental radiographs taken.
7. A student will always wear lead aprons when doing portable radiography/fluoro.
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. The student must be aware of and enforce the policies and procedures of patient shielding, in keeping with national and international radiation protection standards.
10. A student may not have his/her self x-rayed by a staff radiographer without an x-ray prescription for the exam by a physician. **The student will be dismissed from the program for this violation.***
11. A student may not x-ray staff at their request without a prescription for the exam by a physician. **The student will be dismissed from the program for this violation.***
12. Students who deliberately expose their radiation Dosimetry badge will be suspended and/or dismissed from the program.

*(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 radiation monitors at the Clinical Affiliate Sites and in laboratory classes. No student will be allowed in a Clinical Affiliate Site or laboratory class without properly dated radiation monitors appropriately worn.
2. Any student who does not have the properly dated radiation monitor will be suspended from his/her clinical area until he/she has the properly dated radiation monitor. Time lost from the clinical area must be made up.
3. Each student is responsible for exchanging radiation monitors **on the first day of each month**. Badges are exchanged with S. Schaffling, Education Coordinator, Room 1013.
4. An accident with, or loss of, monitor(s) must be reported immediately to S. Schaffling Education Coordinator, Room 1013.
5. The Clinical Coordinator receives and reviews with each student the radiation dose report from the Radiation Safety Office. The report will be posted on the notice board.
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.
7. **On completion of the clinical rotation students must return their radiation badges to the Education Coordinator. Students will be billed for unreturned badges.**
8. **”High” Radiation Dosimeter Readings**
High or unusual radiation dosimeter readings are investigated by Jefferson 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).

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.

9. The **cost** for replacement of lost badges is the responsibility of the student. **Payment is due at the time the student receives the new badge. (Pricing may change with no notice)**

- Radiation Monitors not returned - **\$5.00**
- Replacement Holder - **\$5.00**
- Replacement Film - **\$2.00**
- Replacement Monitor Ring - **\$5.00**

APPENDIX H

POLICY

PREGNANT WORKERS AND IONIZING RADIATION

Policy:

Individuals whose occupational duties may include tasks that involve exposure to ionizing radiation are classified as “radiation workers”¹. Female radiation workers who become pregnant have the right to voluntarily “declare” their pregnancy in accordance with Federal regulations (See 10 CFR 20.1003 [Definition – “Declared Pregnant Woman”]). It is the policy of Thomas Jefferson University/Thomas Jefferson University Hospital to:

- a) make information available to potentially pregnant workers about the health effects of ionizing radiation on the embryo/fetus,
- b) establish procedures to ensure that the dose limits to the embryo/fetus of the declared pregnant worker are within the levels specified in Federal regulations (10 CFR 20.1208), and
- c) establish procedures to minimize ionizing radiation doses to the embryo/fetus of any pregnant worker (declared or undeclared) in accordance with the ALARA (“as low as reasonably achievable”) principle.

Purpose

1. To minimize ionizing radiation dose to the embryo/fetus of any radiation worker.
2. To comply with pertinent Federal (NRC) and Pennsylvania regulations. [Note: Pennsylvania incorporates the NRC regulations by reference.]

¹ Note: Students whose curriculum involves clinical training in the medical uses of ionizing radiation are also considered to be “radiation workers” for the purpose of this policy.

Procedures:

1. Information on radiation and pregnancy is to be incorporated into the radiation safety training provided to those whose duties may routinely involve exposure to ionizing radiation.

2. Pregnant workers may voluntarily “declare” pregnancy by notifying the Radiation Safety Office in writing. The information to be included in this notice must include the individual’s name, the fact that she is pregnant, the approximate (month and year only) date of conception, and the date the written statement is provided to the RSO. The form letter provided in USNRC Regulatory Guide 8.13 (Instructions Regarding Prenatal Radiation Exposure) is recommended.
3. Pregnancy may subsequently be “undeclared” in accordance with regulations by providing a written statement to the RSO to this effect.
4. Jefferson will take any necessary steps to ensure that the embryo/fetal dose limits (500 millirem for the duration of the pregnancy; no more than 50 millirem in any one month) are not exceeded. In most cases, no change in job assignments will be necessary, since few Jefferson radiation workers ever exceed these dose levels. Where required, workers may be reassigned to other areas or duties; or may have some tasks involving radiation exposure reduced in frequency. For any declared pregnant woman whose normal job duties are unlikely to result in embryo/fetal doses above 500 mrem/gestation period or 50 mrem/month, any job/task reassignment will be at the discretion of the individual’s supervisor and/or department manager or director and will be subject to the availability of other personnel to perform those tasks being reassigned.
5. The Radiation Safety Officer (RSO) or the Senior Health Physicist with the Office of Radiation Safety are available to provide one-to-one counseling to radiation workers who are pregnant (or who are contemplating becoming pregnant) to answer questions and provide additional information based on the woman’s specific work situations. Appointments can be made by contacting the Radiation Safety Office.
6. Radiation Safety will issue any radiation dosimeters as may be warranted to track radiation doses to the embryo/fetus of the declared pregnant worker.
7. A “Declaration of Pregnancy” for the purpose of invoking the dose limit requirements as specified in 10 CFR 20.1208 is for that purpose only, and is distinct and separate from any other information that a pregnant woman may provide to representatives of Thomas Jefferson University or Thomas Jefferson University Hospital related to the woman’s pregnancy and its relevance to the performance of her other (i.e. not involving radiation exposure) job duties. Notice to representatives of TJU/TJUH, Inc. other than as specified in Item No. 2 above will not be considered as a formal “Declaration of Pregnancy” for radiation protection purposes.

References:

1. Title 10, Code of Federal Regulations; Parts 19 and 20.

2. USNRC Regulatory Guide 8.13, Revision 3 (June 1999), "Instruction Concerning Prenatal Radiation Exposure".
3. Radiation and Radioactivity, A Guide for the Radiation Worker (TJUH, Inc/TJU internal training booklet), Revision 4, September 4, 202.
4. USNRC Regulatory Guide 8.29, Revision 1, February 1996, "Instruction Concerning Risks from Occupational Exposure".

[Copies of the above references may be obtained by contacting the Office of Radiation Safety, 215-955-7813.]

John C. Keklak M.S., C.H.P.
Radiation Safety Officer

July 8, 2004

APPENDIX I

JRCERT STANDARDS

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182
312.704.5300 • (Fax) 312.704.5304
www.jrcert.org

Joint Review Committee on Education in Radiologic Technology Process for Reporting Allegations

Important Notes

1. The JRCERT cannot advocate on behalf of any student(s). An investigation into allegations of non-compliance addresses only the program's compliance with accreditation standards and will not affect the status of any individual student.
2. The investigation process may take several months.
3. The JRCERT will not divulge the identity of any complainant(s) unless required to do so through legal process.

Process

1. Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an informational document such as a catalog or student handbook. (Standard Two, Objective 2.4)
2. If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

Chief Executive Officer
Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Ph: (312) 704-5300 Fax: (312) 704-5304
-mail: mail@jrcert.org

3. The Allegations Reporting Form must be completed and sent to the above address with required supporting materials. All submitted documentation must be legible.
4. Forms submitted without a signature or the required supporting material will not be considered.
5. If a complainant fails to submit appropriate materials as requested, the complaint will be closed.

The Federal Higher Education Act of 1965, as amended, provides that a student, graduate, faculty or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students. 03/09

**Joint Review Committee on Education in Radiologic Technology
(JRCERT)**

Allegations Reporting Form

Please print or type all information.

Name of Complainant: _____

Address: _____

City: _____ **State:** _____ **Zip Code** _____

Signature: _____ **Date:** _____

Institution sponsoring the program:

Name: _____

City: _____ **State:** _____

Type of Program: (Check One)

Radiography **Radiation Therapy** **Magnetic Resonance**
 Medical Dosimetry

The following materials must be submitted:

1. Attach a copy of the program's publication that includes the due process or grievance procedure.
2. Provide a narrative that identifies what you did at each step of the due process or grievance procedure and copies of materials that you submitted as part of your appeal and copies of correspondence you received in response to your appeal.
3. List the specific objective(s) from the accreditation standards (available at www.jrcert.org/acc_standards.html) and indicate what the program is alleged to have done that is not in compliance with the cited objective(s).

Example

Objective

8.4 direct supervision pre-competency

Allegation

Students often do patient exams
Without supervision before they
Have completed a competency
Check-off.

03/09