



# **Student Handbook**

**2009 – 2010**

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## **Preface**

The administration, faculty and staff of the Baylor University Medical Center (BUMC) Radiology Allied Health School (RAHS) programs have incorporated into this handbook information to assist the student during training. This handbook is prepared as a guide to aid the student in identifying responsibilities in the areas of patient care, academic endeavor, and professional development. Students are subject to applicable policies of the BHCS, BUMC and the Clinical Site when on clinical assignment. Any questions or problems that may arise should be directed to the program faculty.

The policies, procedures and general information in this handbook require continual evaluation, review and updates by the RAHS, Advisory Committee for the RAHS and BHCS office of General Counsel. Therefore, the Radiology Allied Health School reserves the right to revise this handbook when deemed necessary without prior notice.

**Baylor Health Care System  
Mission Statement**

Founded as a Christian ministry of healing, Baylor Health Care System exists to serve all people through exemplary health care, education, research and community service.

**Baylor University Medical Center  
Radiology Allied Health School  
Mission Statement**

The Radiology Allied Health School exists to develop skilled professionals through the combination of didactic and clinical experiences, addressing the requisite for competent radiology professionals.

## **BUMC Radiology Allied Health School**

### **The American Registry of Radiologic Technologists (ARRT), August 2006 Code of Ethics**

1. The radiologic technologist (student) 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 (student) acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist (student) delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination, regardless of sex, race, creed, religion, or socio-economic status.
4. The radiologic technologist (student) practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purpose for which they have been designed, and employs procedures and techniques appropriately.
5. The radiologic technologist (student) assesses situations; exercises care, discretion, and judgment, assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist (student) acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment management of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist (student) 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 (student) practices ethical conduct appropriate to the profession, and protects the patient's rights to quality radiologic technology care.
9. The radiologic technologist (student) respects confidences entrusted in the course of professional practice, protects the patient's rights 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 (student) continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects as professional practice.

**POLICY: ACCIDENTS AND INCIDENTS**

RADIOLOGY ALLIED HEALTH SCHOOL

PROGRAM: ALL PROGRAMS

Effective Date: 7/1/98

Revision date: 07/2007

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**PROCEDURE:**

- All accidents and incidents, whether or not a personal injury is involved, shall be reported to the supervisor in the area of the occurrence and a program faculty member. This is the student's responsibility. An incident report shall be filed relating the details of such accidents or incidents. Any student who witnesses an accident to a patient or a visitor, no matter how slight the injury, shall report the matter immediately to the area supervisor or the in charge person.
- A copy of all incident forms involving students will be provided to the student's Program Director. This copy must be maintained in the student's portfolio.
- The Clinical Coordinator, the Program Director and the clinical site supervisor will review incidents involving students, after which counseling of the student and/or disciplinary action will be taken if appropriate.
- Students enrolled in a Radiology Allied Health School program are covered for professional liability under the Baylor Health Care System's professional liability self insurance program. Enrollment in the School does not entitle Student to any stipend, salary, worker's compensation coverage or any other employment benefits of School employees.
- In addition to this policy students are also subject to meet and must comply with the policies related to the specific clinical site.

<p><b>POLICY: ATTENDANCE</b> <b>Adverse Weather</b></p>	<p>RADIOLOGY ALLIED HEALTH SCHOOL PROGRAM: ALL PROGRAMS</p>
<p><b>Effective Date:</b> 7/1/98</p>	<p><b>Revision date:</b> 02/2009</p>
<p><b>Page:</b> 1 of 1</p>	

**PROCEDURE:**

In the event of adverse (snow and/or ice) weather, the Baylor University Medical Center Radiology Allied Health School will post the school closing or delayed opening on the RAHS Registrar's voicemail by 5:00 am. For up-to-date school closure information, students will call (214) 820-4797 and listen to the voicemail message.

If the RAHS is closed the school will make the determination if the didactic and/or clinical days are to be made up. The Program Director may adjust the didactic and/or clinical schedule days are to be made up, a Program Director may adjust these schedules to meet the the timelines and objectives of the courses.

If the RAHS is open but you are unable to drive to your clinical site due to weather conditions in your area, you must notify the Clinical Coordinator. No clinical occurrences will apply, however students will be responsible for making up time missed in the clinical setting.

If the RAHS is open but you are unable to drive to BUMC for class due to weather conditions in your area, you must notify the program director or your course instructor.

No didactic occurrences will apply, however students will be responsible for making up missed course assignments specific to the course syllabus.

<p><b>POLICY: ATTENDANCE</b> <b>Clinical Guidelines</b></p>	<p>RADIOLOGY ALLIED HEALTH SCHOOL PROGRAM: ALL PROGRAMS</p>
<p>Effective Date: 7/7/00</p>	<p>Revision date: 02/2009 Page: 1 of 2</p>

**POLICY STATEMENT:**

It is essential that all students maintain a high standard of attendance and promptness. Students must be at their clinical site as their schedule dictates in order to become proficient and competent in the clinical setting. Adhering to the Attendance Policies is a requirement for continued enrollment in the Baylor University Medical Center’s Radiology Allied Health School.

***Attendance Tracking***

Each clinical site will have a program time sheet(s) available for each student to record their clinical time. These time sheets are considered official program documents and are not to be modified or revised without a clinical instructor’s approval. Any student found falsifying a program time sheet will be subject to disciplinary action. **Students are not allowed to sign in or out for each other.**

Each student must sign ***in upon arrival*** and ***sign out at departure*** on the appropriate program timesheet at their clinical education site. The time that will be recorded will be from the clinical site clock (exact time, no approximation). A supervisor designated by the RAHS will approve the timesheet on a daily basis.

If a student is absent or tardy, it will be noted on the time sheet by the Clinical Instructor. If a student arrives late, they are required to sign in with the current time and then immediately notify their Clinical Instructor or designee.

If a student needs to leave early or for a portion of a clinical day, they must notify the Clinical Coordinator, Clinical Instructor, and supervising technologist. The student must also record their departure time and their return time (if appropriate) on the time sheet.

If a student is found sleeping during their clinical shift, they will be asked to leave the clinical setting. They must record their departure time on the time sheet, resulting in an early departure.

***Notification of Absence or Tardy***

1. Students will notify the Clinical Coordinator if they are going to be tardy or absent via pager no later than 30 minutes prior to the start of the clinical day.
2. If the Clinical Coordinator does not respond to the page immediately, the student must leave a voice mail message that includes a phone number for where the student can be reached.

3. If the student does not follow these guidelines then the absence will be considered a No Call, No Show.
4. Students shall not contact the clinical education site or clinical instructor with regard to absences or tardies.

### ***Make-Up Time***

1. All clinical time missed over and above 8 hours for Terms 2 – 5 and 4 hours for Term 1 and 6 must be made up during mid-term and end-of-term breaks.
2. The time missed from clinical education will be recorded in quarter-hour (0.25) increments.
3. All make-up time (location and date) must be scheduled and approved with the Clinical Coordinator in advance.
4. The time sheet for make up time must be approved (signed) by the clinical supervisor that supervised the student.
5. If clinical time is not made up by the end of the term, the student will receive an incomplete for their Clinical Practicum Grade.
6. All missed time incurred during a specific term must be made up by the end of the following term. Any exceptions to this must be justified and approved by the Program Director.
7. All clinical time must be made up prior to program completion.
8. Attendance policy applies during scheduled make up time.

### ***Definitions:***

An **absence** is one or more consecutive days absent from the clinical setting for illness, injury or other personal situation. Refer to your guidelines for calling in and reporting your absence.

**Tardiness** is typically defined as signing in on the program time sheet seven (7) minutes or later according to the official departmental clock after the start of your clinical time. A tardy will be considered if you are seven (7) minutes to thirty (30) minutes late. Once you have signed in on the program time sheet, you are then required to report to your assigned clinical area. ***Four (4) tardies will constitute as one (1) occurrence.***

**Early departure** is defined as leaving thirty (30) minutes or less from your clinical setting. ***Four (4) early departures will constitute as one (1) occurrence.***

**Incomplete shift** is defined as being more than thirty (30) minutes late for your clinical day (30 minutes or less would be considered a tardy) or leaving before the completion of a scheduled shift. ***Two unscheduled incomplete shifts will count as one (1) occurrence.***

**No call /no show** is the failure to notify the program of an absence on a clinical day. ***Three (3) no call/no shows will result in program dismissal.***

An **occurrence** is a method of tracking missed time from clinical education. If two or more consecutive clinical days, or two or more clinical days interrupted by one didactic day are missed for the same illness they are counted as one (1) occurrence. A physician's note may be required for an extended illness. Occurrences are accumulated per each academic year which begins each Fall (term 1 and term 4).

Occurrences are accrued according to the following clinical occurrences:

Absence	1 absence	1 occurrence
Tardies/Early Departures	4 tardies/early departures	1 occurrence
Incomplete Shift	2 incomplete shifts	1 occurrence
No Call/No Show	3 no calls/no shows	program dismissal

***Clinical Attendance Standards***

Per academic year:	3 occurrences	Verbal Reminder
	4 occurrences	Written Counseling
	5 occurrences	Final Warning
	6 occurrences	Termination

<b>POLICY: ATTENDANCE</b> <b>Didactic Guidelines</b>	<b>RADIOLOGY ALLIED HEALTH SCHOOL</b> <b>PROGRAM: ALL PROGRAMS</b>
<b>Effective Date:</b> 7/7/00	<b>Revision date:</b> 02/2009
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**POLICY STATEMENT:**

Students are required to attend class as the subject matters presented in the classrooms will be used by the students in the clinical setting and ultimately as professionals in the Imaging Sciences. Students must attend class, be on time, and remain in class during the entire session. To not follow this practice, may be viewed as disrespectful behavior directed at the instructor and to the other students. Students should attend to personal needs during scheduled breaks in order to remain in class during the entire time. Students that leave during class will be considered absent unless extenuating circumstances prevail.

Professional demeanor is expected of the students in the classroom at all times. Disruptive behavior, sleeping, and leaving during lecture will not be tolerated. All blackberries, and cellular phones must not be worn and must be turned off while in backpack or purse during class period. All non medical electronic devices are not allowed in the classroom (PDA, MP3 players etc.) The instructor reserves the right to dismiss a student from class for any of the above infractions. The class dismissal will be treated as an absence.

If the student finds it necessary to miss class, the following procedures shall be followed.

1. Student Responsibilities
  - a. The student should make every effort to notify their instructor & Program Director if they will be absent, tardy or need to leave during/early from class.
  - b. If a student does not take a test/exam due to missing class time, the test/exam must be made up prior to the next time that particular class is scheduled.
  - c. The student is responsible for contacting the class instructor to make-up the missed test/exam. Instructors are not responsible for tracking down the student.
  - d. The time and location for making up the test/exam is at the discretion of the instructor.
  - e. If a test is not made up prior to the next class time, the student will receive a grade of 0 (zero) for that test.
  - f. If the student is unable to contact the instructor, the student must notify their Program Director that every effort has been made to contact the instructor.
  - g. Homework assignments and/or quizzes may or may not be made up. This is at the discretion of the course instructor.
2. Didactic Attendance Standards
  - a. Academic attendance is calculated as part of every didactic curriculum course grade.
  - b. There is no penalty for the first two tardies (in excess of 6 minutes), at the third tardy, ½ point will be deducted for each tardy from the course final grade.

- c. There is no penalty for the first absence; at the second absence 1 point will be deducted for each absence from the course final grade.
- d. For example, if a student's academic grade for a course is 92 but they have been late 4 times and missed 2 class days, their final grade for that course will be posted as 90.

<b>POLICY: ATTENDANCE</b> <b>Illness/Injury at School</b>	<b>RADIOLOGY ALLIED HEALTH SCHOOL</b> <b>PROGRAM: ALL PROGRAMS</b>
<b>Effective Date:</b> 7/1/98 <b>Revision date:</b> 07/2006	<b>Page:</b> 1 of 1

**PROCEDURE:**

1. If the student becomes ill or injured during program hours and feels they cannot complete the day, they need to notify the appropriate personnel in accordance with the clinical or didactic attendance guidelines.
2. If a student's illness constitutes an emergency the student may need to be escorted to the Emergency Room at a Program clinical education site. Any costs not covered by their personal health insurance are at the student's expense. If follow up care is needed after the emergency room visit the student must see their physician.
3. All attendance policies will be followed.
4. The Radiology Allied Health School will not assume liability for any student illness or injury. Student shall be responsible for maintaining health and accident insurance during the entire enrollment period in the Program.

<b>POLICY: ATTENDANCE</b> <b>Leave of Absence</b>	RADIOLOGY ALLIED HEALTH SCHOOL PROGRAM: ALL PROGRAMS
Effective Date: 7/1/98	Revision date: 07/2007 <span style="float: right;">Page: 1 of 2</span>

**POLICY STATEMENT**

A leave of absence (LOA) is an authorized emergent or scheduled absence or an administrative absence from a Radiology Allied Health School program for an extended or intermittent period of time. Reasons a student may request a LOA:

1. Due to a student illness of serious nature or an unforeseen circumstance
2. Due to the hospitalization of an immediate family member
3. Due to unforeseen circumstances, the RAHS may place a student on Administrative LOA pending the outcome of an administrative issue or investigation.

**Student Request for an LOA**

1. The student is required to make a request for a LOA in writing (date and signed) to their Program Director as soon as the need arises. The Program Director will meet with the program & adjunct faculty to outline the LOA guidelines in accordance with School policies (i.e. length of time, scheduled make up time, course work, etc.).
2. The didactic and clinical occurrences will not apply during an approved LOA.
3. Approval or disapproval of the LOA & guidelines will be made in writing to student within two program days following the faculty meeting.
4. For extended or ongoing medical conditions, documentation will be required.
5. If the LOA is a result of a physician order, a physician's release is required to return to school.
6. A student returning from a LOA is not guaranteed that the courses required to complete their training will be available at the time of return.
7. The student may also be required to repeat the course/s from which he/she elected to withdraw.
8. Make up time from a LOA will be scheduled at the discretion of the Program.
9. An LOA will most likely extend the student's amount of time required to complete the program of study.
10. The student will pay any fees for program extension and/or new books.
11. Students are required to fulfill all requirements for graduation including completion of all course work and clinical requirements.

**Administrative request for LOA**

1. The School may need to place a student on an administrative LOA for a period of time due to extenuating circumstances which may require investigation.
2. The student will be notified that they have been placed on an administrative LOA and that they will be notified as soon as the investigation has been concluded.

3. Pending the outcome of the investigation, if the student returns to the school, they will not be held responsible for any attendance violations while on the administrative LOA.
4. Students are required to fulfill all requirements for graduation including completion of all course work and clinical requirements.
5. A student returning from a LOA is not guaranteed that the courses required to complete their training will be available at the time of return.
6. The student may also be required to repeat the course/s from which he/she elected to withdraw.
7. A LOA will most likely extend the student's amount of time required to complete the program of study.
8. Make up time from a LOA will be scheduled at the discretion of the Program.
9. The student will pay any fees for program extension and/or new books.

**POLICY: ATTENDANCE**  
**Special Circumstances**

RADIOLOGY ALLIED HEALTH SCHOOL

PROGRAM: ALL PROGRAMS

Effective Date: 9/01/01

Revision date: 09/2004

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**Bereavement Leave**

1. The Program Director must be contacted immediately in the event of need for bereavement leave.
2. The student must request bereavement leave prior to or on the first day of leave and it must be reasonable in duration.
3. When the student returns from the approved leave, a meeting will be held with the Program Director and Clinical Coordinator to schedule make up time for the student.
4. The academic and clinical demerit system will not apply during approved Bereavement Leave.

**Jury Duty**

1. Should a student in the Radiology Allied Health School receive a jury summons, the Program Director must be notified immediately so that the student's schedule can be adjusted accordingly. The Program Director will schedule a meeting with the student and their Clinical Coordinator to schedule make up time for the jury duty absence.
2. A copy of the jury summons and proof of serving as a juror are required.
3. If a student is released early from jury duty, the Program Director or Clinical Coordinator should be contacted to determine whether the student should report to school for the remainder of the scheduled day.
4. Make up time is scheduled at the discretion of the program.
5. The academic and clinical demerit system will not apply during Jury Duty.

**Military Leave**

1. Should a student in the Radiology Allied Health School be called to active or reserve duty, the Program Director must be notified immediately.
2. Documentation must be provided to the Program Director.
3. Upon return from military leave, an appointment will be made to determine program placement.
4. The academic and clinical demerit system will not apply during Military Leave.

**POLICY: AWARDS**

RADIOLOGY ALLIED HEALTH SCHOOL  
PROGRAM: ALL PROGRAMS

**Effective Date:** 08/01/2001

**Revision date:** 07/2006

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**PROCEDURE:**

At the end of each program class year, the Radiology Allied Health School recognizes those students who have excelled in the areas of academic excellence, clinical excellence and the Baylor values. Eligibility is based on the student attending the entire Baylor University Medical Center RAHS program in consecutive semesters. All students must meet the same criteria for the entire program class year.

**Academic Excellence:** This award is given to the student with the highest didactic GPA at the end of their program. This does not include the clinical grade. In the event of a tie, grade percentages for each class will be averaged.

**Academic Recognition:** Academic recognition will be noted in three levels of academic achievement. This achievement is based on final cumulative GPA. Suma Cum Laude 3.9-4.0, Magna Cum Laude 3.7-3.89, Cum Laude 3.5-3.69

**Clinical Excellence:** This award is given to the student with the highest numerical clinical grade average at the end of their program. In the event of a tie, the student with the least amount of clinical demerits will be the recipient of the clinical excellence award. A student is not eligible for this award if they have an incomplete in any term.

**“Shining Star” Award:** This award is voted on by the graduating class and is given to the student who has most often displayed the Baylor values throughout the duration of their program. In the event of a tie, the award will be determined by the RAHS faculty.

**POLICY: BLOOD and BODY FLUID EXPOSURE**

RADIOLOGY ALLIED HEALTH SCHOOL

PROGRAM: ALL PROGRAMS

Effective Date: 7/1/98

Revision date: 07/2006

Page: 1 of 2

**POLICY:**

All students who have a blood and/or body fluid injury/exposure incident will be evaluated and the incident will be documented by the Clinical Instructor and the Clinical Supervisor. The incident will be documented on the Employee Injury on Duty (EID) form. The student will then be referred to the Employee Health Services for evaluation.

**PROCEDURE:**

Appropriate first aid shall be rendered which includes cleansing of the wounds with soap and water. Mucous membranes should be flushed with water.

Student reports exposure to the Clinical Instructor and the Clinical Supervisor

Instructor/Supervisor completes the Employee Injury on duty (EID) form. The instructor/supervisor completing the EID form shall clearly indicate that the exposure affected a non-employee, but the incident shall be accurately and confidentially recorded pursuant to applicable OSHA regulations.

Once the student has cleaned the wounds, reported the exposure to the Clinical Instructor and Clinical Site Supervisor, and completed the EID form, the remaining steps must be followed depending on whether the source patient is known or unknown.

**THE FOLLOWING PROCEDURE WILL BE FOLLOWED IF THE SOURCE PATIENT IS KNOWN:**

Student notifies supervisor where incident occurred to complete a Patient Information (PI) form.

Student takes the EID form and the PI form to Employee Health Services.

The EHS will order lab work to be done on the patient source to determine if exposure to HIV has occurred.

Once the lab results are known, the EHS will counsel with the student and notify the student of the lab results of the source patient.

If the student has been exposed to HIV, the student will be referred to the Emergency Department to be evaluated for an appropriate post-exposure prophylaxis treatment. This treatment will be at the student's expense.

If the student has been exposed to Hepatitis B or Hepatitis C, the Employee Health Services will refer the student to the student's private physician for treatment and follow-up, at the student's expense.

**THE FOLLOWING PROCEDURE WILL BE FOLLOWED IF THE SOURCE PATIENT IS UNKNOWN:**

Student takes the EID form to Employee Health Services.

Employee Health Services will counsel student and refer the student to the student's private physician for treatment and follow-up, at the student's expense.

**POLICY: CLASSROOMS**

RADIOLOGY ALLIED HEALTH SCHOOL

PROGRAM: ALL PROGRAMS

Effective Date: 8/1/01

Revision date: 02/2009

Page: 1 of 1

**PROCEDURE:**

- Students must adhere to the Baylor Healthcare System's Code of Conduct in the classroom and clinical settings.
- Students are required to attend class as the subject matters presented in the classrooms will be used in the clinical setting and ultimately as a professional in the Imaging Sciences. Students must attend class, be on time, and remain in class during the entire session. To not follow this practice, may be viewed as disrespectful behavior directed at the instructor and to the other students. Students should attend to personal needs during scheduled breaks in order to remain in class during the entire time. Students that leave during class may be considered absent unless extenuating circumstances prevail.
- Students are expected to respect and obey the code of ethics and ethical standards found in the student handbook. Cheating, plagiarism or other forms of academic dishonesty are not acceptable, will not be tolerated and are basis for suspension and/or termination.
- Students with disabilities who may need academic accommodations should notify the Program Director.
- All ***Blackberry and Cellular Phones*** must not be worn and must be turned off while in backpack or purse during class and clinic education. ***All non medical electronic devises are not allowed in classrooms (PDA, MP3 players, etc.).***
- Consumption of food is not allowed during a class or lab session, however beverages are allowed provided they are in closed containers.
- Students are not allowed to use the classroom audio-visual equipment unless instructed to do so by the class instructor.
- Students are prohibited from altering the condition of the classrooms (desks, skeleton, podium, audio-visual equipment, etc.)
- The Radiology Allied Health School is not responsible for student articles left in the classrooms.

- Students may use classrooms and labs during program hours Monday – Friday between 7 am and 5 pm. Classrooms and labs are not available during term breaks unless accompanied by faculty member or staff.

**POLICY: CLINICAL ROTATION SCHEDULE**

RADIOLOGY ALLIED HEALTH SCHOOL

PROGRAM: ALL PROGRAMS

Effective Date: 7/1/98

Revision date: 07/2007

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**PROCEDURE:**

- Students will rotate to several clinical sites within the Baylor Health Care System as well as selected clinical sites outside BHCS.
- Students will predominately be scheduled for clinical practice during the day hours, but will be scheduled for evening and/or weekend hours based on the clinical rotation (ex. Trauma rotation). Students will be given ample notice when they are expected to rotate in the evenings and/or weekends.
- The student clinical schedule is under the direction of the Program Director and the Clinical Coordinator.
- No change may be made in the clinical schedule without approval of the Program Director and Clinical Coordinator.
- Special imaging rotations will be provided.
- Clinical students will not be scheduled on an “ON CALL” basis.
- Students cannot be paid for clinical education time.

**POLICY: COMMUNICABLE DISEASES**

RADIOLOGY ALLIED HEALTH SCHOOL

PROGRAM: ALL PROGRAMS

**Effective Date:** 7/1/98

**Revision date:** 07/2007

**Page:** 1 of 1

**PROCEDURE:**

Students who have been diagnosed as having any communicable disease(s) should immediately contact the Program Director. The Program Director will then contact the Epidemiology Department and/or Employee Health Services. Appropriate student confidentiality will be maintained. The student may request a leave of absence if needed due to illness.

Baylor Health Care System does not discriminate against individuals with communicable diseases; however, patient care must be emphasized at all times. A doctor's release must be provided to the program before the student can return to clinical education and academic classes.

**POLICY: COMPREHENSIVE ACADEMIC  
EXAMINATIONS**

RADIOLOGY ALLIED HEALTH SCHOOL

PROGRAM: ALL PROGRAMS

**Effective Date:** 7/1/98

**Revision date:** 09/2003

**Page:** 1 of 1

**PROCEDURE:**

It is important for graduates of the Radiology Allied Health School to be competent, perform well clinically, and be able to assimilate their classroom and other cognitive learning so that they will be able to think independently, communicate their knowledge effectively, and successfully pass their national credentialing examinations.

To prepare the student for their certification examinations, "Registry Type" examinations will be given periodically throughout the academic year.

This policy has been implemented in order to motivate students to keep current in their classroom and clinical learning with the ultimate goal of providing the means and stimulus for passing the national examinations.

**During the last semester of the program year, each student must pass a comprehensive final exam to complete the program.**

**POLICY: COMPUTER LABS**

RADIOLOGY ALLIED HEALTH SCHOOL

PROGRAM: ALL PROGRAMS

**Effective Date:** 8/1/01

**Revision date:** 02/2008

**Page:** 1 of 1

**POLICY STATEMENT:**

The Radiology Allied Health School will adhere to the Baylor Health Care System Policy on protection and use of information, property and assets documented in the Baylor Code of Ethical Conduct.

**PROCEDURE:**

- No food or drinks are allowed at any computer workstation.
- Each student must log-off of the computer they have been working on.
- Shutdown procedures must be performed appropriately.
- Nothing should be saved to the hard drive.
- Use USB memory stick disks to save your information.
- No programs, software, files, etc. shall be loaded on the computers.
- No programs, software, files, etc. shall be run from disks unless they have been checked and approved in advance.
- Do not put on any screen savers.
- Do not change any of the settings or configurations.
- Don't set up personal bookmarks or forward Baylor email to personal email accounts.
- Any problems should be reported to the instructor.
- Students must not leave any personal items or documents in any computer lab.
- Students may use the computer lab during program hours only.
- Students may use classrooms and labs during program hours of Monday – Friday between 7 am and 5 pm. Classrooms and labs are not available during term breaks unless accompanied by faculty member or staff.

**POLICY: CONDUCT**

RADIOLOGY ALLIED HEALTH SCHOOL

PROGRAM: ALL PROGRAMS

Effective Date: 08/29/2005

Revision date: 07/2006

Page: 1 of 2

**POLICY STATEMENT:**

Baylor Health Care System (BHCS) expects you to conduct yourself and BHCS business in an ethical manner. This is consistent with our corporate values of integrity and stewardship. The BHCS code of ethical conduct explains how you should approach ethical issues that arise. BHCS believes that its philosophy of ethical behavior is essential from a sound business, moral, and legal standpoint, and that it is a natural extension of Christian ministry in our delivery of health care.

**Corporate Compliance Committee**

BHCS has established a Corporate Compliance Committee To:

- Oversee the BHCS code of ethical conduct
- Provide assistance to supervisors and employees in resolving ethics situations
- Establish new guidelines as needed

The committee is chaired by the corporate compliance officer and includes members from senior leadership, such as:

- Senior vice president/chief financial officer
- Senior vice president, Human Resources
- Senior vice president, General Counsel
- Vice president, Internal Audit
- Nursing officer
- Physician representative
- Operational officer
- Other representatives, as needed

**Ethical Standards**

You must consistently adhere to, and take positive steps toward, maintaining and improving BHCS's high ethical standards. Standards have been developed for:

- Compliance with billing and coding laws and regulations
- Compliance with other laws and regulations
- Confidentiality of medical, financial, and business information
- Confidentiality of protected health information
- Conflicts of interest
- Employee relations

- Health and safety
- Patient rights
- Protection and use of information, property, and assets
- Quality

### **Responsibilities**

It is your responsibility to:

- Be familiar with the code of ethical conduct.
- Be sensitive to situations that might lead to conflicts with the code of ethical conduct.
- Report perceived, actual, or potential violations of laws, regulations, BHCS policies and procedures, or the code of ethical conduct.

There may be times when you are unsure if an activity or situation is unethical or illegal. You are encouraged to discuss the issue with your Program Director.

### **NOTE:**

The Compliance EthicsLine is an anonymous service. The BHCS Corporate Compliance officer will address all reported issues.

A critical aspect of this program is the establishment of a culture that promotes prevention, detection, and resolution of conduct that does not comply with the code of ethical conduct and all applicable federal, state, and local laws and regulations and BHCS policies. A *nonretaliation and nonretribution* policy has been established to protect employees and others who report problems and concerns *in good faith*.

You will not be subjected to corrective action or retaliation when you report, in good faith, a perceived issue, problem, concern, or violation. We value and respect each individual and you have the right to be treated fairly and with respect. However, reporting does not protect you from civil, criminal, or corrective action regarding your own performance or conduct.

<p><b>POLICY: CONDUCT</b> <b>Personal Conduct</b></p>	<p>RADIOLOGY ALLIED HEALTH SCHOOL PROGRAM: ALL PROGRAMS</p>
<p><b>Effective Date:</b> 8/29/05</p>	<p><b>Revision date:</b> 07/2006 <b>Page:</b> 1 of 2</p>

**Policy Statement**

Your actions are a direct reflection of the standards and priorities of BHCS. While the student is participating in their education at the RAHS, although the student is not an employee of Baylor the student is expected to comply with these personal conduct guidelines. You should not engage in inappropriate or unprofessional conduct that:

- Attracts undue attention
- Disrupts the workplace
- Discredits BHCS's good name
- Jeopardizes the public's trust in our institution

Examples of inappropriate or unprofessional conduct in the workplace include, but are not limited to:

- Using profane, vulgar, sexually explicit, or sexually suggestive language (see the *Harassment* policy)
- Fighting at school or in the clinical setting
- Failing or refusing to work cooperatively with coworkers and classmates
- Gambling on BHCS premises
- Displaying rude or discourteous behavior
- Acting out your sexuality at school or in the clinical setting

**Conduct Outside the RAHS**

Generally, outside of the RAHS conduct is your business, not ours. You should be sensitive to the possibility that inappropriate behavior of any nature could jeopardize the public's trust in BHCS, especially if you are wearing a uniform, logo or photo identification (ID) badge that would associate you with the health care profession or BHCS. You are expected not to engage in inappropriate or unprofessional conduct or behavior, which could be disruptive to the workplace or discredit BHCS's good name.

Personal lifestyle choices may lead to a disruptive situation in the workplace. Examples include:

- Repeated personal phone calls at work from debt collectors
- Involvement in illegal activities
- Domestic violence

Failure to comply with this policy may lead to corrective action, up to and including separation from the RAHS.

### **Responsibilities**

You are responsible for maintaining appropriate and professional conduct while at school and clinical site and outside RAHS. Personal behavior is particularly important to remember when you are wearing a BHCS uniform or ID badge.

<b>POLICY: CONDUCT</b> <b>Workplace Violence</b>	<b>RADIOLOGY ALLIED HEALTH SCHOOL</b> <b>PROGRAM: ALL PROGRAMS</b>
<b>Effective Date:</b> 8/29/05	<b>Revision date:</b> 07/2006
<b>Page:</b> 1 of 2	

**POLICY STATEMENT:**

Baylor Health Care System (BHCS) is committed to working with you and other students and employees to provide a safe and productive work environment. Incidents and potentially dangerous situations must be reported immediately to the Baylor Department of Public Safety or Program Director. All matters will be thoroughly investigated. Sensitive incidents will be handled appropriately and information will only be disclosed to others on a need-to-know basis. If you are injured through an act of workplace violence, you will be sent to the Employee Health Clinic or an emergency department for care.

Threatening conduct and acts of violence are not tolerated. Anyone who violates this policy may be:

- Removed from the premises
- Subject to corrective action, up to and including separation from the RAHS
- Subject to legal action

**Prohibited Conduct**

All students are prohibited from engaging in threatening and violent activities such as:

- Physically injuring another person
- Making verbal, written or electronic threats
- Exhibiting hostile behavior or suggesting direct or indirect threat of physical harm that causes another person to fear for his or her safety.
- Intentionally damaging company or employee property
- Possessing a weapon while on BHCS business or on BHCS premises
- Committing acts of harassment.

## **Handling the Situation**

Use sound judgment when you report an incident or concern. Some signs of potentially dangerous behavior you should report are:

- Discussing weapons
- Displaying unusual stress, resentment, hostility, anger, or irrational or inappropriate behavior
- Sudden or significant deterioration of job performance

If you see an armed or dangerous person:

- If it's safe to do so without endangering you or others, attempt to contact Baylor Department of Public Safety.
- Don't try to challenge or disarm him or her.
- Cooperate as much as possible, make eye contact, and speak calmly with the individual.

## **Our Efforts to Reduce Risk**

BHCS takes these types of preventive measures:

- Background checks are conducted on each employee and student in an attempt to prevent employing or admitting to the RAHS program, someone who has a history of violent behavior.
- Periodic inspections of BHCS premises are conducted to detect vulnerability, such as workplace violence and hazards and, when needed, we take corrective action.
- These training and counseling programs are provided:
  - "Workplace Violence" and "Prevention & Management of Aggressive Behavior" classes through Training and Organizational Development
  - Chaplains, for spiritual support (available 24 hours a day, by appointment)

## **Responsibilities**

You are encouraged to bring incidents, potentially dangerous situations, or your differences with other employees or classmates to your Program Director's attention before the situation escalates into violence. Contact your Program Director and Baylor Department of Public Safety with your safety concerns.

<b>POLICY: CONDUCT</b> <b>Harassment</b>	<b>RADIOLOGY ALLIED HEALTH SCHOOL</b> <b>PROGRAM: ALL PROGRAMS</b>
<b>Effective Date:</b> 7/7/00	<b>Revision date:</b> 07/2006
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**POLICY STATEMENT:**

Baylor Health Care System (BHCS) is committed to providing a work environment that is free from unlawful harassment. While the student is participating in their education at the RAHS, although the student is not an employee of the BHCS, the student is expected to comply with the harassment policy.

**Definitions**

**Unlawful Harassment**

Federal and state laws prohibit harassment or unwelcome verbal, written, or physical conduct in the workplace, based on:

- Color
- National origin
- Race
- Religion
- Sex (with or without sexual conduct)

Harassment can include, but is not limited to:

- Demeaning comments
- Demeaning posters, cartoons, emails, magazines, or other printed material
- Demeaning jokes
- Interference with someone's freedom of movement
- Racial slurs or epithets
- Suggestive objects or pictures
- Suggestive or insulting sounds
- Threats
- Unwanted physical contact or retaliation for refusing sexual favors

For the conduct to be unlawful, the severity and frequency of the offensive conduct must create a hostile environment that interferes with and alters the students' performance or working conditions.

## **Harasser**

Harassers can include:

- Coworkers
- Physicians
- Supervisors
- Non employees, such as visitors, vendors, or patients
- Classmates
- Instructors

## **Sexual Harassment**

Sexual harassment can involve some additional considerations.

- **Quid Pro Quo**- Quid pro quo sexual harassment occurs when decisions are made based on a student's submission or rejection of unwelcome sexual conduct.
- **Hostile Environment**- A hostile work environment occurs when unwelcome sexual conduct unreasonably interferes with a student's performance or creates an intimidating, hostile, or offensive working environment.

Sexual harassment can include, but isn't limited to:

- Sexual advances
- Requests for sexual favors
- Other verbal, written or physical conduct of a sexual nature, such as:
  - Comments or jokes
  - Artwork, magazines, or calendars
  - Touching

The above can constitute sexual harassment when:

- Submission to such conduct is explicitly or implicitly made a condition of student status
- Submission to such conduct is used as a basis for student decisions
- Such conduct has the purpose or effect of unreasonably interfering with work performance.

It does **not** matter if the harassment is unintentional.

The harasser and receiver can be of the opposite or same sex. A student adversely affected by harassment does not have to be the person to whom the sexual harassment is directed.

### **Filing a Complaint**

If you feel you're being harassed, file a complaint with your Program Director. A prompt and thorough investigation will be conducted in a professional and confidential manner.

The investigation may include interviews with the accused harasser and anyone who might be aware of events that allegedly occurred.

When the investigation is complete, your Program Director will make an assessment of the complaint and promptly take remedial action, if necessary.

### **False Accusations**

We recognize that false accusations can have serious adverse effects. Accusations found to be knowingly false will result in corrective action when appropriate.

### **Responsibilities**

You're expected to:

- Act honestly and responsibly in complying with this policy
- Exercise good judgment to avoid engaging in conduct that could be perceived by others as harassment.
- File a complaint with your Program Director if you feel you or someone else has been harassed.

<b>POLICY: COUNSELING AND GUIDANCE SERVICES</b>	RADIOLOGY ALLIED HEALTH SCHOOL PROGRAM: ALL PROGRAMS
Effective Date: 7/1/98	Revision date: 07/2001 <b>Page:</b> 1 of 1

**PROCEDURE:**

- Counseling and guidance is available to assist the students toward increasing self-understanding and effective self-direction. There are several sources that can be contacted for counseling.
- The Program Director and other faculty members are available for academic and clinical counseling.
- The hospital chaplains are available to assist with various needs, which include outside counseling referrals.

Baylor University Medical Center Chaplain's office (214) 820-2542  
Truett Building

<b>POLICY: DISCIPLINE</b> <b>General Guidelines</b>	<b>RADIOLOGY ALLIED HEALTH SCHOOL</b> <b>PROGRAM: ALL PROGRAMS</b>
<b>Effective Date:</b> 7/1/98	<b>Revision date:</b> 02/2008
<b>Page:</b> 1 of 1	

**PROCEDURE:**

- Any student who breaches the rules and regulations as stated in the Student Handbook or violate the policies of Baylor Health Care System are subject to disciplinary action. Disciplinary action may involve probation, suspension, or termination based on the offense. The student will receive written notice of the discipline decision.
- The program faculty will complete written documentation regarding the student and the policy breached.
- The Program Director, student and faculty member will review the documentation regarding the policy violation.
- For policy violations brought against a student at a clinical site, an investigative process will follow. One of the following consequences may occur:
  - May remain at that clinical site and be placed on probation.
  - May be placed on probation at a different site
  - May be terminated from the program
- Students placed on suspension will be required to make up all assignments from their didactic course as well as all missed clinical time.
- Students placed on probation must adhere to the written guidelines of that probation for the specified time frame. If any policy is violated during the specified time-frame the student will be terminated from the program.

<b>POLICY: DISCIPLINE</b> <b>Termination/Suspension</b>	RADIOLOGY ALLIED HEALTH SCHOOL  PROGRAM: ALL PROGRAMS
Effective Date: 7/1/98	Revision date: 2/2009 <span style="float: right;">Page: 1 of 1</span>

**Immediate Termination and/or Suspension** may result from any of the following:

1. Failure to meet academic and clinical standards as set forth by the Radiology Allied Health School and affiliated clinical education sites.
2. Improper performance of duty, neglect, or any malpractice
3. Abandoning class or clinic without notification or permission
4. Sleeping in the clinical setting
5. Imaging or being imaged by another student
6. Imaging students or technologist's personal family and friends without a proper radiology requisition.
7. Willfully exposing someone else's film badge
8. Dishonesty
9. Falsifying records/Falsifying application to the Radiology Allied Health School
10. Cheating on class or clinical examinations
11. Tampering with timecards/time sheets
12. Malicious intent to impede another student's progress in a Radiology Allied Health School program
13. Improper conduct of any kind that might result in discredit to the department or school Program
14. Intoxication - reporting to class or clinic under the influence of alcohol or narcotics or partaking of these drugs while on the premises
15. Conviction of criminal acts or jail sentence while a student
16. Abuse of imaging equipment
17. Willful destruction of hospital or Radiology Allied Health School property
18. Verbal, written or implied insubordination to supervising persons and school faculty (or clinical faculty staff)
19. Improper language
20. Verbal or physical abuse to supervising technologist and academic instructors
21. Inappropriate use of email towards faculty and other students.
22. Sharing patients Protected Health Information with others for any reason other than direct patient care.
23. Misuse of the Radiology Information System, Radiology Computer Labs, hospital information systems, and the telecommunication system.
24. Violating the Right to Privacy whether it is a fellow student or a patient.

<b>POLICY: DRESS CODE</b>	RADIOLOGY ALLIED HEALTH SCHOOL PROGRAM: ALL PROGRAMS
Effective Date: 7/1/98	Revision date: 02/2009
Page: 1 of 1	

**POLICY STATEMENT:**

Professional attire is a reflection of a student's attitude and willingness to abide by the guidelines as set forth by the Radiology Allied Health School. Students are required to adhere to certain standards at the clinical education affiliate.

- Class Dress Code: Clothing should be made of suitable, non-see through material, not attract undue attention and be tailored to fit the student properly.
- Clinic Dress Code includes but is not limited to the following (See Clinical Practice Profile):

<b>ARTICLE</b>	<b>DESCRIPTION</b>	<b>COLOR</b>
<b>Shoes &amp; Socks</b>	Tennis or Nursing Shoes. Shoes & socks must be clean at all times.	<b>All White</b>
<b>Scrubs</b>	Any style that is professional and appropriate. Must be neat and clean and be tailored to fit the student properly. This includes a top and pants. A white t-shirt may be worn under the scrub top if necessary. No designs or logos on the t-shirt must be visible. Scrubs must be one color with no different colored trim. <b>The student patch must be visible at all times.</b>	<b>Royal Blue</b> Sample color will be provided
<b>Lab Coat</b>	Any professional style & length for RSP students. Medium length required for NMT students. No other outer wear – such as sweaters, jackets, sweatshirts, etc – may be worn during clinical education. <b>The student patch must be visible at all times.</b>	<b>White</b>
<b>Jewelry</b>	Jewelry should be worn in moderation, and must not present a safety hazard or attract undue attention.	<b>N/A</b>
<b>Face or Body Piercing &amp; Tattoos</b>	Not Visible	<b>Not Visible</b>
<b>Grooming</b>	Hair: Neat and well groomed, out of student's face. Hair, even up in clips, must not be able to swing or drop into the patient's face. Hair color and accessories that may present a safety hazard or attract undue attention are not permitted. Beards and mustaches are permitted as long as they are neatly trimmed. Makeup should be worn in a tasteful manner. Perfume, cologne, scented body lotions and body sprays shall not be worn.	<b>Natural hair color: black, blonde, brown, auburn, grey, white</b>

- All **Blackberry and Cellular Phones, Laptop** must not be worn and must be turned off while in backpack or purse during class and clinic education. **All non medical electronic devises are not allowed in classrooms (PDA, MP3 players, etc.).**

**If a student is in violation of the Dress Code Policy, he/she will be sent home to obtain the proper attire. The Attendance Policy will apply.**

<b>POLICY: DRUGS AND ALCOHOL</b>	RADIOLOGY ALLIED HEALTH SCHOOL PROGRAM: ALL PROGRAMS
Effective Date: 7/1/98	Revision date: 02/2008 Page: 1 of 2

**PROCEDURE:**

The Radiology Allied Health School is a drug and alcohol free school. Unlawful possession, use, or distribution of illicit drugs and alcohol by students is prohibited on any hospital related property or during Hospital/School related activities or while conducting program business. Students in violation will be subject to disciplinary action consistent with local, state, and federal law as well as subject to dismissal from the Radiology Allied Health School. In addition to the policy, students are also subject to and must comply with the substance use policy for the clinical sites.

The faculty and each individual student have a responsibility to strive for high quality patient care and education. To fulfill that responsibility, students must devote their full faculties and abilities to their academic and clinical performance free from the effects of alcohol and other performance-impairing substances. Therefore, the Radiology Allied Health School prohibits students from using, selling, possessing, manufacturing, distributing, dispensing, or being under the influence of any alcoholic beverage or controlled substance which may impair academic or clinical performance or pose a hazard to the safety or welfare of any patients, other students, hospital's employees or its visitors.

- This policy's application covers students either on the hospital's premises or off premises while performing academic or clinical responsibilities as part of the curriculum.
- The use of any one or more of alcohol, controlled substances, drugs not medically authorized or any other substance that may impair a student's academic or clinical performance outside the Program, may lead to the imposition of corrective action, which may include dismissal.
- The illegal use, possession, manufacture, distribution, dispensation, or sale of drugs outside of the student's academic or clinical curriculum and away from the Hospital's premises may result in corrective action, because it can affect academic or clinical performance and may negatively impact the public's confidence in the Program or the hospital/clinical affiliate, or both.
- Similarly, alcohol abuse outside of the academic or clinical curriculum and away from the Hospital's premises may lead to corrective action, if it risks harm to a student's academic or clinical performance or adversely affect the public's confidence in the Program or the hospital/clinical affiliate, or both.

*Drugs and Alcohol (continued)*

- Illegal use, purchase, manufacture, transfer, or distribution of drugs is a violation of the Texas State Statutes.

**MEDICALLY AUTHORIZED DRUGS (PRESCRIPTIONS)**

- Students have the responsibility to determine in consultation with their physician, whether a prescribed drug may impair their academic or clinical performance. When there is a risk of such impairment, students must report the use of any medically prescribed or authorized drug, or other substance, to the Program Director, and must provide a written medical authorization to perform academically and clinically while under such a drug influence.
- Failure to report the use of such drugs or other substances or failure to provide proper evidence of medical authorization may lead to corrective action, which may include dismissal.

<p><b>POLICY: DUE PROCESS</b></p> <p><b>NON-COMPLIANCE OF JRCERT STANDARDS</b></p>	<p><b>RADIOLOGY ALLIED HEALTH SCHOOL</b></p> <p><b>PROGRAM: ALL PROGRAMS</b></p>
<p><b>Effective Date:</b> 8/1/07</p> <p><b>Revision date:</b></p>	<p><b>Page:</b> 1 of 1</p>

**PROCEDURE:**

The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits the Radiologic Sciences Program at Baylor University Medical Center in Dallas Texas. The JRCERT has adopted the Standards for an Accredited Educational Program in Radiologic Sciences (STANDARDS) that are directed at the assessment of the program and student outcomes.

The STANDARDS require a program to:

- Articulate its purposes
- Demonstrate that it has adequate human, financial, and physical resources  
Effectively organized for the accomplishment of its purposes
- Document its effectiveness in accomplishing its purposes
- Provide assurance that it can continue to meet accreditation standards

There are nine STANDARDS that an accredited program must meet. A copy of the JRCERT STANDARDS is available for students' review on the student bulletin board located at Wilma Bass Hall, Skills Lab.

The student has the right to assume that the program operates in compliance with the STANDARDS. If the student feels that the program is not in compliance, they should first seek to resolve the concern by speaking to the instructor, clinical coordinator, or program director. If the student is unable to resolve the concern, a written statement outlining the concerns should be presented to the Program Director. The Program Director will respond to the student within five (5) working days. If the student feels that a resolution has not been accomplished, the matter will be turned over to the Student Affairs Committee. The formal procedure for filing a grievance will be followed as described in the Student Handbook. If the student still does not feel the matter has been resolved, they have the right to contact the JRCERT. A good faith effort by all parties should be made in an attempt to solve any concerns prior to the JRCERT being contacted. This is simply good policy and the JRCERT will expect that the above procedures have been exhausted before getting involved. In the event the program has allegations of non-compliance with the JRCERT STANDARDS, the Program Director will maintain records of such concerns and their resolutions.

**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**

<p><b>POLICY: DUE PROCESS</b></p> <p><b>NON-COMPLIANCE OF JRCNMT STANDARDS</b></p>	<p><b>RADIOLOGY ALLIED HEALTH SCHOOL</b></p> <p><b>PROGRAM: ALL PROGRAMS</b></p>
<p><b>Effective Date:</b> 8/1/07</p> <p><b>Revision date:</b></p>	<p><b>Page:</b> 1 of 1</p>

**PROCEDURE:**

The Joint Review Committee on Education in Nuclear Medicine Technology (JRCNMT) accredits the Nuclear Medicine Technology Program at Baylor University Medical Center in Dallas Texas. The JRCNMT has adopted ESSENTIALS for an Accredited Educational Program in Nuclear Medicine Technology are directed at the assessment of the program and student outcomes.

The ESSENTIALS require a program to:

- Articulate its purposes
- Demonstrate that it has adequate human, financial, and physical resources effectively organized for the accomplishment of its purposes
- Document its effectiveness in accomplishing its purposes
- Provide assurance that it can continue to meet accreditation standards

The student has the right to assume that the program operates in compliance with the ESSENTIALS. If the student feels that the program is not in compliance, they should first seek to resolve the concern by speaking to the instructor, clinical coordinator, or program director. If the student is unable to resolve the concern, a written statement outlining the concerns should be presented to the Program Director. The Program Director will respond to the student within five (5) working days. If the student feels that a resolution has not been accomplished, the matter will be turned over to the Student Affairs Committee. The formal procedure for filing a grievance will be followed as described in the Student Handbook. If the student still does not feel the matter has been resolved, they have the right to contact the JRCNMT. A good faith effort by all parties should be made in an attempt to solve any concerns prior to the JRCNMT being contacted. This is simply good policy and the JRCNMT will expect that the above procedures have been exhausted before getting involved. In the event the program has allegations of non-compliance with the JRCNMT ESSENTIALS, the Program Director will maintain records of such concerns and their resolutions.

**Joint Review Committee on Educational Programs in Nuclear Medicine Technology**  
**2000 W. Danforth RD., Suite 130, #203**  
**Edmond, OK 73003**  
**405-285-0546 Fax: 405-285-0579**

**POLICY: DUE PROCESS**

APPEALS, Discipline Decisions

RADIOLOGY ALLIED HEALTH SCHOOL

PROGRAM: ALL PROGRAMS

Effective Date: 7/1/98

Revision date: 06/2008

Page: 1 of 1

**PROCEDURE:**

If the student wishes to appeal a discipline decision, the processes listed below must be followed.

**STUDENT DISCIPLINE**

1. If the student feels that discipline from any faculty member is inappropriate, the student may make an appointment with the Program Director within five school days of the disciplinary action.
2. The Program Director will discuss the issue with the faculty member and the student. The Program Director will make a decision based on the facts presented within three school days of the meeting with the student.
3. If a resolution is still not acceptable to the student, then the student may request a meeting with the Student Affairs Committee within five school days of the meeting with the Program Director.
4. If the student fails to arrange the meeting within the specified time, the student will forfeit the right to the appeal.
5. The student will arrange this meeting by following the standard operating procedure found in the Student Affairs Policy.

<p><b>POLICY: DUE PROCESS</b></p> <p><b>GRIEVANCES</b></p>	<p><b>RADIOLOGY ALLIED HEALTH SCHOOL</b></p> <p><b>PROGRAM: ALL PROGRAMS</b></p>
<p><b>Effective Date:</b> 7/1/98</p> <p><b>Revision date:</b> 06/2008</p>	<p><b>Page:</b> 1 of 1</p>

**PROCEDURE:**

If the student has an academic or clinical issue that needs to be addressed, the processes listed below must be followed.

**CLINICAL EDUCATION ISSUES**

1. Discuss the situation with the Clinical Instructor/Supervisor of that rotation in order to resolve the issue as quickly as possible. This must be performed within one week of the incident. If a solution is not resolved, go to Step 2. Before meeting with the Clinical Coordinator all issues must be in writing by the student.
2. The Clinical Instructor/Supervisor will make an appointment for the student with the Clinical Coordinator within five school days of the initial meeting in Step 1. The Clinical Instructor/Supervisor and the student will meet with the Clinical Coordinator with the written documentation. The Clinical Coordinator will have three school days following the meeting with the student to render a decision to the grievance. In the event the student is still not satisfied with the decision made by the Clinical Coordinator a meeting will be scheduled with the Program Director.
3. The Clinical Coordinator will make an appointment for the student with the Program Director within five school days of the meeting in Step 2. The Clinical Coordinator and the student will meet with the Program Director with the written documentation. The Program Director will have three school days following the meeting with the student to render a decision to the grievance.
4. If the student feels that an acceptable resolution is still not accomplished after meeting with the Program Director, then a meeting of the Student Affairs Committee may be requested. Student must follow standard operating procedures of the Student Affairs Committee.

**ACADEMIC ISSUES**

1. The student is encouraged to meet with the instructor of the course to resolve any issues within five days of the incident. If the student is dissatisfied with the outcome of the first meeting, the student may make an appointment with the Program Director within five school days of meeting with the course instructor. If the Program Director is the instructor of the course being appealed then the student may meet with the program Advisory Committee Chairperson.
2. The Program Director will discuss the issue with the instructor and the student. The Program Director will make a decision based on the facts presented within three school days following the meeting.

3. If a resolution is still not acceptable to the student, then a meeting of the Student Affairs Committee may be requested within five school days once the Program Director has rendered their decision. The student will arrange this meeting by following the standard operating procedure found in the Student Affairs Policy.

<p><b>POLICY: DUE PROCESS</b></p> <p><b>STUDENT AFFAIRS COMMITTEE</b></p>	<p><b>RADIOLOGY ALLIED HEALTH SCHOOL</b></p> <p><b>PROGRAM: ALL PROGRAMS</b></p>
<p><b>Effective Date:</b> 04/01/02</p> <p><b>Revision date:</b> 06/2008</p>	<p><b>Page:</b> 1 of 1</p>

The primary role of the Student Affairs Committee (SAC) is to be an external source (from the educational programs) for student grievances and appeals to discipline decisions. There are not any regularly scheduled meetings of the SAC. When a meeting of the Student Affairs Committee takes place, at least three members of the committee and the Program Director, Clinical Coordinator or Clinical Instructor/Supervisor and the student involved with the case, must be present at the meeting. The SAC members consist of representation from the following areas within Baylor University Medical Center: human resources, pastoral care, social work, nursing, legal, and risk management.

Standard Operating Procedure

- Student requests a hearing with Student Affairs Committee through the Program Director to appeal a decision in accordance with the procedures set forth in the Appeal or Grievance Policies. The student will arrange this meeting through the Program Director within five school days of the meeting where the program issued their decision. Written documentation from the Student and the Program meeting must be submitted to the Program Director.
- The Program Director arranges meeting and notifies all parties involved. The Program Director is a non-voting member of the SAC whose role is to oversee the procedure of the SAC.
- Documentation is delivered to SAC one day prior to meeting.
- At time of meeting, SAC will meet privately with Program Director to briefly discuss requested appeal.
- SAC will hear from each party separately and may recall anyone present for further clarification.
- The SAC may arrive at a decision at time of meeting. If so, all parties will meet together to hear SAC decision.
- If the SAC needs more time to make a decision, the hearing will be scheduled to reconvene no later than one week from date of original meeting.
- If in the unlikely event the SAC is unable to arrive at a decision, the original decision made by the Program will stand.
- All affairs of this committee are to remain confidential.
- Decisions made by the SAC are final.
- If the SAC overturns the decision, then anytime that the student has missed from the Program is documented as an administrative LOA.

**POLICY: EMPLOYMENT**

RADIOLOGY ALLIED HEALTH SCHOOL

PROGRAM: ALL PROGRAMS

Effective Date: 7/1/98

Revision date: 02/2009

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**Employment-Student:**

The Radiology Allied Health School requires the full time participation of the student. The administration and faculty views with disfavor outside employment that may interfere with the quality of academic performance and standard of patient care. It is recommended that students discuss their situation with the Program Director before accepting outside employment. It is highly recommended that students never accept a position that requires more than twenty hours of work per week and/or includes deep night shifts.

If a student elects to be employed, the employment must not interfere with the student's training program. Late arrivals, sleeping in class, dropping grades and unprofessional attire are examples of interference with the student's training program.

Students who are employed at BHCS facilities shall not wear student patches, identification badge, dosimeters, or use image identification markers. These items are only to be used during your clinical time as a student. In addition students will not perform any clinical competency requirements during their employment hours.

**Students are not allowed to leave their clinical education site or classes early to go to work.** This includes travel time. Please remember that classes may take longer than the scheduled time, however, it is not acceptable to leave school early to make it to work on time. Students are prohibited to work at any BHCS facility during program hours.

**Employment- Post Graduate:**

Any post graduation job information that is received by the Radiology Allied Health School will be posted in a common Program area, visible to all students. The faculty and staff are not responsible to inform the students of employment opportunities. All job information will be posted as they are received. The Radiology Allied Health School does not recommend any position because of the display of the advertisement.

**POLICY: FAILURE TO PASS A  
CURRICULUM COURSE**

RADIOLOGY ALLIED HEALTH SCHOOL

PROGRAM: ALL PROGRAMS

**Effective Date:** 9/1/01**Revision date:** 07/2007**Page:** 1 of 1**PROCEDURE:**

All students in the Radiology Allied Health School must pass each course in the Program curriculum to be eligible for graduation. This includes all didactic and clinical courses.

**If a student fails any part of a multi-semester course, they cannot advance to the next level in the course.**

**If at anytime a student fails two courses, they will be dismissed from the Program and may reapply to the Program at a later date.**

**If a student fails a Procedures course, they will not be allowed to continue in the Program, and may reapply to the Program at a later date.**

**If a student fails a Clinical Practicum course, they will not be allowed to continue in the Program, and may reapply to the Program at a later date.**

If a student fails a course in their first year that course can be repeated during their second year.

If a student fails a course during their second year the student will not graduate at the end of the scheduled program. The student may submit a written request to the Program Director to repeat the failed course during the next school year. All requests submitted later than 12 months after their scheduled program completion will be denied. If the student repeats the failed course and successfully passes the course the Radiology Allied Health School will award the student with a certificate of completion provided that all graduation requirements have been met.

<b>POLICY: FINGERNAILS</b>	RADIOLOGY ALLIED HEALTH SCHOOL PROGRAM: ALL PROGRAMS
Effective Date: 1/1/01	Revision date: 07/2006
	Page: 1 of 1

**POLICY STATEMENT:**

The Radiology Allied Health School does not allow fingernail-grooming practices that have been found to increase the risk of nosocomial transmission. This in accordance with the Baylor Health Care System Epidemiology policy.

**PROCEDURE:**

These guidelines apply to all students in all Programs.

- A. Nails are to be kept short (should not extend past the fingertips).
- B. Nails are to be kept clean.
- C. Artificial nails and nail jewelry are not to be worn.

Artificial fingernails – application of product to the nail to include but not limited to acrylic, overlay, tips or silk wraps (does not include nail polish).

Nail jewelry – items applied to the nail for decoration to include but not limited to items glued to or piercing the nail.

- D. Unchipped nail polish of a neutral color is permitted.
- E. Diligent hand washing and appropriate glove use are to be maintained.

**POLICY: GRADE IDENTIFICATION SCALE  
ACADEMIC & CLINICAL**

RADIOLOGY ALLIED HEALTH SCHOOL  
PROGRAM: ALL PROGRAMS

Effective Date: 7/1/98

Revision date: 07/2007

Page: 1 of 1

**PROCEDURE:**

- The following grade scale is used for all academic and clinical courses:

<b>PERCENT</b>	<b>LETTER GRADE</b>
100-93	A
92-84	B
83-75	C
BELOW 75	F
WITHDREW PASSING	WP
WITHDREW FAILING	WF
PASS	P
FAIL	F
INCOMPLETE	IC

- Grade reports are distributed electronically at the end of each term through Baylor Outlook.
- Individual course grades will not be released until transcripts are available from the Registrar.
- Academic and Clinical grades are based solely on student achievement & attendance (See Attendance Policy).
- Final curriculum grades will be not be based on extra-credit. The Radiology Allied Health School faculty does not “curve” grades.
- Remediation is available to all students enrolled in a Radiology Allied Health School program.

**POLICY: GRADUATION REQUIREMENTS**

RADIOLOGY ALLIED HEALTH SCHOOL

PROGRAM: ALL PROGRAMS

Effective Date: 8/29/05

Revision date: 02/2008

Page: 1 of 1

**PROCEDURE:**

- Passing all program curriculum, including academic and clinical courses.
- Completing all clinical competencies and program final assessments.
- Passing a final program comprehensive examination.
- Tuition paid in full.
- Any fees assessed to the student (parking, library, Wilma Bass Hall dorm, etc.) must be paid in full.
- BHCS photo identification badge, surgical scrubs and personal monitoring badges must be returned.

<b>POLICY: HOLIDAYS &amp; TERM BREAKS</b>	<b>RADIOLOGY ALLIED HEALTH SCHOOL</b>
	<b>PROGRAM: ALL PROGRAMS</b>
<b>Effective Date:</b> 7/1/98	<b>Revision date:</b> 08/2005
	<b>Page:</b> 1 of 1

No classes or clinical education will be conducted during the Baylor Health Care System recognized holidays and the RAHS term breaks.

Clinical make-up time may be scheduled during certain term breaks. Please review the Clinical Guidelines in the Attendance Policy.

In the Academic Calendar the schedule of Holidays and Term Breaks are noted.

The following are recognized Holidays for the BHCS:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

**POLICY: IDENTIFICATION OF STUDENTS**

RADIOLOGY ALLIED HEALTH SCHOOL

PROGRAM: ALL PROGRAMS

Effective Date: 7/1/98

Revision date: 02/2008

Page: 1 of 1

**PHOTO ID BADGES:**

- All students in the Radiology Allied Health School (RAHS) will be issued a Baylor Health Care System Photo Identification Badge. This is property of the Baylor Health Care System. The student must wear this ID badge at all times while in the clinical area on their lab coat or uniform. It may be necessary to use this badge to gain entry to Baylor facilities. Should the student lose their Photo Identification Badge, the Program must be notified immediately. There will be a charge for the replacement badge.
- The student's identification badge must be worn at the collar and be clearly visible at all times during all scheduled program hours.
- **Employee badges may not be worn at the same time as a student badge.**
- This badge must be returned to security/parking services upon departure from the Radiology Allied Health School.

**CLINICAL PATCHES:**

- Each student must purchase the RAHS student patch as part of the clinical dress code.
- The student patch must be neatly stitched with black or clear thread on the upper left sleeve of the student lab coat and/or scrub top.
- The student patch must be clearly visible at all times.

**POLICY: IMAGE IDENTIFICATION MARKERS**

RADIOLOGY ALLIED HEALTH SCHOOL

PROGRAM: ALL PROGRAMS

Effective Date: 8/28/2006

Revision date: 02/2009

Page: 1 of 1

**Policy Statement**

All images produced in the clinical setting must have the student and/or technologists lead identification markers visible. These markers are used to identify right or left side of the image or body part along with the student and/or technologist initials that performed the radiologic procedure.

**Procedures**

A student will not be able to participate in their clinical education, if they do not have their lead markers with them. Students who arrive in the clinical setting without their lead markers will need to return home to get them. The Attendance Policy will be in effect during the time the student is away from the clinical setting.

Improperly identified images are an ethical and legal matter. Any student found using another student's or technologist's lead markers will be subject to disciplinary action. Any student found loaning their lead markers to another student will also be subject to disciplinary action.

The Clinical Coordinator will order two sets of lead markers for each student. Each student will be responsible for purchasing replacement or additional lead markers from the Radiologic Sciences Program. Please see the clinical coordinator for purchasing details.

<b>POLICY: IMMUNIZATIONS</b>	RADIOLOGY ALLIED HEALTH SCHOOL PROGRAM: ALL PROGRAMS
Effective Date: 3/7/1994	Revision date: 02/2009 <span style="float: right;">Page: 1 of 1</span>

**All Radiology Allied Health School students will be immunized prior to any patient care activities**

**Purpose:** To protect the students and patients from illness.

**Procedure:** The RAHS student must complete the immunization schedule listed below or provide proof of immunizations prior to their first clinical assignment. *All immunization charges are the student's responsibility.*

- |   |                                |
|---|--------------------------------|
| <b>A. Measles vaccine</b>   | <b>Required</b>                |
| <ol style="list-style-type: none"> <li>1. Evidence of measles vaccination, a series of two vaccinations no closer than one month apart or after the first birthday for all persons immunized after 1967.</li> <li>2. MMR (measles, mumps &amp; rubella) booster for persons vaccinated for measles between 1957 and 1967 if measles vaccine was used during that time or unless there happens to be serologic evidence of immunity or physician statement of disease.</li> <li>3. MMR should be considered for persons born before 1957 who lack:             <ol style="list-style-type: none"> <li>i. A history of previous measles disease,</li> <li>ii. Documentation of receipt of one dose of live measles vaccine or,</li> <li>iii. Serologic evidence of measles immunity.</li> </ol> </li> </ol> |                                |
| <b>B. Mumps vaccine</b>   | <b>Required</b>                |
| <ol style="list-style-type: none"> <li>1. One dose required on or after first birthday or serologic evidence of immunity.</li> </ol>  |                                |
| <b>C. Rubella vaccine</b>   | <b>Required</b>                |
| <ol style="list-style-type: none"> <li>1. One dose required on or after first birthday or serologic evidence of immunity.</li> </ol>  |                                |
| <b>D. Varicella</b>   | <b>Required</b>                |
| <ol style="list-style-type: none"> <li>1. Serologic evidence of varicella immunity or,</li> <li>2. Varicella vaccine: 2 doses, 4 – 8 weeks apart.</li> </ol>  |                                |
| <b>E. Polio vaccine</b>   | <b>Recommended</b>             |
| <b>F. Diphtheria-tetanus - Pertussis</b>  | <b>Booster within 10 years</b> |
| <b>G. TB skin test (PPD)</b>  | <b>Required</b>                |
| <ol style="list-style-type: none"> <li>1. Administered during initial Health Screen, required every 6 months thereafter.</li> </ol>   |                                |
| <b>H. Hepatitis B vaccine</b>   | <b>Recommended</b>             |
| <ol style="list-style-type: none"> <li>1. Three vaccinations at one, two and six months. The series will be started during initial Health Screen if student desires.</li> </ol>   |                                |

**POLICY: LIBRARY**

RADIOLOGY ALLIED HEALTH SCHOOL

PROGRAM: ALL PROGRAMS

**Effective Date:** 7/1/98**Revision date:** 08/2005**Page:** 1 of 1**PROCEDURE:**

- Students have access to the Health Science Library located in the Truett building at Baylor University Medical Center.
- Library cards are available upon request at the Health Sciences Library.
- All materials checked out must be returned on schedule.
- Students are responsible for all fines accumulated.
- All books must be returned and fines paid prior to graduation.
- Use of the library is not permitted during clinical hours unless given special permission from an instructor.
- Students must comply with all rules and regulations of the Health Sciences Library.

<b>POLICY: LOCKERS</b>	RADIOLOGY ALLIED HEALTH SCHOOL PROGRAM: ALL PROGRAMS
Effective Date: 7/1/98	Revision date: 09/2003
	Page: 1 of 1

**PROCEDURE:**

- Student lockers are located in the didactic area of the Program suite and are assigned to each student.
- Students must provide their own lock for these lockers. The locks must be combination locks, and the combination must be given to the Program Director.
- Students must remove their lock and belongings within 2 days prior to graduation or all items will be discarded.
- If a student needs access to their locker after program hours, then the student must request access through the Public Safety office.
- Each clinical site will issue lockers or assigned space for personal belongings.

*The Baylor University Medical Center Radiology Allied Health School or any of its clinical education affiliates are not responsible for any lost or stolen items.*

**POLICY: PARKING SERVICES**

RADIOLOGY ALLIED HEALTH SCHOOL

PROGRAM: ALL PROGRAMS

Effective Date: 7/1/98

Revision date: 08/2005

Page: 1 of 1

**PROCEDURE:**

Baylor University Medical Center:

- Student parking is assigned by the Baylor University Medical Center Parking Services Department. A \$25 deposit is required.
- Parking at any place other than assigned parking will result in a fine up to \$50.00 per ticket. Each student will be responsible for his/her parking fines. These fines must be paid immediately.
- Baylor University Medical Center Radiology Allied Health School does not assume the responsibility for the student's safety or damage to the student's vehicle.
- Parking Services offers escort services to/from the parking lot from/to the hospital.
- Students are subject to and must comply with all BUMC parking rules and regulations.

Affiliate Clinical Sites:

- Each clinical education site will give instructions as to where to park when students are there for clinical rotations.
- Students are subject to and must comply with all clinical site parking rules and regulations.

<b>POLICY: PREGNANCY</b>	<b>RADIOLOGY ALLIED HEALTH SCHOOL</b> <b>PROGRAM: ALL PROGRAMS</b>
<b>Effective Date:</b> 7/1/98	<b>Revision date:</b> 07/2008
	<b>Page:</b> 1 of 1

**PROCEDURE:**

If a student becomes pregnant while in the program, she has the right by law to choose whether or not to notify the faculty and/or the Radiation Safety Officer of Baylor University Medical Center.

Under the Law, the pregnant student has the right to “declare” her pregnancy. This was formerly called a “Pregnancy Declaration”, and it only becomes effective when the declaration is placed in writing. Any student who elects not to declare her pregnancy shall continue to be considered by Law, a regular “radiation worker”. Baylor University Medical Center and the Radiology Allied Health School shall not be responsible for the student’s decision not to or failure to “declare” her pregnancy.

If a student notifies the program faculty of her pregnancy, a confidential conference with the Radiation Safety Officer (RSO) will be scheduled. The student will be counseled on the possible risks potentially encountered in the clinical environment, informed of her rights under the law and given an opportunity to officially declare her pregnancy in writing. If a written declaration is received by the RSO, the student technologist shall be supplied with a second personal dosimeter (fetal badge) that will be worn at the waist during the remaining portion of her pregnancy. This dosimeter is to be worn under any protective apron utilized.

Once the student notifies the program faculty of her pregnancy, she will have two options:

1. Proceed with the program and the clinical rotation schedule without modifications.
2. Request to be excluded from specific examinations or from specific clinical rotations during the first trimester. The student will be scheduled in all clinical rotations that were missed during the 1<sup>st</sup> trimester during regular clinical time or make-up clinical time.

The pregnant student is subject to and must comply with all related pregnancy policies of the Radiation Safety Office. The Radiation Safety Officer will carefully monitor on a monthly basis, both whole-body and fetal dose dosimeters. A pregnant student who receives a fetal dose of more than 50 mRem in a single month will be required to meet with the RSO to review their clinical practices. Should the fetal dose record exceed 500 mRem at any point during the pregnancy, the student will not be allowed to work in a radiation area and will immediately be placed on an administrative leave of absence.

Any program time missed during the student’s pregnancy and delivery may be considered a Leave of Absence (see Attendance Policy, Leave of Absence).

<b>POLICY: PRIVACY</b>	RADIOLOGY ALLIED HEALTH SCHOOL PROGRAM: ALL PROGRAMS
<b>Effective Date:</b> 7/1/98	<b>Revision date:</b> 08/2005 <b>Page:</b> 1 of 1

**PROCEDURE:**

Student records will not be released to anyone other than the student without a written release that is signed by the student. If there is any question to the validity of the signature, the records will not be released. Student records are kept at the Radiology Allied Health School for a minimum of ten years. Individual grades and credits for courses (transcripts) are maintained permanently.

Maintenance of student records is governed through the Family Educational Rights and Privacy Act (FERPA) of 1974. Under this law, student records are defined as all files, documents, and materials containing information, which directly relates to and individually identifies a student or former student.

1. In general, student records must not be released to a third party without the written consent of the student.
2. Written consent to see records must be granted for each specific request. No blanket request form may be signed.
3. Records are also not to be released to parents of students 18 years of age or older without the written consent of the student.
4. Students may see their own records (There are a few record exemptions, see below.)
5. The school must produce the records when requested by the student within 15 days.
6. Students have the right to copy (or make notes from) their records. Copy charges, if any, must be fair and reasonable.
7. Records that do not have to be shown to the student include such records as psychiatric treatment records, counselor notes made for personal purposes, and teacher's personal notes that were made for their own use.
8. Special situations in which student records may be viewed by a third party without the student consent include state and national educational agencies, accrediting agencies, research organizations, student financial aid officials and court order.
9. To comply with FERPA, it is our policy that all requests by or to a third party for transcripts and other student records may be fulfilled only after receiving written student consent. Furthermore, the school may require that written consent be obtained even in the event of providing such records directly to the student.
10. The Radiology Allied Health School Registrar maintains student records.

**POLICY: RADIATION EXPOSURE MONITORING**

RADIOLOGY ALLIED HEALTH SCHOOL

PROGRAM: ALL PROGRAMS

Effective Date: 7/1/98

Revision date: 02/2008

Page: 1 of 2

**PROCEDURE:****Monitoring**

The student will be issued a personal radiation dosimeter each month. This dosimeter is to be worn on his or her uniform in a position that is exposed to the highest level of potential radiation exposure (outside the collar, typically at the pocket level, not on a lanyard). These dosimeters shall be worn outside of a protective apron. Students in the NMT program will also be issued a ring badge that is to be worn on the dominant hand.

The student must wear these personal monitoring devices at all times in or around areas with ionizing radiation. The student will not be allowed to stay at the clinical education site unless these devices are worn. Proper handling of these devices is mandatory. Personal monitoring devices must be turned in to the Clinical Coordinator at the end of each month. Failure to turn the device in a timely manner may result in a delayed reading of their radiation exposure.

A student that does not have his or her dosimeter will not be allowed in ionizing radiation areas. The student will be required to obtain their dosimeter and return to their clinical setting. The student will not be allowed to return to the clinical setting until the student has the dosimeter correctly displayed.

The student must have the dosimeter displayed to participate in ionizing laboratory assignments. If a lab is missed due to not having the dosimeter, that lab must be made up at the instructor's convenience.

Students who are also employed in a radiology facility must not wear their School issued radiation dosimeter. It is unacceptable for a student to wear the School dosimeter during their outside employment activities. The Texas Administrative Code requires each facility to be responsible for documenting exposures to their employees. Students shall provide a copy of their monitoring report from these outside facilities to the BUMC Radiation Safety Officer on a quarterly basis.

**Lost Monitoring Device**

Student "radiation workers" who have lost their personnel monitoring dosimeter shall report the loss of their dosimeter to their supervisor or clinical instructor. They shall not be allowed to take x-rays or work around radioactive materials until the badge is replaced. The student shall

make an appointment with the Radiation Safety Office Coordinator (2-7133) and shall obtain a new dosimeter.

The missing dose shall be estimated from the previous dosimeter readings, by comparing the readings of other students who perform similar tasks or by being assigned a maximum of 416 mRem for a whole body badge or 4160 mRem for a ring badge for that month.

### **Reporting**

All exposure reports are reviewed by the Baylor University Medical Center Radiation Safety/Medical Physics Department and will be made available to the Clinical Coordinator for students to see and initial to confirm they have seen their radiation readings.

A Radiation Safety Officer of Baylor University Medical Center monthly reviews all dosimeter reports for Student "radiation workers". Students who have recorded a radiation exposure exceeding the ALARA I Limit (>125 mRem per quarter) on a radiation dosimeter will receive written and/or verbal counseling by the appropriate Radiation Safety Officer (RSO) and a review of their work area assignments and radiation safety practices will be discussed. An action plan shall be developed to reduce their next monthly exposure to acceptable levels. Periodic observation through out the month of the Student's radiation safety practices shall be conducted by the RSO or a Medical Physicist delegate. Necessary corrections will be made at the time of observance and documented. This process shall continue until acceptable levels are reached.

Radiation workers are allowed to accumulate a whole body exposure of 5000 millirem in a calendar year in accordance with State and Federal standards. A Student should never reach 20% of this limit during each year of their training and at 30% of this level, an ALARA investigation shall be conducted by the Radiation Safety Office and a review by the Committee on Radiation Safety and Radioisotopes shall occur to correct the problem. Students who receive 5000 mRem Deep Dose Equivalent in a 12 consecutive month period will be removed from clinical practice until the end of the next calendar quarter and will have to make up the clinical time.

<b>POLICY: RESIGNATION</b>	RADIOLOGY ALLIED HEALTH SCHOOL PROGRAM: ALL PROGRAMS
Effective Date: 7/1/98	Revision date: 02/2009
	Page: 1 of 1

**PROCEDURE:**

- Students wishing to resign from a Radiology Allied Health School program must submit a letter to the Program Director indicating their request for withdrawal.
- Students who have submitted a formal resignation will receive a grade of incomplete for courses that are still in progress or the earned grade for each course if resignation takes place at semester completion.
- Failure to comply with the resignation policy will result in “WF” on the transcript for all incomplete classes.

<b>POLICY: SCHOOL HOURS</b>	<b>RADIOLOGY ALLIED HEALTH SCHOOL</b> <b>PROGRAM: ALL PROGRAMS</b>
<b>Effective Date:</b> 7/1/98	<b>Revision date:</b> 02/2009
	<b>Page:</b> 1 of 1

**ACADEMIC CLASS DAYS:**

Class hours vary by term, but are generally between the hours of:

7:00 a.m. – 4:00 p.m., Monday - Friday

**CLINICAL DAYS:**

Clinical Schedules will be posted and clinical hours vary depending on the assigned rotation.

Clinical rotations may be scheduled between the hours of:

6:30 a.m. - 5:30 p.m. DAYS  
3:00 p.m. - 11:00 p.m. EVENINGS  
7:00 a.m. - 7:00 p.m. WEEKENDS  
7:00 p.m. - 7:00 a.m. WEEKENDS

A student will never be involved in scheduled program activities more than 40 hours a week.

Program hours are determined by each term schedule.

<b>POLICY: STUDENT COUNCIL</b>	RADIOLOGY ALLIED HEALTH SCHOOL PROGRAM: ALL PROGRAMS
Effective Date: 7/1/98	Revision date: 02/2009 <span style="float: right;">Page: 1 of 1</span>

**PROCEDURE:**

*For programs that have more than 10 students enrolled per year:*

The student council will consist of 3 representatives elected by their respective class. The representatives will serve for one year and must be selected no later than November 1<sup>st</sup> of each year. The following are duties that will be done by the student council:

1. Meet with the student body at least once a term, or at written special request, and outline their suggestions or concerns.
  - a. The Student Council will schedule the student body meetings and notify all students.
  - b. The Student Council Representatives will meet with the Program Director and any other appropriate faculty on a regular basis.
2. The Student Council will not form any opinions concerning any issues that may be expressed by the student body. The representatives will not voice their own opinion in order to influence the class.
3. The Student Council will represent the entire class. The representatives do not have to agree or be personal friends with a student that is bringing the problem. However, the problem still has to be presented to the faculty.
4. The Student Council must set an example for the other students. Students who are or have been on probation will not be candidates for a student council representative. They must also set an example in academic classes, attendance, tardiness, clinical achievements, etc.
5. If a student representative does not exhibit ethical behavior or uphold the Baylor Values or represent the class in a positive manner, the faculty will appoint another student until the end of that school year.

The entire class has the responsibility to work with their student council representatives.

*For programs that have 10 or less students enrolled per year:*

The Program Director will have a class meeting at least on a monthly basis to address any student issues or concerns.

## ***Nuclear Medicine Technology Program***

### **Mission Statement**

The Baylor University Medical Center Nuclear Medicine Technology Program's mission is to develop healthcare professionals in the field of nuclear medicine technology, who are capable, knowledgeable and caring.

The Baylor Nuclear Medicine Technology Program is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT). Any questions regarding the accreditation process may be addressed directly to:

**JRCNMT,  
2000 West Danforth Rd. Suite 130 #204  
Edmond, OK 73003  
405-285-0546**

# *Nuclear Medicine Technology Program*

## **Primary Goals and Objectives**

### **Primary Goals:**

- Provide an environment that fosters in-depth learning.
- The student will acquire cognitive knowledge that will enhance independent decision-making in clinical practice.
- The student will be proficient in all aspects of nuclear medicine technology, allowing them to be a leader in their field.

### **Objectives:**

#### **Students will be able to:**

- Apply knowledge of anatomy and physiology, positioning, physics, radiopharmaceutical dose and bio-distribution in order to obtain optimal quality images for the purpose of diagnosis and interpretation.
- Interact and communicate with patients in a professional manner and attitude.
- Provide assistance to patients for comfort during imaging procedures.
- Use independent judgment to provide optimal quality patient care by demonstrating initiative, compassion, and understanding of patient needs.
- Become acquainted with optimum imaging and processing techniques and be able to critique the quality of scintillation images.
- Develop a rapport with patients, co-workers, and other personnel related to the medical team.
- Use radiation protection measures to reduce personnel and public exposures from ionizing radiation.
- Keep abreast of the development in latest imaging techniques and technologies pertinent to nuclear medicine.
- Recognize the need for and importance of continuing education.
- Work and think independently in any nuclear medicine setting and adequately care for their patients.

# *Nuclear Medicine Technology Program*

## **Faculty**

Pam Alderman CNMT  
Program Director & Didactic Instructor  
214-820-1419  
[PamAld@BaylorHealth.edu](mailto:PamAld@BaylorHealth.edu)

Greg Norton B.A., ARRT (R), CNMT  
Clinical Coordinator & Didactic Instructor  
214-820-1420  
[Greg.Norton@baylorhealth.edu](mailto:Greg.Norton@baylorhealth.edu)

Stanley Grossman, MD  
Medical Director  
[StanG@BaylorHealth.edu](mailto:StanG@BaylorHealth.edu)  
214-820-3219

# *Nuclear Medicine Technology Program*

## **Curriculum**

AIM	Advanced Imaging Modalities
BCH	Chemistry
CIT	Comprehensive Imaging Theory
CLP	Clinical Practicum
CSA	Cross Sectional Anatomy
CUL	Cultural Diversity
HCD	Health Care Delivery
MDT	Medical Terminology
NAP	Nuclear and Atomic Physics
NCT	Computed Tomography
NMI	Nuclear Medicine Instrumentation
NMP	Nuclear Medicine Procedures
NMR	Nuclear Medicine Research
NMS	Nuclear Medicine Statistics
PCR	Patient Care in Radiology
PDH	Professional Development in Healthcare
PDI	Pathology in Diagnostic Imaging
PET	Positron Emission Tomography
RDB	Radiation Biology
REL	Ethics and Law in Radiology
RPN	Radiation Protection in Nuclear Medicine
RPR	Radiopharmacy
TCF	Technical Forum

**POLICY: CLINICAL GRADE CALCULATION**

 RADIOLOGY ALLIED HEALTH SCHOOL  
 PROGRAM: NUCLEAR MEDICINE

Effective Date: 9/1/02

Revision date: 09/01/2004

Page: 1 of 1

**PROCEDURE:**

Clinical grades are calculated from clinical evaluations, competency evaluations, attendance, tardiness, and physician readings for each appropriate Clinical Practice term.

	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>	<b>Term 5</b>
Attendance	30	20	20	20	20
Tardiness	20	20	20	20	20
Physician Readings	10	10	10	10	10
Clinical Evaluation	40	50	50	50	50
	100%	100%	100%	100%	100%

**Attendance:**  $\frac{\text{\# of days attended}}{\text{\# of days scheduled}}$

**Tardiness:**  $\frac{\text{\# of days on time}}{\text{\# of days scheduled}}$

**Readings:**  $\frac{\text{\# of readings completed}}{\text{\# of readings required}}$

<b>POLICY: TUITION</b>	<b>RADIOLOGY ALLIED HEALTH SCHOOL</b> <b>PROGRAM: NUCLEAR MEDICINE</b>
<b>Effective Date:</b> 07/01/02	<b>Revision date:</b> 02/2009 <b>Page:</b> 1 of 1

**PROCEDURE:**

- 1) Program tuition is \$5000.00, and is paid in two annual installments (\$2,500 per year).
- 2) A billing statement will be sent to each student at his or her permanent residence by the Baylor Accounting Services Department. It is the student's responsibility to notify the Registrar of any address changes while enrolled in the Program.
- 3) Tuition must be paid-in-full by the due date before a student can continue in the Nuclear Medicine Technology Program.
- 4) If the tuition payment is not received by the due date, the student will be assessed a \$25 late fee. The student will not be allowed to attend any Program activities until the tuition and late fee have been paid-in-full. This is not grounds for a Leave of Absence from the Program, and all Attendance Policies will apply.
- 5) Any special considerations regarding tuition payment must be submitted in writing to the Radiology Allied Health School Director at least one-week prior to the tuition due date.
- 6) Tuition payments may be made with personal check, cashier check, money order or credit card (MC/VISA/DIS/AMEX) on the due date. Late fees will be assessed if appropriate.
- 7) **Tuition payments are non-refundable.**

<b>Term</b>	<b>Invoices Mailed</b>	<b>Tuition Due</b>
Fall 2009	07/11/09	08/14/09
Fall 2010	07/10/10	08/13/10

**Radiology Allied Health School**

**Student Handbook**

**Signature Page**

I, \_\_\_\_\_, have received the Baylor University Medical Center, Radiology Allied Health School 2009-2010 Student Handbook.

As a student in a Radiology Allied Health School program, I understand these policies and procedures and will abide by them.

I understand that I am to keep this handbook and refer to it when I have any questions about policies and procedures during the entire time that I am enrolled as a student in the program.

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

\_\_\_\_\_  
Date