ASSOCIATE OF APPLIED SCIENCE DEGREE IN
RADIOLOGIC TECHNOLOGY

STUDENT HANDBOOK

KENT STATE UNIVERSITY ASHTABULA CAMPUS

COLLEGE OF APPLIED AND TECHNICAL STUDIES (CATS)

DIVISIONS OF ALLIED BUSINESS; HEALTH PROFESSIONS; AND ENGINEERING

TECHNOLOGY AND PROFESSIONAL STUDIES

CLASS: 2023-2025

Start: June 8, 2023       Graduation: May 8, 2025

- It is the student’s responsibility to read the student handbook.
- The student will be held responsible for policies in this handbook.
- Rules and policies are subject to change. Students will receive written notice of any major changes.
- Disputes over interpretation should be brought to the attention of the Program Director who will seek the advice of the faculty of the program and/or the Radiologic Technology Advisory Committee for a final decision.
- This handbook was reviewed and edited in May 2023.
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Administration

Kent State University Ashtabula Campus

R. William (Bill) Ayres IV, Ph.D.
Interim Dean and Chief Administrative Officer
Kent State University at Ashtabula

Kevin Deemer, MLS
Assistant Dean
Kent State University Ashtabula Campus

Julie Senita, Ph.D., MSN, RN
Senior Program Director, Nursing and Allied Health
Kent State University Ashtabula Campus

Kent State University – Regional College

Peggy Shadduck, Ph.D.
Vice President for Regional Campuses
Dean of the College of Applied and Technical Studies

Susan Emens, Ph.D.
Associate Dean College of Applied and Technical Studies

Kent State University - Administration

Todd A. Diacon, Ph.D.
President
Kent State University
Administrative Offices 2nd Floor, Library, Kent Campus

Melody Tankersley, Ph.D.
Senior Vice President for Academic Affairs and Provost
Kent State University
Administrative Offices 2nd Floor, Library, Kent Campus
Radiologic Technology Administration and Faculty

Academic Program Director Radiologic Technology Ashtabula

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Office Phone: (440) 964-4321
Office RSM 117

Clinical Coordinator

Jenna Saksa, B.R.I.T., R.T. (R)(MR)
jrsaksa@kent.edu
Office Phone: (440) 964-4281
Office RSM 119

Faculty

Stacy Beck, M.P.H., R.T. (R)
spetiya@kent.edu
Office Phone: (440) 964-4281
Office RSM 118

Lisa Motter Moore, B.A., R.T. (R)(M)
lmotter@kent.edu
Adjunct Office
Clinical Education Settings Clinical Preceptors

<table>
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<tr>
<th>Clinical Education Settings</th>
<th>Clinical Preceptors</th>
<th>Phone</th>
</tr>
</thead>
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<tr>
<td><strong>Ashtabula County Medical Center (5)</strong></td>
<td>Heriberto (Tito) Hernandez, RT (R), Jessica Baldwin, RT (R)</td>
<td>440-997-6686</td>
</tr>
<tr>
<td>2420 Lake Ave.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ashtabula, OH 44004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: 440-997-6686</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: 440-997-6493</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACMC Family Health Center (Plaza)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2259 Lake Ave.</td>
<td></td>
<td>440-994-7654</td>
</tr>
<tr>
<td>Ashtabula, OH 44004</td>
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<tr>
<td>Clinical Preceptors: Heriberto (Tito)</td>
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<tr>
<td>Hernandez, RT (R), Jessica Baldwin, RT (R)</td>
<td></td>
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</tr>
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</table>

Clinical Hours: 8:00 am - 4:0 pm

| **Metro Health Parma Medical Center (1)**   | Ashley Walters, RT (R)(CT)                                                          |                |
| 12301 Snow Road                             |                                                                                      |                |
| Parma, Ohio 44130                           |                                                                                      |                |
| Phone: 216-778-4772                         |                                                                                      |                |

Clinical Hours: 8:00am – 4:00pm

| **UH Lake Health System Mentor Campus (3)** | Veronica Klebe, RT (R)                                                              |                |
| 9485 Mentor Avenue Suite #4                 |                                                                                      |                |
| Mentor, Ohio 44060                          |                                                                                      |                |
| Phone: 440-974-6800                         |                                                                                      |                |

Clinical Hours: 8:00am – 4:00pm

| **UH Lake Health System Tripoint Medical Center (2)** | Molly Messner, RT (R)                                                          |                |
| 7590 Auburn Road                             |                                                                                      |                |
| Concord, Ohio 44077                          |                                                                                      |                |
| Phone: 440-354-1680                         |                                                                                      |                |

Clinical Hours: 8:00am – 4:00pm

| **UH Lake Health West Medical Center (8)**    | Bryan Pankuch, RT (R), Josephine Workman, RT (R) (M)                              |                |
| 36000 Euclid Ave.                            |                                                                                      |                |
| Willoughby, Ohio 44094                       |                                                                                      |                |
| Phone: 440-953-6041                          |                                                                                      |                |

Clinical Hours: 8:00am – 4:00pm
Clinical Education Settings Clinical Preceptors

**UH Ahuja Medical Center** (4)
3999 Richmond Road
Beachwood, Ohio 44122
Phone: 216-593-1457

Clinical Preceptor: Laura Bower, RT (R)
Clinical Hours: 8:00 am – 4:00 pm

**UH Beachwood Medical Center** (2)
25501 Chagrin Blvd
Beachwood, Ohio 44122
Phone: 216-545-4880

Clinical Preceptor: Cathy Blaney, RT (R) (CT), Diane Stead, RT (R) (CT)
Clinical Hours: 8:00 am – 4:00 pm

**UH Concord Health Center** (1)
7500 Auburn Road Suite 1350
Painesville, OH 44077
Phone: 440-358-0400

Clinical Preceptor: Melissa Zizka, RT (R) (CT)
Clinical Hours: 8:00 am – 4:00 pm

**UH Conneaut Medical Center** (6)
158 W. Main Street
Conneaut, OH 44030
Phone: 440-593-0150

Clinical Preceptor: Tiffany Ferl, RT (R) (M) (CT)
Clinical Hours: 8:00am – 4:00pm

**UH Euclid Health Center** (2)
18599 Lakeshore Blvd. Suite 700
Euclid, Ohio 44119
Phone: 216-383-5992

Clinical Preceptor: Taylor Hillier, RT (R)
Clinical Hours: 8:00am – 4:00pm
Clinical Education Settings Clinical Preceptors

UH Geauga Medical Center (7)
13207 Ravenna Rd.
Chardon, OH 44024
Phone: 440-285-6386

Clinical Preceptors: Megan Sackett, RT (R) (BD), Kaitlyn Lucarelli, RT (R), Wendy Szekely, RT (R) (CT)
Clinical Hours: 8:00 am – 4:00 pm

UH Geneva Medical Center (5)
870 W. Main St.
Geneva, OH 44041
Phone: 440-415-0165

Clinical Preceptor: Dan Luoma, RT (R) (CT) (BD)
Clinical Hours: 8:00am – 4:00pm

UH Mayfield Village Health Center (1)
730 SOM Center Road Suite 110
Mayfield Village, OH 44143
Phone: 440-446-9800

Clinical Preceptor: Sandra Battaglia-Kobe, RT (R)
Clinical Hours: 8:30am - 4:30pm

UH Twinsburg Health Center (1)
8819 Commons Blvd. Suite 103
 Twinsburg, OH 44087
Phone: 330-486-9686

Clinical Preceptor: Lindsey Coppock, RT (R) (CT)
Clinical Hours: 8:00am -4:00pm

UH Westlake Health Center (3)
960 Clague Rd.
Suite 1108
Westlake, OH 44115
Phone: 440-250-2100

Clinical Preceptor: Heather Miller, RT (R) (CT)
Clinical Hours: 8:30am - 4:30pm
Clinical Education Settings Clinical Preceptors

**Western Reserve Hospital (4)**  
1900 23rd Street  
Cuyahoga Falls, OH 44223  
Phone: 330-971-7372

Clinical Preceptor: Taylor Deininger, RT (R)  
Clinical Hours: 8:00am – 4:00pm

**UH Rainbow Babies & Children Hospital Cleveland Medical Center (6)**  
11100 Euclid Ave.  
Cleveland, Ohio 44106  
Phone: 216-844-1170

Clinical Preceptor: Sheri Thibo, MA RT (R), Nicole Riebe BS RT (R)  
Clinical Hours: 7:30am – 4:00pm (*2nd year students*)
Mission Statement of the Radiologic Technology Program

The mission of Kent State University Ashtabula Campus is to educate radiologic technology students in the knowledge, skills, and attitudes to become qualified, professional practitioners who provide quality service and care to the community and to prepare students for the changing needs of the profession. Kent State University transforms lives and communities through the power of discovery, learning, and creative expression in an inclusive environment.
Goals and Student Learning Outcomes of the Radiologic Technology Program

Goal
1. Students will successfully perform radiographic procedures consistent with entry-level requirements of a registered radiologic technologist.

Student Learning Outcome
   1. Students will apply positioning skills accurately.
   2. Students will select appropriate technical factors.
   3. Students will accurately utilize radiation protection.
   4. Students will demonstrate proficiency in performing radiographic exams.

Goal
2. Students will communicate effectively in oral and written form with patients, families, and members of the health care team.

Student Learning Outcome
   1. Students will demonstrate oral communication skills.
   2. Students will demonstrate written communication skills.
   3. Students will display interpersonal skills with patients and staff.

Goal
3. Students will effectively utilize critical thinking and problem-solving skills in the practice of radiologic technology.

Student Learning Outcome
   1. Students will critique images for radiographic quality.
   2. Students will identify the best method of treatment for a given case.
   3. Students will adapt positioning for trauma patients.

Goal
4. Students will determine the value of professional growth and development and conduct themselves in a professional manner.

Student Learning Outcome
   1. Students will determine the importance of continued professional development.
   2. Students will analyze ethical dilemmas concerning professional behavior.
   3. Students will identify professional conduct as seen in the clinical setting.

Goal
5. Students will successfully complete all academic requirements for the Associate Degree in Radiologic Technology toward the practice of radiologic technology

Student Learning Outcome
   1. Students will successfully complete assessment exams on the first attempt.

Reviewed by KSUA Advisory Committee on 6/8/2022
## Radiologic Technology Two Year Sequence of Courses

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<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hour</th>
<th>Days of the Week</th>
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<tbody>
<tr>
<td>First Year Summer I Semester (5 weeks)</td>
<td>*AHS 24010 (or)</td>
<td>Medical Terminology (or)</td>
<td>1</td>
<td>Online</td>
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<tr>
<td>First Year Summer I Semester (5 weeks)</td>
<td>*HED 14020</td>
<td>Medical Terminology</td>
<td>3</td>
<td>Online</td>
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<tr>
<td>First Year Summer I Semester (5 weeks)</td>
<td>*UC 10097</td>
<td>Destination Kent State First year experience</td>
<td>1</td>
<td>See course schedules.</td>
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<tr>
<td>First Year Summer I Semester (5 weeks)</td>
<td>RADT 14003</td>
<td>Fall 2023 class will be UC 10001: Flashes 101 Introduction to Radiologic Tech.</td>
<td>2</td>
<td>T, W, R, F</td>
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<tr>
<td>1st Summer</td>
<td>RADT 14005</td>
<td>Clinical Education I</td>
<td>1</td>
<td>M, R, F: 7.5 hours each day</td>
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<tr>
<td>1st Summer</td>
<td>RADT 14006</td>
<td>Radiographic Procedures I</td>
<td>1</td>
<td>T, W</td>
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<td>1st Summer</td>
<td>RADT 14003</td>
<td>Clinical Education II</td>
<td>3</td>
<td>TBA</td>
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<td>1st Summer</td>
<td>RADT 14015</td>
<td>Radiographic Procedures II</td>
<td>3</td>
<td>M, W, F: 7.5 hours/day</td>
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<tr>
<td>1st Summer</td>
<td>RADT 14016</td>
<td>Imaging Equipment</td>
<td>2</td>
<td>T, R</td>
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<td>RADT 14018</td>
<td>Radiographic Procedures III</td>
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<td>T, R</td>
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<td>1st Summer</td>
<td>RADT 14021</td>
<td>Imaging Acquisition &amp; Processing</td>
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<tr>
<td>1st Summer</td>
<td>*BSCI 11010</td>
<td>Foundational Anatomy and Physiology I</td>
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<td>RADT 14015</td>
<td>Clinical Education II</td>
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<td>Patient Care Management</td>
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<td>RADT 14018</td>
<td>Radiographic Procedures III</td>
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<td>T, R</td>
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<td>1st Summer</td>
<td>RADT 14021</td>
<td>Imaging Equipment</td>
<td>3</td>
<td>M, W, F: 7.5 hours/day</td>
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<tr>
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<td>RADT 14025</td>
<td>Radiographic Procedures II</td>
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<td>T, R</td>
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<td>RADT 14034</td>
<td>Clinical Education I</td>
<td>2</td>
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<tr>
<td>1st Summer</td>
<td>*CHEM 10050 (or)</td>
<td>Fundamentals of Chemistry (or)</td>
<td>9-15</td>
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<tr>
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<td>*CHEM 10055</td>
<td>Molecules of Life (C or ↑ in Math before)</td>
<td>3</td>
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<td>*BSCI 11020</td>
<td>Foundational Anatomy and Physiology II</td>
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<td>RADT 14024</td>
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<td>RADT 14025</td>
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<td>M, W, F: 7.5 hours/day</td>
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<td>RADT 14034</td>
<td>Radiographic Procedures II</td>
<td>2</td>
<td>T, R</td>
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<tr>
<td>1st Summer</td>
<td>*ENG 11011</td>
<td>College Writing, I</td>
<td>3</td>
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<td>*Hum/Fine Art</td>
<td>Kent Core Humanities or Fine Art</td>
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<td>1st Summer</td>
<td>RADT 14085</td>
<td>Foundational Education IV</td>
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<td>*MATH 11009 (or)</td>
<td>Modeling Algebra (or)</td>
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<td>Advanced Imaging</td>
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<td>RADT 24008</td>
<td>Radiobiology and Radiation Protection</td>
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<td>RADT 24015</td>
<td>Clinical Education V</td>
<td>3</td>
<td>W, F</td>
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<tr>
<td>1st Summer</td>
<td>RADT 24016</td>
<td>Imaging Physics</td>
<td>3</td>
<td>M, T, R: 7.5 hours/day</td>
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<tr>
<td>1st Summer</td>
<td>*PSYC 11762</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>1st Summer</td>
<td>RADT 24028</td>
<td>Radiologic Pathology</td>
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<td>M, T, R: 7.5 hours/day</td>
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<tr>
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<td>RADT 24025</td>
<td>Clinical Education VI</td>
<td>3</td>
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<tr>
<td>1st Summer</td>
<td>RADT 24048</td>
<td>Elective: Radiologic Techniques</td>
<td>3</td>
<td>W, F</td>
</tr>
<tr>
<td>1st Summer</td>
<td>RADT 24058</td>
<td>Elective: Diversified Employment Skills</td>
<td>3</td>
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<tr>
<td>1st Summer</td>
<td></td>
<td></td>
<td>6-15</td>
<td></td>
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</tbody>
</table>

*Courses marked with a * can be taken before entry into the Radiologic Technology program.

Students may complete Foundational Anatomy and Physiology I and II (BSCI 11010, 11020) or Anatomy and Physiology I and II (BSCI 21010, 21020) or ATTR 25057 and ATTR 25058 or EXSC 25057 and EXSC 25058 must be completed with a C or better before RADT 24008 (maximum of 2 attempts) or the result will be program dismissal. These courses must be completed within 5 years of the program’s start.

All Radiologic Technology (RADT) courses require admittance into the program and follow the prescribed sequence.

**CLINICAL HOURS:** A clinical day consists of 7.5 hours on the three clinical days of the week during fall and spring semesters. This time does not include the 0.5-hour lunch break.

**Note:** Students will be assigned clinical rotations for some weekend, afternoon and midnight shifts throughout the program.

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**Revised 2023**
Course Descriptions for Radiologic Technology Curriculum

RADT 14003 Introduction to Radiologic Technology (2 credit hours) Summer I
Introduction to radiologic technology program, general anatomy, radiographic procedures, imaging equipment and techniques, radiation protection, professional organizations and clinical education.
Prerequisite: Admission to technical study; and radiologic technology major. 1.5 lecture hours and 0.5 lab hours

RADT 14005 Clinical Education I (1 credit hour) Summer III
Supervised observation and experience at the clinical education site with emphasis on clinical practice of basic skills of radiologic technology and the exams covered in Radiographic Procedures I (chest and abdomen). Student is assigned to the clinical education site for 15 hours per week for 7.5 weeks in summer.
Prerequisite: None. Corequisite: None. 2.5 lab hours and 5.0 other hours

RADT 14006 Radiographic Procedures I (1 credit hours) Summer III
Introduction to radiographic procedures and positioning of the chest and abdomen.
Prerequisite: None. Corequisite: None. 2.0 lab hours

RADT 14015 Clinical Education II (3 credit hours) Fall
Continuation of Clinical Education I with emphasis on skeletal radiography that includes upper and lower extremities, shoulder and pelvic girdles, vertebral spine and bony thorax. Student is assigned to the clinical site 22.5 hours per week.
Prerequisites: RADT 14005 and RADT 14006. 7.5 lab hours and 15 other hours

RADT 14016 Patient Care Management (2 credit hours) Fall
Interpersonal communication, history taking, medical legal issues in radiology, physical assistance, patient monitoring, vital signs, patient tubes and catheters, infection control, aseptic and non-aseptic techniques, sterile procedures, tube and line insertions, medical emergencies, pharmacology and contrast media.
Prerequisite: RADT 14003 with a minimum grade of C (2.00) or better. 1.0 lecture hours and 2.0 lab hours

RADT 14018 Imaging Equipment (2 credit hours) Fall
A study of the equipment used in radiographic imaging including x-ray tubes, x-ray filters, beam restrictors, grids, image receptors, fluoroscopic and mobile equipment and methods of quality control.
Prerequisites: None. 1.8 lecture hours and 0.2 lab hours
Course Descriptions for Radiologic Technology Curriculum

RADT 14021 Radiographic Procedures II (4 credit hours) Fall
Radiographic anatomy, positioning and image evaluation of the upper extremities, shoulder girdle, lower extremities, pelvic girdle, vertebral spine and bony thorax.
Prerequisite: None. 3.0 lecture hours and 2.0 lab hours

RADT 14024 Radiographic Procedures III (4 credit hours) Spring
Radiographic anatomy, positioning, procedures and image evaluation of the gastrointestinal, biliary, and urinary systems, and skull and facial bones positioning.
Prerequisite: RADT 14021. Corequisite: RADT 14025. 3.0 lecture hours and 2.0 lab hours

RADT 14025 Clinical Education III (3 credit hours) Spring
Continuation of Clinical Education II with emphasis on clinical practice of previous course content plus digestive, biliary and urinary procedures, as well as skull and facial bones positioning. Students assigned to clinical education setting 22.5 hours per week.
Prerequisite: RADT 14015. Corequisite: RADT 14024. 7.5 lab hours and 15 other hours

RADT 14034 Image Acquisition & Processing (2 credit hours) Spring
Study of the technical factors and process of image acquisition, factors affecting image quality, processing of digital images and data management.
Prerequisite: RADT 14018. 1.0 lecture hour and 2.0 lab hours

RADT 14085 Clinical Education IV (2 credit hours) Summer II
Continuation of Clinical Education III with emphasis on clinical practice of content in previous clinical courses. More emphasis on independent clinical practice of procedures previously mastered. Clinical and lab time is equivalent to 262.5 hours.
Prerequisite: RADT 14025. 2.5 lab hours and 15 other hours

RADT 24008 Radiobiology and Radiation Protection (3 credit hours) Fall
Biological aspects of radiation, radiation interaction with matter, minimizing patient radiation exposure, and personnel protection are topics covered. Prerequisites: BSCI 11010 and 11020 or BSCI 21010 and BSCI 21020, or ATTR 25057 and ATTR 25058, or EXSC 25057 and EXSC 25058; and RADT 14003.
Corequisite: RADT 24015. 3.0 lecture hours
Course Descriptions for Radiologic Technology Curriculum

RADT 24014 Advanced Imaging (2 credit hours) Fall

Procedures and equipment used in advanced imaging modalities including fluoroscopy, mammography, CT, MRI, interventional imaging, nuclear medicine, PET imaging, diagnostic medical sonography, radiation therapy and fusion studies as well as quality assurance.

Prerequisite: RADT 14025. 2.0 lecture hours

RADT 24015 Clinical Education V (3 credit hours) Fall

Continuation of Clinical Education IV with emphasis on clinical practice of content of previous clinical courses. More emphasis on independent clinical practice previously mastered. Students assigned to clinical education setting 22.5 hours per week and rotates to special medical imaging areas.

Prerequisite: None. Corequisite: AHS (RADT) 24014. 7.5 lab hours and 15 other hours

RADT 24016 Imaging Physics (3 credit hours) Fall

Introduction to general physics, units and measurement, atomic structure, electromagnetic energy, x-ray production, electrodynamics, magnetism and electromagnetic devices, x-ray tube and x-ray circuitry.

Prerequisite: RADT 14018. 3.0 lecture hours

RADT 24025 Clinical Education VI (3 credit hours) Spring

Continuation of Clinical Education V with emphasis on mastery of clinical procedures. Students assigned to clinical education site 22.5 hours per week.

Prerequisite: None. 7.5 lab hours and 15 other hours

RADT 24028 Radiologic Pathology (3 credit hours) Spring

Disease processes and the pathologies associated with each anatomical system are described and their application to all imaging modalities in the radiologic and imaging sciences.

Prerequisite: RADT 24015 3.0 lecture hours
## Course Descriptions for Radiologic Technology Curriculum

### ELECTIVE COURSES in Radiologic Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADT 24048</td>
<td>Radiographic Techniques</td>
<td>3</td>
<td>Spring 2nd Year</td>
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<tr>
<td></td>
<td>Review of radiologic technology to include patient care,</td>
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<tr>
<td></td>
<td>anatomy and physiology, radiologic procedures, equipment</td>
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<td></td>
<td>and image production, radiologic physics, and radiation</td>
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<td></td>
<td>protection in preparation for the radiography certification</td>
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<td></td>
<td>exam.</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> None.</td>
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<tr>
<td>RADT 24058</td>
<td>Diversified Employment Skills</td>
<td>3</td>
<td>Spring 2nd Year</td>
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<tr>
<td></td>
<td>Course features multiple topics in medical imaging to</td>
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<td></td>
<td>prepare graduates for employment in healthcare.</td>
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<td></td>
<td><strong>Prerequisite:</strong> RADT 14016.</td>
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<tr>
<td>RADT 14096</td>
<td>Individual Investigation in Directed Readings in</td>
<td>3</td>
<td>Spring 1*/2nd Year</td>
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<td></td>
<td>Radiologic Technology</td>
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<tr>
<td></td>
<td><em>(Repeatable for credit)</em> Student selects prescribed</td>
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<tr>
<td></td>
<td>number of medical journals, completes questions, paper</td>
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<td></td>
<td>and presentation.</td>
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<td><strong>Prerequisite:</strong> Special approval.</td>
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<tr>
<td>RADT 25010</td>
<td>Mammographic Equipment, Quality Assurance and Procedures</td>
<td>3</td>
<td>Fall 2nd Year</td>
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<tr>
<td></td>
<td>Course provides students with foundational concepts of</td>
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<td></td>
<td>mammographic quality assurance testing and the factors</td>
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<td></td>
<td>that govern and influence quality control equipment.</td>
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<td></td>
<td>Students learn how to construct a quality assurance</td>
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<td></td>
<td>program for a mammography program following the</td>
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<td></td>
<td>American College of Radiology and Mammography Quality</td>
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<td></td>
<td>Standards Act guidelines.</td>
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<td></td>
<td>Students also gain an understanding of various</td>
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<td></td>
<td>radiographic imaging procedures, including routine</td>
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<td></td>
<td>localization, specimen radiography, ultrasound of the</td>
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<td></td>
<td>breast, cyst aspiration, fine needle aspiration</td>
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<td></td>
<td>cytology and breast magnetic resonance imaging.</td>
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<td>Course also covers minimally invasive mammographic</td>
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<td></td>
<td>needle breast biopsy procedures, core biopsy,</td>
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<td></td>
<td>stereotactic procedures and interventional procedures</td>
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<td></td>
<td>used in breast cancer diagnosis.</td>
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<td></td>
<td><strong>Prerequisite:</strong> RADT 14085</td>
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<tr>
<td>RADT 25011</td>
<td>Mammographic Positioning and Patient Care</td>
<td>3</td>
<td>Spring 2nd Year</td>
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<tr>
<td></td>
<td>Course provides the fundamentals of mammography</td>
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<tr>
<td></td>
<td>positioning.</td>
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<td></td>
<td>Students study breast anatomy and physiology and</td>
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<td>pathologic changes and the relevance of these to</td>
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<td></td>
<td>mammographic appearance and positioning, including</td>
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<td></td>
<td>correlation to the radiographic appearance of normal</td>
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<td></td>
<td>anatomy and benign and malignant mammographic findings.</td>
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<td>Course also provides the basic concepts in patient</td>
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<td></td>
<td>assessment and evaluation in mammography. It includes</td>
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<td></td>
<td>effective communication, patient safety/comfort,</td>
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<td></td>
<td>patient preparation, professionalism, ethics and</td>
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<td></td>
<td>critical thinking.</td>
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<td>Course content emphasizes the importance of establishing</td>
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<td>a positive relationship with the patient, addressing</td>
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<td>their psychological needs and providing patient</td>
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<td></td>
<td>information related to the procedure.</td>
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<td></td>
<td><strong>Prerequisite:</strong> RADT 14085</td>
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</tbody>
</table>
Course Descriptions for Radiologic Technology Curriculum

Other Courses required by Radiologic Technology Students: (All courses may be taken prior to admission into the program)

BSCI 11010 Foundational Anatomy & Physiology I (3 credit hours) Fall
Anatomy and physiology to include organization of the human body, cells, tissues, organs and systems, integumentary, skeletal, muscular and respiratory systems and overviews of the nervous and circulatory system. This course is taught on Kent State’s regional campuses for associate degree programs. This course may not be used to fulfill major or minor requirements in the following programs: BA Biology, BS Biology, BS Botany, BS Environmental and Conservation Biology, BS Medical Technology, BS Biotechnology, BS Zoology, and the Biological Sciences minor.

BSCI 11020 Foundational Anatomy & Physiology II (3 credit hours) Spring
Anatomy and physiology of the circulatory, digestive, urinary, nervous, endocrine and reproductive systems. This course is taught on Kent State’s regional campuses for associate degree programs. This course may not be used to fulfill major or minor requirements in the following programs: BA Biology, BS Biology, BS Botany, BS Environmental and Conservation Biology, BS Medical Technology, BS Biotechnology, BS Zoology, and the Biological Sciences minor.

CHEM 10050 Fundamentals of Chemistry (3 credit hours) Spring
Basic concepts of chemistry (including atomic structure, chemical bonding, and reactions) necessary for courses in elementary organic chemistry and physiologic chemistry.
Prerequisite: Minimum 16 ACT math score or MATH 10675 or MATH 11009 or MATH 11012 or MATH 12002 or MATH 12011 or MATH 12021.

OR

CHEM 10055 Molecules of Life (3 credit hours) Spring
An integrated introduction to molecular systems and their participation in the processes of life.
Prerequisite/Co-Requisites: Minimum 55 ALEKS math score or higher; or minimum 22 ACT math score; or minimum 530 SAT math score; or minimum C grade in MATH 10772 or any course MATH 11009 to MATH 49999.

ENG 11011 College Writing I (3 credit hours) Summer
The study and practice of academic writing, including an introduction to rhetorical principles, the writing process, critical reading, research, and technology. Students who do not meet the prerequisites but do have a minimum 3.0 high school GPA or a score of 165 on the GED Reasoning Through Language Arts score should contact the department for approval to register.
Prerequisites: ACT English score of 18-25; or SAT Evidence Based Reading and Writing score of 480-590; or Accuplacer Reading Comprehension score of 80 or higher and WritePlacer score of 4; or WritePlacer score 5 or higher.
**Course Descriptions for Radiologic Technology Curriculum**

**Other Courses required by Radiologic Technology Students:** (All courses may be taken prior to admission into the program)

AHS 24010  
**Medical Terminology**  
(1 credit hour)  
Summer I

Terminology utilized by the medical profession. Emphasis is on definition, spelling, pronunciation and correct usage of terms.  
**Prerequisite:** none.

OR

HED 14020  
**Medical Terminology**  
(3 credit hours)  
Summer I

Identification of the meaning of various roots and terms and combining forms that are components of medical words, including anatomical, physiological, and pathological therapeutic terminology and implications for health literacy.  
**Prerequisite:** none

**Humanities or Fine Art:** see Kent Core list in undergraduate catalog  
(3 credit hours)  
Summer II

**MATH 11009 Modeling Algebra**  
(4 credit hours)  
Fall

(Equivalent to MATH 10772) Study of algebra arising in the context of real-world applications, including linear, polynomial, exponential and logarithmic functions. Intended for students not planning to take calculus.  
**Prerequisites:** minimum 45 ALEKS math score.

OR

**MATH 11010 Algebra for Calculus**  
(3 credit hours)  
Fall

(Equivalent to MATH 10675 or MATH 10775) Course includes an extensive and rich immersion into the structure of functions. Routine analysis includes discussion of domain, range, zeros, general function behavior (increasing, decreasing, extrema, etc). Operations with functions, including addition, subtraction, multiplication, division, composition and inversion. Functions are studied as a tool to analyze rates of change in real-world scenarios. Emphasis is on linear, polynomial, exponential and rational function, with an extensive problem-solving component.  
**Prerequisites:** Minimum 55 ALEKS math score; or MATH 10772 or MATH 11009 with a minimum B grade.

**PSYC 11762 General Psychology**  
(3 credit hours)  
Spring

Introduction to the scientific approach to understanding of human behavior and mental processes such as emotions, perceptions and cognition. Topics may include personality, social and environmental factors, biological aspects of behavior and the experience of emotion and psychological disorders.  
**Prerequisite:** none.
Course Descriptions for Radiologic Technology Curriculum

Other Courses required by Radiologic Technology Students: (All courses may be taken prior to admission into the program)

US 10097 Destination Kent: First Year Experience (1 credit hour) Summer I

(Equivalent to UC 10002 or UC 20007) Assists students in making a successful academic transition to the university through experiential or intellectually engaging discipline-based content. Required of all first-year students. Not required of transfer students with 25 or more credit hours.

Prerequisite: none.
### Teaching Assignments for Radiologic Technology Courses: Revised 2023

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Number</th>
<th>Course</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td></td>
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<tr>
<td>Summer I</td>
<td>RADT 14003</td>
<td>Introduction to Radiologic Technology</td>
<td>Tammy McClish, Stacy Beck, Jenna Saksa</td>
</tr>
<tr>
<td>Summer I/III</td>
<td>RADT 14005</td>
<td>Clinical Education I</td>
<td>Jenna Saksa</td>
</tr>
<tr>
<td>Summer III</td>
<td>RADT 14006</td>
<td>Radiographic Procedures I</td>
<td>Tammy McClish</td>
</tr>
<tr>
<td>Fall</td>
<td>RADT 14015</td>
<td>Clinical Education II</td>
<td>Jenna Saksa</td>
</tr>
<tr>
<td>Fall</td>
<td>RADT 14016</td>
<td>Patient Care Management</td>
<td>Stacy Beck</td>
</tr>
<tr>
<td>Fall</td>
<td>RADT 14017</td>
<td>Radiographic Procedures II</td>
<td>Tammy McClish</td>
</tr>
<tr>
<td>Fall</td>
<td>RADT 14018</td>
<td>Imaging Equipment</td>
<td>Stacy Beck</td>
</tr>
<tr>
<td>Spring</td>
<td>RADT 14034</td>
<td>Image Acquisition and Processing</td>
<td>Stacy Beck</td>
</tr>
<tr>
<td>Spring</td>
<td>RADT 14024</td>
<td>Radiographic Procedures III</td>
<td>Tammy McClish</td>
</tr>
<tr>
<td>Spring</td>
<td>RADT 14025</td>
<td>Clinical Education III</td>
<td>Jenna Saksa</td>
</tr>
<tr>
<td>Spring</td>
<td>RADT 14096</td>
<td>Elective: Ind. Inv: Directed Readings</td>
<td>Stacy Beck</td>
</tr>
<tr>
<td>Summer II</td>
<td>RADT 14085</td>
<td>Clinical Education IV</td>
<td>Jenna Saksa, Stacy Beck</td>
</tr>
<tr>
<td>Fall</td>
<td>RADT 24016</td>
<td>Imaging Physics</td>
<td>Stacy Beck</td>
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<tr>
<td>Fall</td>
<td>RADT 24008</td>
<td>Radiobiology and Radiation Protection</td>
<td>Stacy Beck</td>
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<tr>
<td>Fall</td>
<td>RADT 24014</td>
<td>Advanced Imaging</td>
<td>Stacy Beck</td>
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<tr>
<td>Fall</td>
<td>RADT 24015</td>
<td>Clinical Education V</td>
<td>Jenna Saksa</td>
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<tr>
<td>Fall</td>
<td>RADT 25010</td>
<td>Mammographic Equipment, QA, and Procedures</td>
<td>Lisa Motter Moore</td>
</tr>
<tr>
<td>Spring</td>
<td>RADT 24025</td>
<td>Clinical Education VI</td>
<td>Jenna Saksa</td>
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<tr>
<td>Spring</td>
<td>RADT 24028</td>
<td>Radiologic Pathology</td>
<td>Stacy Beck</td>
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<tr>
<td>Spring</td>
<td>RADT 24048</td>
<td>Elective: Radiologic Techniques</td>
<td>Stacy Beck</td>
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<tr>
<td>Spring</td>
<td>RADT 24058</td>
<td>Elective: Diversified Employment</td>
<td>Stacy Beck</td>
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<tr>
<td>Spring</td>
<td>RADT 25011</td>
<td>Mammographic Positioning and Patient Care</td>
<td>Lisa Motter Moore</td>
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</tbody>
</table>
American Registry of Radiologic Technologists (ARRT)  
Code of Ethics for the Profession of Radiologic Technology

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

1. The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The Registered Technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.
9. The Registered Technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Registered Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

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Radiologic Technology Program
Advisory Committee Members: 2023-2025

Radiologic Technology Faculty:  
Tammy McClish, Academic Program Director  
Jenna Saksa, Clinical Coordinator  
Stacy Beck, Full-time Faculty  
Lisa Motter Moore, Adjunct Faculty

Radiologic Technology Students:  
First Year Student: Mahlea Pierson  
Second Year Student: Kaylee Gania  
Recent Graduate: Marissa Krasinski

Community of Interest Member:  
Stephen Gaglione, Community Member

<table>
<thead>
<tr>
<th>Clinical Education Site</th>
<th>Radiology Directors</th>
<th>Clinical Preceptors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashtabula County Medical Center</td>
<td>Kimberly Poff, BA, RT (R)(M)</td>
<td>Heriberto (Tito) Hernandez, RT (R)</td>
</tr>
<tr>
<td>2420 Lake Ave. Ashtabula, Ohio 44004</td>
<td></td>
<td>Jessica Baldwin, RT (R)</td>
</tr>
<tr>
<td>ACMC – Ashtabula Family Health Center</td>
<td>Kimberly Poff, BA, RT (R)(M)</td>
<td>Heriberto (Tito) Hernandez, RT (R)</td>
</tr>
<tr>
<td>2259 Lake Ave. Ashtabula, Ohio 44004</td>
<td></td>
<td>Jessica Baldwin, RT (R)</td>
</tr>
<tr>
<td>Metro Health Parma Medical Center</td>
<td>Rosanna Naeem, RT (R)(CT)</td>
<td>Ashley Walters, RT (R) (CT)</td>
</tr>
<tr>
<td>354 West Main Rd. Conneaut, OH 44030</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UH Lake Health Mentor Medical Campus</td>
<td>Krissie Stich, RT (R)</td>
<td>Veronica Klebe RT (R)</td>
</tr>
<tr>
<td>9485 Mentor Ave. Suite #4 Mentor, Ohio 44060</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UH Lake Health Tripoint Medical Campus</td>
<td>Krissie Stich, RT (R)</td>
<td>Molly Messner, RT (R)</td>
</tr>
<tr>
<td>7590 Auburn Road Concord, Ohio 44077</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UH Lake Health West Medical Campus</td>
<td>Michelle Dossa, RT (R)</td>
<td>Bryan Pankuch, RT (R)</td>
</tr>
<tr>
<td>36000 Euclid Ave. Willoughby, Ohio 44094</td>
<td>Josephine Workman, RT (R) (M)</td>
<td></td>
</tr>
<tr>
<td>UH Ahuja Medical Center</td>
<td>Krissie Stich, RT (R)</td>
<td>Laura Bower, RT (R)</td>
</tr>
<tr>
<td>3999 Richmond Ave. Beechwood, Ohio 44122</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UH Beachwood Medical Center</td>
<td>Krissie Stich, RT (R)</td>
<td>Cathy Blandy, RT (R) (CT)</td>
</tr>
<tr>
<td>25501 Chagrin Blvd. Beechwood, Ohio 44122</td>
<td>Cathy Blandy, RT (R) (CT)</td>
<td>Diane Stead, RT (R) (CT)</td>
</tr>
<tr>
<td>UH Concord Health Center</td>
<td>Krissie Stich, RT (R)</td>
<td>Melissa Zizka, RT (R) (CT)</td>
</tr>
<tr>
<td>7500 Auburn Road Painesville, Ohio 44077</td>
<td></td>
<td></td>
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<tr>
<td>UH Conneaut Medical Center</td>
<td>Krissie Stich, RT (R)</td>
<td>Tiffany Ferl, RT (R) (M) (CT)</td>
</tr>
<tr>
<td>158 W. Main Street Conneaut, Ohio 44030</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Radiologic Technology Program

## Advisory Committee Members: 2023-2025

<table>
<thead>
<tr>
<th>Clinical Education Site</th>
<th>Radiology Directors</th>
<th>Clinical Preceptors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UH Euclid Health Center</strong></td>
<td>Michelle Nocera, RT (R) (M) (CT)</td>
<td>Taylor Hillier, RT (R)</td>
</tr>
<tr>
<td>18599 Lakeshore Blvd. Euclid, Ohio 44119</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>UH Geauga Medical Center</strong></td>
<td>Krissie Stich, RT (R)</td>
<td>Megan Sackett, RT (R) (BD)</td>
</tr>
<tr>
<td>13207 Ravenna Rd. Chardon, Ohio 44024</td>
<td></td>
<td>Kaitlyn Lucarelli, RT(R)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wendy Szekely, RT(R) (CT)</td>
</tr>
<tr>
<td><strong>UH Geneva Medical Center</strong></td>
<td>Krissie Stich, RT (R)</td>
<td>Dan Luoma, RT (R) (CT) (BD)</td>
</tr>
<tr>
<td>870 W. Main St. Geneva, Ohio 44041</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>UH Mayfield Village Health Center</strong></td>
<td>Krissie Stich, RT (R)</td>
<td>Sandra Bataglia-Kobe, RT (R)</td>
</tr>
<tr>
<td>730 SOM Center Road Suite 110 Mayfield Heights, Ohio 44143</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>UH Twinsburg Health Center</strong></td>
<td>Michelle Nocera, RT (R) (M) (CT)</td>
<td>Lindsey Coppock, RT (R) (CT)</td>
</tr>
<tr>
<td>8819 Commons Blvd. Suite 101 Twinsburg, Ohio 44087</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>UH Westlake Health Center</strong></td>
<td>Michelle Nocera, RT (R) (M) (CT)</td>
<td>Heather Miller, RT (R) (CT)</td>
</tr>
<tr>
<td>960 Clague Rd. Suite 1100B Westlake, Ohio 44115</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Western Reserve Hospital</strong></td>
<td>Jeff Edgell, RT (R) (CT)</td>
<td>Taylor Deininger, RT (R)</td>
</tr>
<tr>
<td>1900 23rd Street Cuyahoga Falls, Ohio 44223</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Rainbow Babies and Children’s Hospital</strong></td>
<td>Kelly Harris-Bailey, RT (R) (CT)</td>
<td>Sheri Thibo, RT (R)</td>
</tr>
<tr>
<td>11100 Euclid Ave. Cleveland, Ohio 44106</td>
<td></td>
<td>Nicole Riebe, RT (R)</td>
</tr>
</tbody>
</table>
Introduction to the Radiologic Technology Program

Welcome to the Radiologic Technology profession and to Kent State University Radiologic Technology program. Students enrolled in the program will be responsible for observing all University rules and regulations. University life policies (Chapter 4) and procedures and material specifically related to the Regional Campuses (Chapter 8) are found in the University Policy Register (http://www.kent.edu/policyreg) which contains a complete list of all the University’s policies, rules, and regulations.

Students will also be responsible for observing all rules and regulations of the assigned Clinical Education Settings and all policies and procedures listed in this handbook. In the event the Clinical Education Settings and the Student Handbook policies and procedures differ, bring the matter to the attention of the Program Director of Radiologic Technology so that the matter can be presented to the Radiologic Technology Advisory Committee for a decision. If an immediate decision is required, program personnel will consult with advisory board members to render a decision. Students will be notified in writing and the student Handbook will be amended if necessary.

The Radiologic Technology Program offers an **associate degree in applied science with a major in Radiologic Technology**. The program commences in Summer I semester and is completed at graduation at the end of Spring Semester of the second year of the program. Courses are in sequential order and build on each other with a correlation of didactic and clinical education courses.

Graduates sit for the [American Registry of Radiologic Technology](https://www.arrt.org) certification examination in radiography following graduation with the final authorization from the program director that the student has completed all academic and clinical requirements of the program.

The Kent State University Ashtabula Campus Radiologic Technology program is **accredited** by the Joint Review Committee on Education in Radiologic Technology (JRCERT) (see Accreditation in this handbook) and the Ohio Department of Health (ODH).

History of the Program

Roy Bell, R.T., began a hospital-based certificate program in Radiologic Technology at Salem Community Hospital in 1967. In 1985, he transferred the program into the Associate of Applied Science in Radiologic Technology at Kent State University. Roy served as the program director from 1986 to 1991. He passed away in 1997. Roy was president of the OSRT, made a fellow in the OSRT and ASRT and was a life member of the OSRT. He was an author of many radiologic technology review books.

A Radiologic Technology program was added at Kent State University Ashtabula under the direction of Jackie Hammonds in 2007. In 2008, Gail Schroeder became the next program director, and in 2021 Tammy McClish became program director. In 2011, elective courses in the Mammography modality were introduced. In 2019, the Bachelor of Radiologic and Imaging Sciences Online degree program in the MRI and CT concentrations was first offered. And in 2022 a short-term certificate in Mammography was approved by the Higher Learning Commission.

Revised 2023
Academic Standards Policy

1. Students are required to **achieve a grade of at least a "C" or better in each "RADT" required course.** If these requirements are not met, it will lead to dismissal from the program.

2. Students are required to achieve a grade of at least a "C" or better (maximum of 2 attempts) in Anatomy and Physiology courses earned either before the program starts or before RADT 24008. This includes Foundational Anatomy and Physiology I and II (BSCI 11010 and 11020) OR Anatomy and Physiology I & II (BSCI 21010 and 21020) OR their equivalents.

3. **Remedial work** may be required when a student earns a score of 78% or ↓ (benchmark may be higher depending on instructor and course) or lower on an exam. It is up to the Radiologic Technology instructor to determine the type of remedial work required as designated in the course syllabus. Students who **consistently require remedial work** may not be as well prepared for the ARRT exam.

4. Students are required to **maintain a cumulative grade point average of at least a 2.00 for the RADT core courses** to meet graduation requirements. See KSU catalog for information on student probation and dismissal.

5. If a final grade lower than the required "C" (2.00) is earned in any "RADT" course or the “BSCI 11010 and 11020 or BSCI 21010 and 21020” courses, the student will be **dismissed** from the program.

6. Students who are dismissed for unsuccessfully completing RADT courses in a given semester can request to re-enter the program the next time that course is offered (usually the next year since courses are offered only once a year).

7. Students who request re-entry should refer to the policy on re-entry into the program. Re-entry is not assured. Students have a right to follow the due process and grievance policy.

8. Students who are dismissed from the program will be assisted through referral for advising in redirecting their program of study if necessary.

9. **Grading Scale for RADT courses required for the AAS degree in Radiologic Technology:**

| 100 – 94% | A | 4.0 | 84 | C+ | 2.3 |
| 93 | A- | 3.7 | 83 - 78 | C | 2.0 |
| 92 | B+ | 3.3 | 77 | C- | 1.7 |
| 91 – 86 | B | 3.0 | 76 | D+ | 1.3 |
| 85 | B- | 2.7 | 75 – 69 | D | 1.0 |
| | | | 68 and below | F | 0.0 |

In recognition of an extremely high level of academic excellence, a **President’s list** is compiled each academic semester. To qualify, students must have a 4.000 GPA in the semester and must have completed 15 or more credit hours (all of which must have regular letter grades) by the end of that semester. This notation will be printed on student’s official transcripts.

In recognition of academic excellence, a **dean’s list for Full Time Students** is compiled each academic semester. To qualify, students must have a minimum 3.400 GPA in the semester and must have completed 12 or more regular letter-graded credit hours by the end of that semester. This notation will be printed on student’s official transcripts. Rev 6/13. Last revision: 2017, 2018, 2021, 2023
Accidents and Injuries Occurring at the Clinical Education Setting

1. All accidents that occur while at the Clinical Education Setting resulting in personal injury, and/or patient injury, and/or hospital personnel injury, and/or damage to equipment must be reported immediately to the Clinical Preceptor and the Clinical Coordinator.

2. The Clinical Coordinator will then report the incident to the Program Director.

3. Students will be required to follow the proper procedure for documenting accidents in the Clinical Education Setting where the incident occurred. (Students should see the Clinical Preceptor or supervisor for the proper procedure.)

4. Kent State University Ashtabula Campus and their affiliated clinical education settings are not responsible for any medical expenses related to disease or injury incurred during the program. In such cases, students are responsible for their own health insurance to cover any medical expenses that may occur unless otherwise stated in policies of an affiliated clinical education setting. Some clinical sites require students to have health insurance.

5. While students are attending the clinical education settings, they are not considered KSU or clinical education setting employees and as such are not covered under worker’s compensation.
Accreditation of the Radiologic Technology Program
National Accreditation: JRCERT

1. The Kent State University Ashtabula Radiologic Technology Program received its accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Inspection of accreditation documents is available through the Program Director.

2. In 2022, the program received a continuing accreditation award for a period of eight years.

3. The JRCERT affirms that the accreditation process offers both a means of providing public assurance of a program meeting accreditation standards and a stimulus to programmatic improvement.

4. The JRCERT Standards for an Accredited Educational Program in Radiologic Sciences require a program to demonstrate the clarity and appropriateness of its purposes as a post-secondary educational program; to in accomplishing all of its purposes; and to provide assurance that it can continue to be a program that meets accreditation standards. A variety of assessment approaches in its evaluation processes strengthens the program’s ability to document its effectiveness.

5. The JRCERT may be notified as follows:

   JRCERT
   20 N. Wacker Drive, Suite 2850
   Chicago, IL  60606-3182
   Phone (312) 704-5300
   Fax (312) 704-5304
   Website: www.jrcert.org
   Email: mail@jrcert.org

State Accreditation: ODH

The Radiologic Technology program at Kent State University Ashtabula Campus is registered and inspected by the Ohio Department of Health.
Attendance Policy for Radiologic Technology Courses at Ashtabula

In addition to the rules and regulations stated in the KSU undergraduate catalog (University Policy 3-01.2) the following will be enforced:

1. Regular and prompt attendance for Radiologic Technology courses is essential for students to meet the educational challenges and accomplish the learning outcomes of the Radiologic Technology program. The following rules apply unless special circumstances exist as reviewed by program faculty.

First Year Allowed Class Absences
2a. Summer I & Summer III Semesters: a student can miss no more than 1 lecture class and 1 lab in the Intro to Radiologic Technology lecture course and 1 lecture class in the Radiographic Procedures I lecture course and no lab classes for Radiographic Procedures I. If makeup time is required, the student will schedule the time missed with the clinical preceptor.

2b. Fall and Spring Semesters: a student can miss no more than 3 classes in any RADT lecture course and no more than 1 lab class for Procedures II (Fall) and III (Spring).

Second Year Allowed Class Absences
3a. Summer semester: a student can miss no class in the summer review and enrichment classes. Students who miss 1 or more Thursday classes will have their clinical education grade lowered one letter grade for each absence.

3b. Fall & Spring Semesters: a student can miss no more than 3 classes in any RADT lecture course. All second year Fall Semester courses are only permitted 2 absences.

Grade Drop for Excessive Absences
4a. Lecture: Each absence after the allotted time will drop the final grade by one letter for each absence unless an extended illness is involved, or special circumstances exists, or the student brings in an excuse (examples of an excuse include a physician’s excuse or court date excuse). A written warning will be given to the student prior to a grade drop.

4b. Lab: Excessive lab absences: additional assignments and or lab practice may be required and may lead to a grade drop. A written warning will be given to the student prior to a grade drop.

4c. An excuse must be turned in to an instructor within 1 week of the date the student returns to class. If the student fails to do this, the absence will be counted as an unexcused absence. Excuses more than the syllabus specification during a semester will be evaluated by the program faculty and subject to review.

Missed and Made-up Exams
5a. Any exam missed will have to be made up by the student. Failure to make up the exam will result in a 0 for that exam.

5b. It is the STUDENT’S responsibility to contact the instructor concerning the appropriate time to make up an exam. A student will not be permitted to make up an exam during any class time. The exam may have to be made up in the academic center, following their hours of make-up exams. The instructor may assign a remote exam with proctoring software. An exam is to be made up within a week, preferably the next class day that the student attends unless special circumstances exist, and the student has made special arrangements with the instructor. The student may be given an alternate exam as the make-up exam. If the student fails to make special arrangements with the instructor on the returning class day, the student will receive a grade of “0” for that exam. The instructor reserves the right to limit the number of make-up exams in a semester.

Reporting Absences from Radiologic Technology Courses:
6. When a student is absent from the first class of the day, the student is requested to phone or e-mail that first radiologic technology instructor prior to class to report the absence. That instructor will then inform all other radiologic technology instructors concerning the absence. Refer to the faculty phone/e-mail list or your course syllabus for notification.
COURSE ABSENCE ACTION FORM

Student’s Name: __________________________ Date: __________________________

Course: ___________________________________________ Class of: __________________________

Date of Unexcused Absence: ____________ Instructor Signature: __________________________

Date of Unexcused Absence: ____________ Instructor Signature: __________________________

Date of Unexcused Absence: ____________ Instructor Signature: __________________________

Course Policy: ATTENDANCE POLICY

In addition to the rules and regulations stated in the KSU “catalog” the following will be enforced:

1. Regular and prompt attendance for Radiologic Technology courses is essential to meet the educational challenges and accomplish the objectives of the Radiologic Technology program.
2. A student can miss no more than syllabus specifications for this course. Each absence after that will drop the final grade by one letter grade unless an extended illness is involved, or special circumstances exist, or the student brings in an excuse (examples of an excuse include a physician’s excuse or court date excuse).

This form is being completed to inform you that on your next unexcused absence from the above listed class, your final grade will be lowered one letter grade.

Student Signature: __________________________ Date: __________________________

Instructor Signature: __________________________ Date: __________________________

Director Signature: __________________________ Date: __________________________
Attendance Policy for Clinical Education Courses

Attendance of Clinical Education courses is vital to the success of the student in the radiologic technology program. Clinical time permits the student to meet program learning outcomes and to become competent and proficient in the cognitive, affective, and psychomotor domains of learning. The clinical site provides the experience necessary to become a professional in medical imaging.

A. Clinical Education Course Attendance Requirements (subject to change)

Clinical education requires approximately 212 clinical days (1590 hours)

<table>
<thead>
<tr>
<th>YEAR</th>
<th>SEMESTER</th>
<th>WEEKS</th>
<th>DAYS</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>First Year</td>
<td>Summer III</td>
<td>5 weeks</td>
<td>15 days</td>
<td>112.5 hours</td>
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<tr>
<td></td>
<td>Fall</td>
<td>15 weeks</td>
<td>41 days</td>
<td>307.5 hours</td>
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<tr>
<td></td>
<td>Spring</td>
<td>15 weeks</td>
<td>42 days</td>
<td>315 hours</td>
</tr>
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<td>Second Year</td>
<td>Summer II</td>
<td>8 weeks</td>
<td>30 days</td>
<td>225 hours</td>
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<tr>
<td></td>
<td>Fall</td>
<td>15 weeks</td>
<td>41 days</td>
<td>307.5 hours</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>15 weeks</td>
<td>43 days</td>
<td>322.5 hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>212 days (approx.)</td>
</tr>
</tbody>
</table>

B. Course Requirements

A student must complete all hours mandated in the clinical course requirements. If a student is deficient in completing course requirements, time must be made up to meet those clinical requirements. Course requirements also dictate that a student rotates through all clinical areas as assigned. Any student who has missed a rotation must make up the hours required in that area. Examples: Evening shifts, CT, etc.

Per the JRCERT 2021 Standards: Clinical involvement for students is limited to not more than ten (10) hours per day. If the program utilizes evening and/or weekend assignments, these assignments must be equitable, and program total capacity must not be increased based on these assignments. Students may not be assigned to clinical settings on holidays that are observed by KSUA. The student can request to exceed this time limit to complete course requirements for the semester. The student must complete the Clinical Course Requirements Form (Form F-22).

All make up days must be approved and scheduled with the clinical coordinator in agreement with the clinical preceptor. No make-up days are permitted when the University is closed. This applies to all holidays and during the Christmas to New Year’s Day break. See the Inclement Weather Policy concerning make up days.
Attendance Policy for Clinical Education Courses

C. First Year: Absences, Make up Time and Grade Drop

1. **Summer III Semester**: No allotted days off during the summer semester. If the student has a missed day, the student will be required to make up time on the following Saturday. Missed days will be made up in agreement with the clinical preceptor. If absences are excessive or cannot be made up within the semester, the student will make up missed time directly after the last day of summer class but before final grades are due. If hours are not made up by then the student will receive an incomplete for the summer course and finish missed days during fall semester. Once clinical time is made up a grade will be entered into the system. A student’s grade will drop one letter grade for each additional absent day starting on the 3rd absence of that semester unless there are extenuating circumstances.

2. **Fall and Spring Semesters**: If a student is absent 3 days out of a semester, days missed will be made up in agreement with the clinical preceptor. Additional time missed beyond the 3 days will be made up during finals week. If absences are excessive or cannot be made up within the semester, the student will make up the requirements immediately after finals week. A student’s grade will drop one letter grade for each additional absent day starting on the 4th absence of that semester.

D. Second Year: Absences, Make up Time and Grade Drop

1. **Summer II Semester**: No allotted days off during the summer semester. If the student has a missed day, the student will be required to make up time on the following Saturday. Missed days will be made up in agreement with the clinical preceptor. If absences are excessive or cannot be made up within the semester, the student will make up missed time directly after last day of summer class but before final grades are due. If hours are not made up by then the student will receive an incomplete for the summer course and finish missed days during the fall semester. Once clinical time is made up a grade will be entered into the system. A student’s grade will drop one letter grade for each additional absent day starting on the 3rd absence of that semester unless there are extenuating circumstances.

2. **Fall and Spring Semesters**: If a student is absent 3 days out of a semester, days missed will be made up in agreement with the clinical preceptor. Additional time missed beyond the 3 days will be made up during finals week. If absences are excessive or cannot be made up within the semester, the student will make up the requirements immediately after finals week. A student’s grade will drop one letter grade for each additional absent day starting on the 4th absence of that semester.

3. **Interview Days in the Spring Semester of the Second Year**: One (1) additional day is permitted for interviews, physicals and/or orientation for advanced imaging schools or radiologic technology jobs during the last semester in the program with permission and scheduling by the clinical coordinator before the date. Documentation of the visit (signed statement on school or hospital letterhead or the interviewer’s business card) is required. The days may be taken as 1 eight-hour day or 2 four-hour days. No other time increments will be accepted.

*A student who is absent more than one clinical day in the same week due to an illness will be considered as one occurrence, but all days missed still need to be made up. The student will need medical documentation when multiple days are missed in the same week. If the student cannot provide medical documentation, then days missed will be separate occurrences.*

Revision: 2017, 2018, 2019, 2020, 2023
Attendance Policy for Clinical Education Courses

E. Attendance Chart

The following chart lists the specific days that clinical time must be made up for each semester of the program and when a grade drop occurs.

<table>
<thead>
<tr>
<th></th>
<th>Number of weeks in the semester</th>
<th>Number of PTO Days</th>
<th>Time to Complete Course Requirements During Finals Week</th>
<th>Clinical Grade Drop for Unexcused Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Semester</td>
<td>5 weeks</td>
<td>No days</td>
<td>Monday, Wednesday and/or Friday of finals week</td>
<td>On the 3rd absence</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>15 weeks</td>
<td>1 day</td>
<td>Monday, Wednesday and/or Friday of finals week</td>
<td>On the 4th absence</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>15 weeks</td>
<td>1 day</td>
<td>Monday, Wednesday and/or Friday of finals week</td>
<td>On the 4th absence</td>
</tr>
<tr>
<td>Second Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Semester</td>
<td>8 weeks</td>
<td>0 days</td>
<td>Wednesday and/or Saturday of finals week</td>
<td>On the 3rd absence</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>15 weeks</td>
<td>1 day</td>
<td>Monday, Tuesday and/or Thursday of finals week</td>
<td>On the 4th absence</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>15 weeks</td>
<td>1 day</td>
<td>Monday, Tuesday and/or Thursday of finals week</td>
<td>On the 4th absence</td>
</tr>
</tbody>
</table>

F. Absent Time Missed Less than Eight Hours

1. In the event a student has absent time that is less than four hours for a specific need, (medical appointment, etc.), said time will be made up within one week of the occurrence. The student must document the absence with a written excuse. The student is allotted 3 occurrences of missed time less than four hours. On the fourth occurrence, the student must have a conference with the clinical coordinator. Additional absent time may result in disciplinary action.

2. Any time missed between 4 and 7.5 hours will be made up in agreement with the clinical preceptor in consecutive hours and not broken up into hourly units. Time will be rounded up in 30-minute increments. For example, a student who missed 4 hours and 15 minutes will make up 4 hours and 30 minutes. A meal break will be required for a period of time over 5 hours.

3. Students are not permitted to miss lunch or breaks to shorten the clinical day or to complete clinical education requirements.

G. Lunch Times

1. Students are allotted a set time for lunch breaks. Clinical sites will vary on lunch and break time policy. Students must follow the allotted time of their designated clinical site with no alterations. Students are to take no more than the allotted time for lunch (or breaks) or else he/she will be considered tardy. Repeated tardiness will lead to a grade drop (see tardy section).
Attendance Policy for Clinical Education Courses

H. Personal Time Off (PTO) Day

1. A PTO day is one that a student may use for personal time, sick time, or physician’s appointment.

2. All PTO days must be approved by the clinical coordinator prior to the occurrence.

3. Each student is granted one PTO day for each of the following semesters: first year fall semester, first year spring semester, second year fall semester and second year spring semester.

4. There is one occasion when the PTO days may not be taken: the day that is designated as National Radiologic Technology Day on campus.

5. The student may take a PTO day in conjunction with an observed holiday once during the first year and once during the second year of the program. This situation must be pre-approved by the clinical coordinator only. If one or more class days are missed as well, the student’s final class grade will be dropped by one letter grade for each class day missed.

6. The student may designate a PTO day prior to the date or on the specific date but may not be designated after the absence. The PTO day must be listed as a P on the attendance form.

7. The PTO day may not be used as a makeup day.

8. If a student fails to follow this policy, the student’s clinical grade will drop by one letter grade.

9. Students will be awarded an extra PTO day that will be used in the spring semester if they had perfect attendance in both summer and fall semesters.

I. Bereavement

1. A student will be granted up to 3 consecutive days off (class and/or clinical days) for bereavement if the days taken are on a scheduled class or clinical day. One of those days is designated for the day of the service. Clinical days will not have to be made up.

2. The policy applies to the following family members: spouse, parent, stepparent, in-laws, grandparent, great grandparent, sibling, child, or stepchild.

3. Students must bring in an official notice (newspaper, online announcement) to the program director within one week of the absence. Failure to do so may result in a make-up day.

4. Any additional clinical time missed must be made up following the clinical course requirements.
Attendance Policy for Clinical Education Courses

J. Banking Hours

1. A student who has a scheduled medical procedure can bank clinical hours before the scheduled time missed. The student will have to bring in written documentation of the date of the procedure before banking hours and an excuse from the doctor’s office after the procedure is complete. Any extra time made up before the procedure must be cleared by the clinical preceptor and clinical coordinator. If possible, the hours banked should be in the same semester as the procedure.

2. A student that becomes pregnant while in program or a student with a significant other that becomes pregnant can bank clinical hours before scheduled time missed. The due date will need to be given to the clinical coordinator and scheduling of the extra clinical time will be cleared by clinical preceptor and clinical coordinator.

K. Authorization of Make-Up Time

1. Students must obtain the authorization from their clinical preceptor prior to making up any absence. The clinical coordinator must also be notified of scheduled make up dates.

L. Absence of Scheduled Make-Up Time

1. If a student misses scheduled make-up time, the student will be required to reschedule make-up time with the clinical preceptor.

M. Make up Time and Clinical Grades

1. A student will have until Monday after finals week to make up time to receive an “A”, “B”, “C”, “D” or “F” grade in clinical education. If absent time is not made up by that Monday, the student will receive a grade of Not complete (NC) for the course. However, a grade of not complete will only be given in extreme circumstances per university policy.

N. Reporting Absences from the Clinical Education Setting

1. Students who are unable, for any reason, to report for Clinical Education courses as assigned are required to contact the Clinical Preceptor and/or the Clinical Education Setting at least one hour prior to their scheduled assignment. The student must speak to the Clinical Preceptor when reporting off clinical time. If the clinical preceptor is not available at that time, the student should report off to a radiology department supervisor. If a supervisor is not available, students must note the time and person they are reporting off to. The Clinical Preceptor must, however, be notified of the absence by the student within one hour. If the clinical preceptor is off, the student is to speak with a supervisor and notify the clinical coordinator or program director about that day's absence. The student must report to whom they spoke and the time of call off.

2. Failure to follow this procedure will result in disciplinary action and a student conference report.

Attendance Policy for Clinical Education Courses

N. Scheduling of Afternoon Evening and Weekend Clinical Hours

The student must submit to the Clinical Coordinator and the Clinical Preceptor their requested dates for afternoon and evening clinical hour rotations within 2 weeks of the beginning of each semester. Upon approval of request by the Clinical Coordinator and Clinical Preceptor, the student will be held accountable for those clinical hours. If clinical hours are not completed as previously approved, students will be given an unexcused absence for each occurrence. Students who do not submit their requested dates by the designated date will be assigned their afternoon and evening hours. Students must submit requests on the form provided.

Cardiopulmonary Resuscitation

Students enrolled in RADT courses are required to hold a current certification in cardiopulmonary resuscitation from the American Heart Association. This certification must be completed 1 week before the start of the first clinical education day and kept current for the duration of the program. An American Heart Association BLS course will be offered to incoming students.

The level of certification must include adult (one rescuer and two rescuer), child, and baby CPR and obstructed airway for the adult, child, and baby.

American Heart Association: BLS

Students must provide documentation to the program director by the start of Summer I semester of the first year of the program. Students without the appropriate certification will not be able to complete requirements for Radiologic Technology courses.
Cheating and Plagiarism

Kent State University Administrative Policy 3 -01.8

https://www.kent.edu/policyreg/administrative-policy-regarding-student-cheating-and-plagiarism
Clinical Education Hours and Rotation

1. Students enrolled in Clinical Education courses of the Radiologic Technology program are assigned to area hospitals that serve as Clinical Education Settings. Clinical assignments are made by the Program Officials. On-campus Radiologic Technology courses are scheduled each semester.

2. Clinical site assignment: students may be assigned to one or more clinical site; drive up to 90 minutes.

3. Students will be rotated to other clinical education settings to enhance their education in order to meet program outcomes. Students may also be rotated to other sites in case of strikes by clinical personnel.

4. Clinical Hours are as follows:

   **First Year:**
   - Summer III (5 weeks): 22.5 hours/week: Monday, Thursday, and Friday: 7.5 hours each day
   - Fall Semester (15 weeks): 22.5 hours/week: Monday, Wednesday, and Friday: 7.5 hours each day
   - Spring Semester (15 weeks): 22.5 hours/week: Monday, Wednesday, and Friday: 7.5 hours each day

   **Second Year:**
   - Summer II (8 weeks): 30 hours/week 7.5 hours each day except Thursdays (Class on campus on Thursdays)
   - Fall Semester (15 weeks): 22.5 hours/week Monday, Tuesday, and Thursday: 7.5 hours each day
   - Spring Semester (15 weeks): 22.5 hours/week Monday, Tuesday, and Thursday: 7.5 hours each day

   *Days assigned subject to change

5. While assigned to Clinical Education Setting, student will be rotated through various areas of the Radiology Department.

6. Clinical rotation assignments take place during daytime hours however there are some weekend, afternoon and midnight rotations scheduled.

7. Clinical rotation assignments are posted on the learning management system prior to the start of the semester and posted at each of the Clinical Education Settings.

8. There will be no change in the clinical rotation assignments without the permission of the Clinical Coordinator.

9. If the student is not actively engaged in performing procedures in their assigned area, they will assist technologists & students in other areas. When performing procedures in areas other than area assigned, student must inform Clinical Preceptor and/or the supervising technologist of their location.

10. At the close of each clinical rotation, the technologist will complete an evaluation of the student.

11. Students are required to complete clinical objectives for each rotation at the clinical education setting. Students are encouraged to coordinate their RADT course objectives with their clinical assignments.

Clinical Education Student Learning Outcomes

In each semester of the Radiologic Technology program at Kent State University, the student will be enrolled in clinical education that requires attendance in an assigned clinical education setting in order to:

1. Acquire competency and proficiency in radiologic diagnostic procedures.

2. Observe other imaging and therapeutic modalities such as CT, Ultrasound, MRI, Nuclear Medicine, Cardiovascular Procedures, and Radiation Therapy. Mammography rotation is elective.

3. Rotate to other KSU clinical education settings as scheduled to observe procedures or equipment at other sites not seen in a student’s assigned clinical site.

4. Rotate to a physician’s office (orthopedic) or other health care facility to observe procedures at a small practice.

5. Complete objectives for each clinical education course, which can be found in the course syllabi distributed at the beginning of each semester.

6. Develop and practice safe habits associated with equipment and accessories in accordance with accepted equipment use.

7. Employ techniques and procedures in accordance with standards in radiation protection practices to minimize exposure to patient, themselves and others.

8. Develop and practice appropriate interpersonal relationships with patients, other members of the health care team, families of patients, and others offering or requesting services of the facility, without discrimination.

9. Acquire professional values and develop appreciation for life-long learning.

10. Develop critical thinking and problem-solving skills.

11. Always practice ethical conduct and professional behavior.

12. Respect patient, department, and facility confidentiality in all areas.

13. Be evaluated in the following areas by technologists and clinical instructors reflecting assessment of the affective, cognitive, and psychomotor domains: (see clinical forms)

A. Observe and absorb information given
B. Accurately prepare for procedures
C. Correctly follow directions
D. Organize duties efficiently
E. Apply knowledge correctly
F. Practice quality patient care
G. Effectively communicate
H. Accurately perform exams & correct errors
I. Perform in a timely and efficient manner
J. Demonstrate dependability
K. Conduct oneself in a professional manner
L. Use self-direction within capabilities
M. Demonstrate logic and good judgment
N. Consistently cooperate with others
O. Demonstrate self-confidence in abilities
P. Adjusts and handles stressful situations
Q. Accept suggestions & constructive criticism

Revision: 2013
Clinical Experience Records on Trajecsys

Students will enter their daily log in the cloud-based record keeping system known as Trajecsys. Trajecsys must be kept up to date and will be checked weekly by the Clinical Coordinator.

The collection of these records is part of the clinical education grade. Incomplete or missing records will result in a lowering of the clinical education grade as stated in the clinical education syllabus.

The purpose of the daily log is to evaluate clinical experiences so that a wide range of exams are observed and performed by each student and so that all students have equitable clinical experiences.


Clinical Experience Site Assignments

Clinical assignments are at the discretion of the Clinical Coordinator and the Program Director. Students are expected to adjust their personal and work schedules to accommodate their clinical placement.

Clinical Conduct Policy

The following is a list of reasons why a student may be subject to advisement, probation, suspension, or dismissal. The severity of the incident will determine the consequence, and the student has the right to appeal and due process. Students must abide by all rules and regulations of the clinical education setting to which they are assigned.

ALL STUDENTS:

1. Will report to the clinical assignment in the proper uniform, presenting a professional appearance.
2. Will report to the clinical assignment in an alert and rested condition.
3. Will be free of any possessions of drugs or alcohol while at the clinical site.
4. Will not engage in immoral conduct.
5. Will not divulge any confidential information concerning the clinical site or patients.
6. Will not engage in theft of any articles from the Clinical Education Setting.
7. Will not show gross neglect of duty, including negligence or willful inattention or unkind manner toward a patient.
8. Will not accept any type of gratuity or "tip" from a patient or a patient's family.
9. Will not clock in or otherwise fill in attendance record of another student or staff member.
10. Will not study for other courses while on clinical assignments.
11. Will not smoke in areas where it is prohibited while on clinical assignments or will not smoke if restricted by the clinical site.
12. Will not leave the assigned areas unless instructed to do so.
13. Will not falsify records, reports, and/or information.
14. Will not fight or instigate a fight at the clinical site.
15. Will not use profane or abusive language toward anyone.
16. Will not willfully violate any safety regulations.
17. Will not create malicious mischief resulting in injury or destruction of property.
18. Will not walk off their clinical education site for any reason without permission from clinical preceptor.

Clinical Placement of Students Policy

Students may not be placed in a facility due to the following circumstances:

- Facility where a relative is employed in the same department or unit.
- Facility where a student has worked or is working in that clinical department or unit (i.e., secretary/unit clerk, patient transporter)

During the final clinical semester, the student can be placed in a site where they are working, however, if the student needs to complete a clinical competency or clinical proficiency the student must clock out from their job to complete the exam.

Students are to complete the Clinical Registration Form indicating any facilities which may be a conflict based on the above criteria.

The clinical education experience should be free of any bias to the student or the clinical facility.
Clinical Supervision of Students Policy: Direct and Indirect Supervision

During the clinical education courses of the program, all students are under direct supervision until a student achieves and documents competency of a given procedure.

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology. The JRCERT 2021 Standards state that:

1. Students must perform medical imaging procedures under the direct supervision of a qualified Radiographer until a student achieves competency. The JRCERT defines direct supervision by a qualified radiographer* who:
   • reviews the procedure in relation to the student’s achievement,
   • evaluates the condition of the patient in relation to the student’s knowledge
   • is physically present during the conduct of the procedure, and
   • reviews and approves the procedure and/or image

Repeate images must be completed under direct supervision. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices.

Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

2. Students must perform medical imaging procedures under the indirect supervision of a qualified radiographer after a student achieves competency. The JRCERT defines indirect supervision as:
   • that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement.
   • “Immediately available” is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed.

Students are not to be scheduled with, supervised by, or have competencies completed by a General X-ray Machine Operator or other limited licensure operators (except ODH Radiographers).

*Qualified Radiographer - A radiographer possessing American Registry of Radiologic Technologists certification or equivalent and active registration in the pertinent discipline and practicing in the profession.
Communicable Disease Policy

Students entering the Radiologic Technology program need to be aware, by virtue of the clinical nature of the program that they might be exposed to infectious disease processes, injury, and their inherent risks.

I. **Students who are exposed to a communicable disease**

   Students who are notified of an exposure to a communicable disease while attending clinical education courses must do the following:

   A. Notify the Clinical Preceptor as soon as possible.
   
   B. Notify the Clinical Coordinator as soon as possible who will then notify the Program Director of the radiologic technology program.
   
   C. Follow the guidelines and protocols set up by the Clinical Education Setting they are attending.
   
   D. Complete a communicable disease form that will be placed in the student's file in the program director's office.
   
   E. A student, who is then diagnosed with the communicable disease, must follow part II, as seen below.

II. **Students who are diagnosed with a communicable disease**

   A. Students enrolled in the Radiologic Technology program are required to notify the program director if they are diagnosed with a communicable disease. The student must complete a communicable disease form that will be placed in the student's file in the program director's office.
   
   B. The student's confidentiality will be protected to a certain degree, mainly to those on a need-to-know basis. This will depend on what the communicable disease is and if it will affect the health and welfare of others.
   
   C. The Program Director will in turn notify the Clinical Preceptor and they will counsel with the infection control department of the Clinical Education Setting. When necessary, the student will attend a counseling session with the infection control department.
   
   D. Depending on the severity of the disease and the student's physician, the student may be required to withdraw from the clinical education course and/or the radiologic technology program.
   
   E. Failure to report a communicable disease to the Program Director may result in dismissal from the radiologic technology program, depending on the nature of the communicable disease.

Conduct Regulations for Student Behavior at Kent State University

https://www.kent.edu/policyreg/administrative-policy-and-procedures-regarding-regulations-student-behavior-and

Policy Effective Date: Jan. 1, 2022

Confidential Information: Academic and Clinical Education

1. All facility, personnel and patient records are confidential in nature. This includes all medical images, reports, spoken, paper and electronic information. Students shall comply with all federal and state rules and regulations regarding such information, including, but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

2. Requests for information concerning a patient, personnel or the facility should be referred to the Supervising Technologist or the Clinical Preceptor.

3. Students are expected to maintain the confidentiality in a professional manner.

4. Student files at the clinical education setting are confidential and will be kept in a locked file cabinet. Only the clinical preceptor and clinical coordinators have access to these files. A student will be able to view only his/her own file. This will be done under the supervision of the clinical preceptor or clinical coordinator, based on the Family Educational Right and Privacy Act (FERPA).

5. Any proven break in confidentiality by a student will be cause for immediate dismissal from the program. If a student is accused of a confidentiality violation, an investigation will ensue. The grievance policy will be followed.

Disciplinary Action

Any violation of policy warrants disciplinary action. A written summary of the violation will be placed in the student’s file. The written summary of the violation must be signed and dated by all parties involved. The action to be taken will be determined by the Program in accordance with the Due Process Policy of this Handbook, and/or the Student Conduct Policy of the University Life: Rules and Regulations (www.kent.edu)

Note: Before disciplinary action is taken by the Program Director, the Program Director will meet with the Clinical Coordinator and Radiologic Technology Faculty for the purpose of reviewing the circumstances leading to possible disciplinary action. The final decision will be based on this review. However, the Program Director will be responsible for the act of dismissal and proper documentation of the action.

ACTIONS:

Stage I: Written Conference Report

A written conference report will be completed for any student who is experiencing a problem in the program that needs to be addressed. A radiologic technology faculty member will speak to the student and record the information on the conference form that will be placed in the student’s file on campus.

Stage II: Program Probation

When a written conference has proven to be an inadequate solution to the problem, a student may be placed on probation. How long the probation will last depend on how severe the disciplinary problem.

When put on probation, the Program Director must write a conference report stating the reasons for probation and how long it will last. Also, the report will include the behavior or performance that is expected from the student during that time with the consequence for not fulfilling those expectations. This report will be signed and dated by the student and Program Director.

During the probationary period, the appropriate authority will monitor the behavior or performance and the student will be placed on a performance improvement plan.

Stage III: Program Suspension

When an offense is serious or previous disciplinary actions have not improved the behavior or performance of the student, the student will be suspended for three days from the clinical site. The student must still complete all clinical course requirements.
Disciplinary Action

Stage IV: Program Dismissal

After repeated disciplinary actions for the same violation, the student will be dismissed from the program by the Program Director.

A student will be immediately **dismissed** without going through any previous steps for any of the following items:

1. breach of confidentiality,
2. falsifying information,
3. attending the Clinical Education Setting under the influence of alcohol or illegal drugs, or having either on Clinical Education Setting property,
4. fighting or attempting to injure others on Clinical Education Setting property, including the use of a weapon with the intent to cause harm,
5. gambling or immoral behavior on Clinical Education Setting property,
6. stealing property,
7. deliberately destroying property,
8. abusing a patient, fellow student, employee, or anyone at the Clinical Education Setting, physically or verbally,
9. cheating on any examination or through plagiarism,
10. not meeting the academic standards at the close of a semester,
11. leaving the clinical education setting (walking off their assigned clinical rotation),
12. inability to pass clinical clearance requirements,
13. violation of a Clinical Education Setting (CES) policy which requires the CES to terminate services,
14. any violation of policy requiring immediate dismissal as stated in the "Student Handbook," "Kent State University Catalog," and/or the administrative policy regarding regulations for student behavior.

Dress Code and Professional Appearance at the Clinical Sites

The student uniform is to be worn by all students in the Radiologic Technology program while in attendance at the Clinical Education setting, unless the assigned area (i.e., surgery) requires something different. **Street clothes are not to be worn at the Clinical Education Setting.**

**Required attire:**

1. Clean and well-pressed uniforms or scrubs always. No jeans, stretch pants, or uniforms made of tee-shirt material. Fabric for all uniforms should be of weight and weave so that undergarments are not visible. No tee shirts with writing on them (except T-shirts under uniforms where permitted). Slacks cannot be rolled or pegged and must be of proper length (not touching the floor). No sweaters, sweatshirts, hooded sweatshirts, or jackets -- only warm-up jackets or lab coats are acceptable. Plain white, black, grey, or navy shirts may be worn under the standard Kent State uniform.

2. Clean and polished shoes. Shoes for all clinical education sites are to be white or black athletic tennis shoes (with muted/neutral colors or markings). No sling back, open-toed shoes or canvas tennis shoes.

3. Hair clean, neat, and pulled out of the way and under control; No unusual or unnatural colors allowed such as purple, orange, or blue. Males: beards and mustaches are permitted if neatly trimmed.

4. Nails must be kept short and clean. Long and artificial nails and nail tips are not permitted because they may injure patients and are unclean because they may harbor bacteria and spread staph infections.

5. Make-up must be in moderation.

6. Fragrance -- No fragrances may be used since it may be unpleasant to very ill patients. An effective deodorant is required.

7. Identification badges and radiation dosimetry badges must be worn (these will be provided by the University).

8. Jewelry:
   
   a. **Body Piercing**
      
      Earrings: One pair of small metal or white posts for pierced ears to be worn in earlobe only.
      
      Any other areas of the body that are pierced must not have pierced jewelry that is visible. A pierced tongue or nose is **not** permitted at the clinical site.
   
   b. Only 1 small necklace is permitted and should be thin and short in length.
   
   c. Wedding band and/or engagement ring or other rings but no more than 2 rings per hand.
   
   d. Holiday pins are allowed.

9. **Tattoos must be covered.**

10. All students will be required to follow the dress code: any student with an inappropriate appearance will be asked to leave the Clinical Education Setting. The student must still meet clinical course requirements. Repeated violations of the dress code will warrant appropriate disciplinary action.

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Due Process/ Grievance Procedure

1. Since policies regarding warning, probation, and dismissal are clearly spelled out in the student handbook, and since student-adviser conferences are held on a regular basis, problems concerning these policies should occur infrequently, if at all.

2. If questions/problems do arise concerning implementation of clinical education policies, the due process procedure is as follows:
   a. The student discusses the matter in question with the Program Director within 10 days of the occurrence of the problem in question, explaining the nature of the problem and proposing a suggested solution.
      The Program Director will investigate the problem and confer with the faculty of the program and, if needed, with the radiologic technology advisory committee. A solution will be provided to the student within 10 days. In the event the Program Director fails to respond to the grievance within 10 days or if the student is not satisfied with the response, the student may proceed to the next step in the due process procedure.
   b. If the student is not satisfied with the ruling, the student may proceed to the Kent State University Policy Register "Administrative policy and procedures for student complaint" [link](http://www.kent.edu/policyreg/administrative-policy-and-procedures-student-complaints)
   c. Students may appeal to the JRCERT for an external appeal if the problem is concerned with the program not meeting the JRCERT Standards for an Accredited Educational Program in Radiologic Sciences.

3. The due process is non-retaliating, meaning the student will not be harassed, reprimanded, or punished by anyone for using the Due Process Procedure.
Joint Review Committee on Education in Radiologic Technology (JRCERT)
Process for Reporting Allegations

I. Important Notes

1. The JRCERT cannot advocate on behalf of any student(s). An investigation into allegations of non-compliance addresses only the program’s compliance with accreditation standards and will not affect the status of any individual student.

2. The investigation process may take several months.

3. The JRCERT will not divulge the identity of any complainant(s) unless required to do so through the legal process.

II. Process

1. Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an informational document such as a catalog or student handbook (Standard One, Objective 1.1).

2. If the individual is unable to resolve the complaint with program/institution officials or believes that the concern has not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

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

3. The Allegations Reporting Form must be completed and sent to the above address with required supporting materials. All submitted documentation must be legible.

4. Forms submitted without a signature or the required supporting material will not be considered.

5. If a complainant fails to submit appropriate materials as requested, the complaint will be closed.

The Higher Education Opportunities Act of 2008, as amended, provides that a student, graduate, faculty, or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

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

Allegations Reporting Process Revised 01/2022
The JRCERT promotes excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.
### Joint Review Committee on Education in Radiologic Technology (JRCERT) Allegations Reporting Form

#### I. General Information

<table>
<thead>
<tr>
<th>Name of Complainant</th>
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<td>Address</td>
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<td>Signature</td>
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<td>Date</td>
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#### II. Institution Sponsoring the Program

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<td>City and State</td>
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<td>Type of Program</td>
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</table>
- [ ] Radiography  
- [ ] Radiation Therapy  
- [ ] Magnetic Resonance  
- [ ] Medical Dosimetry |

#### III. Required Information

1. Attach a copy of the program's publication that includes the due process or grievance procedure.

2. Provide a narrative that identifies what you did at each step of the due process or grievance procedure, copies of materials you submitted as part of your appeal, and copies of correspondence you received in response to your appeal.

3. List the specific objective(s) from the accreditation standards (available at [www.jrcert.org/jrcert-standards](http://www.jrcert.org/jrcert-standards)) and indicate what the program is alleged to have done that is not in compliance with the cited objective(s).

   **Example**

   **Objective:** 5.4 direct supervision pre-competency

   **Allegation:** Students often do patient exams without supervision before they have completed a competency check-off.

Allegations Reporting Form  
Revised 01/2022
Early Release from a Clinical Education Course

1. The clinical education courses of the Radiologic Technology Program sponsored by Kent State University are completed upon documented achievement of defined objectives and competencies for each clinical education course.

2. A student may request early release of a clinical education course.

3. The student must have completed all competency/proficiency evaluation requirements for the Radiologic Technology program to make such a request.

4. The request for early release from a clinical education course must be made in writing to the Program Director no later than midterm of the semester involved.

5. Early release is only applicable to the clinical education courses; no other Radiologic Technology course is eligible for early release.

6. In addition to completion of the competency/proficiency requirements, the student must complete the following:

   **Exit proficiency:** This entails proficiency testing on all exams listed on the Student Record of Competencies and Proficiencies, including the graduate proficiencies. The testing will follow the same rules and regulations as competency testing. The examination may be simulated if a real patient is not available, but this is at the discretion of the clinical preceptor. Also, for exit proficiency testing there will be only one attempt for each examination. After the student unsuccessfully attempts one examination, this will mean an unsatisfactory exit proficiency and the student will not be permitted an early release from the clinical education course. A student may attempt the exit proficiency only one time;

   **Unit testing:** All unit tests for the clinical education course must be completed with a grade of "C" or better. The student who requests early release from a clinical education course will automatically be given any unit tests which they have not completed after successful exit proficiency testing;

   **Specialized objectives (specialty areas):** All performance evaluations from the specialty areas must be completed. After a successful exit proficiency testing session, the student may challenge rotating through a specialty area by successfully completing a performance evaluation of the specialty area;

   **Course objectives:** The student will be responsible for successfully demonstrating the entire individual course objectives stated in the course syllabus. Which objectives the student will physically be asked to demonstrate will be at the discretion of the evaluator.
Equal Opportunity Policy

Unlawful Discrimination and Harassment

6-02: University policy regarding equal opportunity:

https://www.kent.edu/policyreg/university-policy-regarding-equal-opportunity
Evaluations by Students

Evaluations to be completed by students.

A. **STUDENT SELF-EVALUATION OF CLINICAL EDUCATION (F-3)**
   Students will complete a self-evaluation each semester that will be reviewed by the clinical preceptor and clinical coordinator. The purpose of this self-evaluation is for the student to assess his/her own strengths and areas needing improvement.

B. **TECHNOLOGIST EVALUATION by the STUDENT (F-6)**
   The technologist evaluations by the student will be completed at the completion of each fall, spring, and summer semesters each year. Each student will evaluate two technologists whom they have been assigned with.

C. **CLINICAL EDUCATION SETTING EVALUATION by the STUDENT (F-7)**
   Students will evaluate the Clinical Education Setting to which they are assigned at the completion of fall, spring & summer semester each year.

D. **CLINICAL PRECEPTOR EVALUATION by the STUDENT (F-8)**
   Students will evaluate the Clinical Preceptor (s) each fall, spring & summer semester.

E. **CLINICAL COORDINATOR EVALUATION by the STUDENT (F-9)**
   Students will evaluate the Clinical Coordinators each fall, spring, & summer semester.

F. **PROGRAM DIRECTOR EVALUATION by the STUDENT (F-9.5)**
   Students will evaluate the Program Director once each year in the spring semester.

G. **KSU INSTRUCTOR and COURSE EVALUATIONS by the STUDENT**
   Students will evaluate the instructor and course at the course completion.

Evaluation of the program at completion by students:

A. **EXIT EVALUATION by the STUDENT**
   Students will evaluate the program at the completion of the program.

B. **GRADUATE SATISFACTION SURVEY**
   Approximately 6-9 months after graduation, Kent State University will send the student a Graduate Satisfaction Survey. The purpose is for the graduate to evaluate the radiologic technology program after the student has graduated and gone on the employment or additional schooling. The survey is used to assess outcomes of the program in determining its effectiveness and to search for information that could lead to programmatic improvement.
Evaluation of Students

A. **STUDENT EVALUATION by the CLINICAL PRECEPTOR (F-12)**
   The Clinical Preceptor will evaluate all students each semester to check on the student's progress in the program. This grade is part of the clinical education course grade.

B. **STUDENT EVALUATION BY THE CLINICAL COORDINATOR (F-13)**
   The Clinical Coordinator will evaluate each student every semester to check on the student's progress in the program. This grade is part of the clinical education course grade.

C. **STUDENT EVALUATION by the TECHNOLOGIST (F-11)**
   Technologists will evaluate students at the end of each rotation, provided they have spent enough time with that student. The evaluation is not given a grade but it is closely examined and reviewed by the Clinical Preceptor and the Clinical Coordinator to check student progress. The student's signature on the form only indicates that the student has read the evaluation.

D. **COMPETENCY EVALUATION (F-15)**
   To evaluate the student's performance of a specific radiologic examination (Chest, Abdomen, etc.), it is the responsibility of the student to select the competency evaluations required for each semester according to the list in each Clinical Education I-VI syllabi.

   The Clinical Preceptor or appropriate radiographer will complete this evaluation while observing the student's performance and after reviewing the resulting images. Exams on real patients should be performed whenever possible. Students may simulate some exams (as designated by the ARRT but the decision is up to the Program Director). The competency evaluations are graded and are part of the clinical education course grade.

   At the successful completion of the program, the Program Director will sign a form from the ARRT stating that the student has successfully completed all required competencies as specified by the program and the ARRT. A student may be ineligible to take the exam if all competencies are not completed successfully.

E. **PROFICIENCY EVALUATION (F-15)**
   The Clinical Preceptor or appropriate radiographer will complete a proficiency evaluation to evaluate the student's performance on a previously completed competency examination. Students must complete the required proficiencies each semester as outlines in the clinical Education I-VI syllabi. The proficiency evaluations are graded and are part of the clinical education course each semester.

F. **PROGRESS CHART (F-21)**
   A progress chart will be kept at the clinical education centers so that all technologists are aware of the competencies that each student has achieved to determine the level of supervision required.

G. **EMPLOYER SATISFACTION SURVEY**
   The employer satisfaction survey is sent at the same time of the graduate satisfaction survey. The graduate can indicate their employment status and employer information. The survey by the employer will evaluate the graduate's skills six-nine months after employment. The purpose of this survey to the employer is to help the program determine its effectiveness from the employer's perspective. Again, this information could lead to programmatic improvement.
EXAMINATION POLICY KENT STATE UNIVERSITY at ASHTABULA – RADIOLOGIC TECHNOLOGY PROGRAM

Students are expected to complete examinations at the scheduled time indicated in the course syllabus. If a student must miss an examination, it is the student’s responsibility to comply with the policy as indicated below:

- The make-up examination must be completed within forty-eight (48) hours of the original examination time.
- Call the Office of Academic Services/Student Accessibility Services located in the Kent State University at Ashtabula Library, (440) 964-4255, to schedule a specific time to complete the examination. Student Accessibility Services requires a 24-hour notification to schedule an appointment.
- **A student will not be permitted to take an examination without a scheduled appointment.**
- In the event this is not possible, permission for an extension may be granted by the Course Instructor after consultation with the Program Director and/or faculty members.
- An alternative examination will be given for all make-up examinations.
- **If the student does not make-up the examination according to this policy, the student will earn a score of zero for the missed examination.**

1. Students are to come to tests/exams prepared (pencils, calculators, etc.). Unprepared students will not be given test/exam until they have appropriate materials. **Students receive only remaining time to complete exam.**
2. Students are to sit in assigned areas as indicated by the course instructor.
3. There is to be no talking once examinations are being distributed.
4. Examinations are to remain face down until directed otherwise.
5. Answer sheets are to be completed when directed to do so. Further instructions are to be followed.
6. There are to be no papers, books, cell phones, etc. within sight or reach. Cell phones, electronic devices, and pagers are to be turned off.
7. If classroom lecture is to follow examination, its starting time will be announced or posted at the start of the examination.
8. Students too ill to take an examination are not to attend that day’s lecture.
9. Questions are to be asked only of the examination instructor, and students are to raise their hand for assistance.
10. Students are to turn in their examinations before leaving the room. They may not return to finish or change anything on their examinations once they have turned them in.
11. Students are not to return to their seats after turning in their examinations. They are to leave the room and the immediate hallway area.
12. Students are not to congregate outside the door to the examination site.
13. Examination results will be announced when and how the test instructor deems most appropriate.

PROCEDURE FOR EXAMINATION REVIEW

- Examination reviews will occur only after all students have taken the examination.
- **During the review, taping, note writing, and discussion is prohibited.**
- Inquiries or comments about an examination question should be written on the answer sheet and signed by the student.
- A contested question requires documentation which includes assigned textbook and page number for the course. Contested questions will be reviewed by faculty.
- If a student has several questions or concerns, an appointment should be made with the instructor administering the examination.
- Examinations will be available for review by appointment for **one week only.**
- Please note: No information regarding grades will be given over the telephone or by email.
- The final examination review is at the discretion of the faculty.
Extension of a Clinical Education Course

A. Required Extension of a Clinical Education Course

1. The radiologic technology program is based on a competency-based system whereby a student must achieve a set number of competencies and proficiencies prior to the completion of the program.

2. Students achieve these in different time frames, depending on their progress, initiative and what they have been able to observe and perform at the clinical education center. Some students may require additional time in a clinical education course due to:
   a. Inability to complete the required competencies or proficiencies by the end of a semester.
   b. Documentation by program officials that shows evidence that the student is not ready to complete the clinical education course due to poor performance or insufficient knowledge of radiologic procedures.

3. The faculty of the program will decide the length of time for the required extension after consulting with the student’s clinical instructor.

4. The student would have to prove competency at the end of the extended time period before the extension was terminated.

B. Student request for an extension of a clinical education course

1. A student may request an extension of a clinical education course.

2. The purpose may be that the student wishes to enhance their clinical education skills.

3. The student must have successfully completed all previous clinical education courses to make such a request.

4. The request must be made in writing to the Program Director no later than twenty (20) days before the close of the semester involved.

5. This extension is only applicable to clinical education courses; no other Radiologic Technology course is eligible for extension.

6. The request for extension will be reviewed by the faculty of the program, in consultation with the student’s clinical instructor. The decision of approval or rejection will be given to the student one (1) week from the date of the request.

All requests for extensions will be considered on an individual basis. The maximum extension considered is four (4) weeks of additional clinical education. Students will receive a grade of “In Progress (IP)” until course requirements are met. An IP grade is given only under extreme conditions. The instructor will change the grade to a letter grade when requirements are met.

First Year Assessment Test

A first-year assessment test will be given Summer II semester to the second-year students on the second to last Thursday of the semester. The student will be given three attempts to pass the test with an 80% or above. If the student is unsuccessful after the third attempt, the student will be dismissed from the program.

Fluoroscopic Procedures/Fixed and Mobile Equipment

A. Before entering the clinical education facilities, students will be educated in safe fluoroscopy practices to meet the requirements outlined by our governing body.

B. Students must successfully complete and pass the fluoroscopy room/equipment checklist, fluoroscopy room competency sheet and the fluoroscopy procedure competency form.

C. Kent State University students may do selected fluoroscopic procedures in keeping with the policy of the Clinical Education Setting if the student has previously demonstrated competency in the procedure and is under the direct supervision of the Clinical Preceptor or supervising technologist or physician.

D. In Ohio, the clinical preceptor and all technologists must have a Radiographer License from the Ohio Department of Health (ODH) that allows them to perform fluoroscopy.

E. An ODH General X-ray Machine Operator (GXMO) license forbids fluoroscopy and mobile radiography.
Graduation Requirements for the Associate of Applied Science Degree in Radiologic Technology

1. A student must successfully complete all radiologic technology core courses (RADT courses and BSCI 11010 and 11020) with a grade of at least a “C” or better. A student must have a cumulative grade point average of at least 2.00 in the RADT core courses to graduate from the program.

2. A student must successfully complete all other course requirements that make up the associate in applied science degree in Radiologic Technology.

3. A student must successfully complete all developmental courses prescribed because of placement testing in reading, writing, and mathematics.

4. A student must successfully complete all required competencies and proficiencies as part of the clinical education courses.

5. A student must successfully complete all rotations assigned in the clinical education setting.

6. A student must successfully complete the Graduation Assessment Examination in the Clinical Education VI course with a passing grade of 80% or higher before the ARRT examination. The student will be required to take up to two additional exams until successful completion. If the student is still unsuccessful, additional coursework may be necessary. This may delay the eligibility of the student to take the ARRT examination.

The student must complete all requirements of Kent State University prior to graduation.
Guidance and Counseling Services

Kent State University provides academic advising to prospective students and enrolled students. In the event that a service required by the student is beyond the scope or ability of Radiologic Technology faculty, referral services may be recommended for professional counseling.

Ashtabula Campus Counseling
L207 – KSUA Library Second Floor
440-964-4234
ashtabulacounseling@kent.edu
website: https://www.kent.edu/ashtabula/counseling

Community Counseling Center of Ashtabula County
2801 C Court
Ashtabula, Ohio 44004
440-998-4210

North Coast Center
4200 Park Avenue
Ashtabula, Ohio 44004
440-992-8552

Kent Campus Counseling Center
Corner of Main and Terrace Drive
325 White Hall
Kent, OH 44242
330-672-2208
Website: https://www.kent.edu/ehhs/centers/chdc

Revision: 2014, 2022
Health Policy and Background Check

1. Students must comply with the required health program of Kent State University Ashtabula Campus and their assigned Clinical Education Setting. Failure to comply with the health program of the Clinical Education Setting is cause for dismissal from the program.
   a. New students are required to have a negative drug screen report and physical completed and uploaded into the CastleBranch portal before entry into the program. Students with a positive or inconclusive drug screen cannot be assigned to a clinical education site.
   b. New students are required to submit negative TB testing and immunization records prior to attendance at the clinical site.

2. Students are not employees of the Clinical Education Setting and are not covered by worker’s compensation.

3. Students are urged to provide their own health insurance coverage. The University does not assume or provide free medical insurance coverage for students in the clinical areas or on campus. Students may purchase health insurance coverage by contacting University Health Services at the Kent Campus. Students are responsible for the payment of all bills incurred if an accident should happen at the campus or clinical site. Some clinical sites require the students to show proof of health insurance.

4. Any illness, communicable disease, or other condition that might affect the health of the student, patients, or staff should be reported immediately to the program faculty and clinical instructor. The student may be asked to leave the campus or clinical site if the health condition may harm others.

5. If a student experiences a change in health (i.e., fracture, surgery, etc.) after he/she begins clinical, then medical documentation will be necessary stating if a student is able to perform with no restrictions. If full duty is not possible, a conference between program officials will take place to discuss a plan for completion of clinical assignments.

6. Due to the physical nature of the profession of Radiography, student may not be allowed to attend clinic if an injury requires them to have a cast, sling, crutches, or any other apparatus that may interfere with the student’s ability to perform procedures or puts a patient at risk. Some devices (splints, boots, etc.) may be permitted with physician and clinical coordinator approvals. Open toed or heel boots are not permitted at the clinical site. The Clinical coordinator must be notified immediately of any situation that prevents performance.

7. Students will be allowed to attend clinicals if they provide a full medical release and are able to meet all technical standards.

8. A clinical education site may request a drug screen at any time during clinical rotations. Positive drug screening will result in immediate dismissal from the program.

9. New students are required to have both a state and federal background check prior to program start. Fast Fingerprints provides fingerprinting. The results are uploaded into Castle Branch portal. Applicants with a positive background check must seek advisement from the radiology program director prior to applying. Applicants will be advised to contact the American Registry of Radiologic Technologists Ethics Committee prior to the program start (www.arrt.org).

10. Kent State University campuses are smoke-free, tobacco-free sites. All clinical sites are smoke and tobacco free areas.
Hepatitis “B” Immunization

The Occupational Safety and Health Administration (OSHA) has published standards addressing occupational exposure to blood-borne pathogens. The standards state there is an occupational hazard for health care workers – especially when dealing with blood-borne pathogens such as the Hepatitis B Virus (HBV). The standards require that employers make available the hepatitis B vaccine and vaccination series to employees. The standards cover all employees who come in contact with blood and infectious materials while working. The standards fail to specifically include students working in health care settings.

Students enrolled in the Radiologic Technology program may come in contact with blood and infectious material while attending Clinical Education Courses and laboratory courses at an assigned Clinical Education Setting (CES). The students must be aware that they are at risk of coming in contact with the HBV while obtaining clinical experience. The Clinical Education Setting is complying with the OSHA standard by immunizing their employees against HBV; however, students will need to plan for their own immunization if they desire this means of protection.

The Radiologic Technology program recommends (but does not require) that you take part in a Hepatitis B immunization program prior to starting the program. Students may check with their health department, local hospital or physician to inquire about the immunization. Students may also check with the Clinical Instructor at your assigned Clinical Education Setting to see if the CES is going to provide the immunization. The immunization will include three injections and a blood antibody test. Students who choose to participate will be responsible for payment and submitting documentation in Castle Branch by the end of the first spring semester. Students who do not choose to participate with the immunization must sign a waiver (F-25) indicating such and submit the waiver to Castle Branch by the end of Clinical Education I in summer of the first year in the program. All students must comply with the requirements of their clinical education setting.
Inclement Weather/Emergencies/Disasters

If Kent State University Ashtabula Campus closes due to inclement weather or due to an emergency or a disaster, an announcement will be made as early as possible on area radio and/or television stations (as listed in the Kent Ashtabula Schedule of Classes) and/or on the Kent State Ashtabula web site (www.ashtabula.kent.edu). The number for the Class Cancellation Hotline is 440-964-4395. This recording is updated immediately upon cancellation of classes.

*Please note that radio and television announcements will specifically state Kent State Ashtabula Campus. Sign up for FlashAlerts. Check email and Blackboard announcements daily.*

In the case of inclement weather, we will make every attempt to make class cancellations by 5:45 a.m. for morning classes, 10 a.m. for afternoon classes and 3 p.m. for evening classes. If no announcement is made, classes will be held as usual.

1. **When Kent Ashtabula classes are canceled, clinical education is also canceled, and radiology program officials will notify the Clinical Education Settings.** (If there is a power outage or water outage at the Ashtabula campus then the students will still report to their clinical sites and instructors have the right to hold lectures remotely).

2. **During times of inclement weather, emergencies or disasters, (as declared by a government official, campus dean, university official, and/or the Clinical Education Settings CES) the student will not be charged for an absence and will not have to make up the clinical day.** Any scheduled class exams would be postponed.

3. **If an announcement concerning campus closing is not made before a student must leave for the Kent Ashtabula Campus or their Clinical Education Setting, then the student must use sound judgment in making a decision as to whether or not to attend.**

4. **If the student does not attend clinical education due to weather when the Kent Ashtabula Campus is open and operating normally, then the clinical day is counted as an unexcused absence and the student must make up that day to meet course requirements.**

5. **If the student does not attend class when Kent State Ashtabula Campus is open and operating normally, then the class day is counted as an unexcused absence and the student is responsible for obtaining any notes missed that day and/or make up any exams that are missed.**

6. **It is the student’s responsibility to notify his/her clinical education setting to inform the clinical instructor if he/she will not be attending clinical that day.**

7. **If a student is at the clinical setting when the announcement is made to close the campus, the student may make the decision to stay and finish the scheduled clinical time.** If a student decides to do so, he/she will be given the appropriate time off at a later scheduled date within that semester. However, if the campus is closed to severe weather and non-essential personnel are told not to report, then the students are not permitted to attend clinical education that day.

Malpractice Insurance

Each student is covered under the University’s malpractice insurance coverage plan. This blanket coverage insures the student throughout their clinical education rotations.

Students may choose to devote additional time at the clinical education site they are assigned to during the breaks between semesters, according to the company providing professional liability insurance for our students. Here are the parameters of this policy:

- This time is extra time and is not part of the assigned clinical education hours required during each semester. This means students cannot use this as make up time for previous absences nor for future assigned clinical time.
- Students must still follow all of the policies within this handbook including direct and indirect supervision.
- Students will wear their radiation detection badge during the scheduled time.
- Students may perform competencies and proficiencies with registered radiologic technologists as needed.
- Students must stay within the scope of practice of a student in the KSU Radiologic Technology program.
- Students must provide a schedule of time to be spent at the clinical education site to the clinical preceptor and the clinical coordinator one week prior to the time scheduled.
- Students must attend as indicated in their schedule to the clinical coordinator. Failure to attend a scheduled time will result in disciplinary action. This includes tardiness and absent policies.
- Students will coordinate the area of rotation with the clinical coordinator and clinical preceptor (i.e., radiology, surgery, CT, etc.).
- Students are not allowed to be assigned additional time when the University is closed. (New Year’s Day, MLK Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and days between Christmas Eve and New Year’s Day).

Mobile Radiography Procedure Policy

CLINICAL SETTING

Under the supervision policy, students are NOT permitted to do mobile procedures ALONE. The reason is that a qualified radiographer must be in the immediate area for assistance.

Students may perform mobile exams under the DIRECT supervision of a qualified radiographer*.

* A qualified radiographer: one which is credentialed and in good standing in radiography by the American Registry of Radiologic Technologists (ARRT).

ALL student radiographers must wear radiation protection apparel (lead aprons) and a radiation monitoring device when performing all mobile radiography examinations. ALL student radiographers shall stand back a minimum of six (6) feet from the patient and the x-ray source during exposures.

This policy is enforced throughout the entire length of the program, whether the student has or has not yet performed a mobile competency.

LAB SETTING – CAMPUS

Under the DIRECT supervision policy, students are NOT permitted to do mobile procedures ALONE. This policy is enforced within the campus lab setting.

Students may practice the safe operation of the mobile radiography unit in the confines of the Radiology Lab rooms. An instructor MUST be physically present at ALL times during the lab session when the mobile radiography unit is in operation.

ONLY one (1) student and the instructor are permitted in the energized lab while an exposure is being made. ALL other students are to remain outside of the energized lab room and at a safe distance from the doorway to the energized lab. ALL other students may observe the examination through the leaded glass window.

ALL student radiographers MUST wear radiation protection apparel (lead aprons) AND a radiation monitoring device when performing ALL mobile radiography examinations. ALL student radiographers shall stand back a minimum of six (6) feet from the patient and the x-ray source during exposures.

While participating in campus interdisciplinary exercises where the mobile radiography unit may be necessary, ONLY the act of patient positioning and tube alignment is permitted. Under NO circumstance will a radiation emitting exposure be allowed. This exercise MUST be observed by an instructor at ALL times.

This policy is enforced throughout the entire duration of the program. This is a ZERO tolerance policy.

Revision: 2018
National Certification (ARRT) Examination in Radiography

1. The American Registry of Radiologic Technologists (ARRT) is the only examining and certifying body for radiographers. Making up its Board of Trustees are representatives from the American Society of Radiologic Technologists (ASRT), the American College of Radiography (ACR), and a professional membership society.

2. To become a Registered Technologist in Radiography, R.T. (R), a student must graduate with the Associate of Applied Science in Radiologic Technology degree. This requires the successful completion of program requirements including clinical competencies.

3. As a Kent State University Radiologic Technology graduate, students may take the ARRT examination after graduation. Applicants should allow up to four weeks from the date the application is received at the ARRT for the processing of the application.

4. Students have a 90-day window in which to take the exam at a Pearson VUE test center. The test is given as a computerized examination.

5. The cost of the examination is $225. The re-examination fee is $175 for the 2nd attempt.

6. Candidates who are eligible for the exam in radiography are allowed three attempts to pass the exam. Candidates must complete the three attempts in a three-year period, which begins with the initial exam window start date. After 3 unsuccessful attempts or three years have expired, the individual must reestablish eligibility. Go to www.arrt.org for more information.

7. The exam follows the current content specifications as specified by the ARRT. See appendix.

8. Any student who has a previous misdemeanor or felony conviction must review the ethics requirements:
   Go to: https://www.arrt.org/pages/resources/ethics-information

9. The program director must sign a verification form from the ARRT that states that the student has successfully completed specified clinical and didactic competency requirements, before examination results can be released. The program director reserves the right to not sign the verification form if the student has not completed all requirements or has not properly prepared for the exam. Successful passing of the Graduate Assessment Exam given by the program director at the completion of the final semester will determine preparation. A student will be given three attempts to successfully pass the Graduate Assessment Exam prior to the ARRT exam. Failure to successfully complete the exam will result in remedial work as deemed by the radiologic technology faculty and retesting. This may delay the eligibility of the student to take the ARRT exam.

10. CQR: Continued Qualifications Requirements: Certification will be limited to 10 years. The process will include assessments of strengths and areas needing improvements. See the ARRT website for more details. The process begins 3 years prior to deadline.
Phones and Electronic Devices

CELL PHONE POLICY

During all lectures, activities, guest lectures, field trips and labs, student cell phones are to be stowed away and have the audible ringer shut off. Phones may be kept on vibrate, if necessary. If a student needs to make a call, answer a call or use their phone in any way, they are required to leave the classroom or teaching situation. If a student needs to shut off the ringer during class time, the student will either excuse themselves from class to do so or raise their hand and ask permission to have their phone out. Otherwise, it will be assumed that inappropriate use is occurring. Students will receive one warning for the semester for the audible ringer before they will be asked to leave the class for the rest of the class time, and it will count as an unexcused absence.

There is absolutely NO reading or sending text messages during lectures, activities, guest lectures, on field trips or during labs. If texting is necessary, the student is to leave the classroom or teaching situation. After testing, if other students are still taking an exam this is still considered class time and no texting is permitted in the classroom. This is a one strike and you’re out policy. If a student ignores this policy the student will be asked to leave the class for the rest of the class time, and it will count as an unexcused absence. No exceptions.

Laptop Policy

If a student chooses to utilize a laptop or any other computer type of electronic device, i.e. IPad, etc. during lecture class it is to be strictly used for note taking purposes only. A laptop being used for purposes other than note taking during class, i.e. internet surfing, e-mailing, etc., will be confiscated by the instructor and not returned until after the class is dismissed. It is at the instructor’s discretion to ask the student to leave the class and the absence be marked unexcused for repeat offenses.

Classroom

Students are not allowed to turn on or use cellular phones within the classroom setting. Use of this device during classroom time or clinical rotations will be considered a violation of the student conduct code as it relates to disruptive behavior.

An exception will be made if a student has a family member who is ill, and the student needs to be notified immediately. The phone must be put in vibrate mode. The instructor must be notified prior to the class. Students may also tell family members to call the campus at 440-964-4252 in cases of emergency and a message will be given to the faculty member.

Cell phones are not allowed on the desktop at any time during class.

A student will go through disciplinary action, the second time that a cell phone activates in class.

Revision: 2013, 2015
Phones and Electronic Devices

CLINICAL EDUCATION SITES

Cell phones are not permitted at the clinical site. Students may not use hospital phones for personal use. Students may use a pay phone inside the hospital or step outside to use their cell phone.

During all clinical education rotations, student’s cell phones are to be kept in their locker or in their car. There will be absolutely no cell phone usage (including text messaging) except during an assigned break or lunch. Under no circumstances will cell phone usage be allowed in any patient area.

If a student is in violation of the clinical education cell phone policy, the Clinical Preceptor or the Radiology Department Director will dismiss the student from the clinical education site. In this event, the student will be required to complete eight (8) hours of additional clinical education time as assigned by the Clinical Education Coordinator.

If there is a pending family emergency, the student is to discuss this with their clinical preceptor at the beginning of their assigned clinical time. The preceptor will direct the student accordingly.

This is a one strike and you’re out policy. NO exceptions.
Pregnant Patient Procedure Policy

In reference to the policy on student supervision, students are prohibited from performing radiographic procedures on pregnant patients ALONE. A qualified radiographer must be present in the radiographic room for assistance should an emergency occur.

This policy is enforced throughout the entire length of the program.
Pregnancy Policy

For Applicants and Students Enrolled in the Radiologic Technology Program

If a student does suspect she is pregnant before entering or while enrolled in the program and chooses to declare her pregnancy, she is allowed to make an informed decision based on her individual needs and preferences. The University offers the following options:

Written notice of voluntary declaration: the female student would provide written notification of the pregnancy to the program director. It would indicate the expected due date. If the student chooses to disclose her pregnancy, she must immediately notify the Clinical Coordinator and the Program Director. The student will be provided with Regulatory Guide 8.13 Instruction Concerning Prenatal Radiation Exposure with its appendix of the United States Nuclear Regulatory Commission. The student must then sign a witnessed "Attest" form that was read and discussed. In the absence of this voluntary, written disclosure, a student cannot be considered pregnant. The student will also be required to follow the National Council on Radiation Protection and measurement (NCRP) dose limits for the embryo and fetus in occupational exposed women, which is no more than 0.05 REM (500 mREM) during the entire gestational period and no more than 0.05 REM (500 mREM) in any month, both with respect to the fetus. It is the policy of the program to instruct all students on radiation protection procedures with respect to the embryo/fetus.

Voluntary declaration has the following options:

a. Continuing the educational program with modification in clinical assignments. The program would offer clinical component options such as clinical reassignments from areas such as fluoroscopy, mobile procedures and nuclear medicine.
   1) The student who chooses to disclose her pregnancy and continue at the clinical site will be required to wear an additional dosimeter for fetal dose measurement if the clinical site does not provide a dosimeter for her.
   2) Any time missed from clinical education must be made up per the attendance policy. Graduation depends on the student meeting all didactic and clinical requirements.

b. Continuing the educational program without modification in clinical assignment or interruption. The clinical coordinator would maintain the standard clinical rotations through all areas.

c. Leave of Absence from the program: If the student takes a leave of absence from the program, the place of re-entry would depend on many factors. Students may be placed at the beginning of the program or somewhere within the program based on their academic and clinical status and standing when leaving.

Option for written withdrawal of declaration: A student may withdraw declaration of pregnancy at any time during the pregnancy. The revocation of pregnancy declaration notifies the program of the student’s choice to revoke her previous election to apply federal and/or state radiation dose limits to an embryo/fetus as a condition of her radiation related clinical experiences in the program.

Neither Kent State University Ashtabula Campus nor the student's assigned Clinical Education Setting will be responsible for radiation injury to the student or the embryo/fetus if the student chooses to continue in the program during pregnancy.
FOR 2014: NRC Website: https://www.nrc.gov/docs/ML1408/ML14084A339.pdf and

PREGNANCY DECLARATION & AGREEMENT

1. In accordance with the NRC’s regulations at 10 CFR 20.1208, “Dose to an Embryo/Fetus,” I am declaring that I am pregnant. I believe that I became pregnant in ____________ (only month and year need be provided). I understand that the radiation dose to my embryo/fetus during my pregnancy will not be allowed to exceed 0.5 rem (5 millisevert) (unless that dose has already been exceeded between the time of conception and submitting this agreement). I also understand that meeting the lower dose limit may require a change in job or job responsibilities during my pregnancy.

2. I have read the U.S Nuclear Regulatory Commission Appendix Guideline 8:13 https://www.nrc.gov/docs/ML0037/ML003739505.pdf and fully understand the possible risks to unborn children who are occupationally exposed to radiation during pregnancy. Therefore, I have made the following decision:

Check One:

1. As an applicant to the Radiologic Technology Program, I wish to postpone entrance into the program until the following year.

2. As an applicant, I wish to enroll in the radiologic technology program for the duration of my pregnancy and continue in the normal clinical rotations with my class. I realize that I may receive an incomplete in my courses if not completed due to the pregnancy and delivery. I will be required to successfully complete all program and course requirements to receive grades for the semester and to graduate.

3. ______ As a student enrolled in the program, I wish to take a leave of absence until the pregnancy is complete and return at a later date. I realize that graduation and the ARRT exam may be delayed due to the leave of absence from the program. The program director and the faculty of the radiologic technology program will determine placement back into the program. Upon re-entering the program, all program and course requirements will need to be successfully completed to receive grades for the semester and to graduate.

4. ______ As a student enrolled in the radiologic technology program, I wish to continue in the program for the duration of my pregnancy and continue in the normal clinical rotations with my class. I realize that I may receive an incomplete in my courses if not completed due to the pregnancy and delivery. All program and course requirements will need to be successfully completed to receive grades for the semester and to graduate.

5. ______ As an applicant/student enrolled in the radiologic technology program, I wish to exercise my right to withdrawal my declaration of pregnancy at this time.

Student Signature _______________________________________________ Date: ___________

Program Director’s Signature ______________________________________ Date: ___________

Clinical Coordinator’s Signature ________________________________ Date: ___________
Professional Conduct Policy

The student is expected to always act in a professional manner in the clinical setting, the classroom setting, the laboratory setting, and throughout the entire University. Students who fail to meet the professional conduct code may be dismissed from the program. ALL students must sign a professional conduct contract on admission to the Radiologic Technology program.

Professional Societies in Radiologic Technology

1. The state professional society is the Ohio Society of Radiologic Technologists (OSRT) (www.osrt.org). The dues are $30 through graduation from a medical imaging program. The annual meeting is held in April in Columbus with a scion meeting in the fall in various locations or online. Membership includes the Cardinal Rays newsletter.

Philip Ballinger Self-Assessment Exam: This exam is presented to second year students who have registered for the exam, created, and proctored by faculty at of the Ohio radiologic technology programs. The student with the highest score receives an annual membership to the OSRT.

Quiz Bowl Competition: The Ohio Society (OSRT) sponsors an academic quiz bowl competition at the annual meeting whereby students answer questions about radiologic technology by signaling a buzzer. A plaque is given to the first and second place winning teams. Kent State students practice quiz bowl prior to the competition. In 2011 Kent State University Ashtabula won the OSRT state quiz bowl championship. In 2013 and 2015, KSU Ashtabula placed third in the quiz bowl competition.

Educational Grants: The Ohio Society of Radiologic Technologists annually awards educational grants. Award winners are announced at the OSRT Annual Meeting. Grants will be awarded to students, technologists and to one registered technologist. Grants are awarded on the basis of merit, academic ability and demonstrated financial need. Deadline is March 1st of each year.

A. The national professional society is the American Society of Radiologic Technologists (ASRT) (www.asrt.org). Dues are $35 for students annually as a student. Membership includes the Radiologic Technology Journal. An annual meeting is held each year in June. The location varies.

The ASRT website states the following concerning student membership: Enhance your professional future by joining the association that will enrich your career. The ASRT is the largest organization in the world representing radiologic science professionals like you. ASRT membership opens the door for networking opportunities to help you make the transition from obtaining your education to building your career. With a wealth of resources, the ASRT will support your journey as you grow professionally. Find out how by reviewing your membership benefits. As a student enrolled in a radiologic science program, you will enjoy the privileges experienced by registered radiologic technologists. Simply ask your program director for a letter of enrollment verification on school letterhead, write in the date you anticipate graduating and include it with your membership application. The $10 application fee is waived for student members. See www.asrt.org for more information on the benefits of student membership.

*Student membership in both of these organizations is strongly recommended. This supports the learning outcome of the program that states: Graduates will be able to determine the value of professional growth and development and to conduct themselves in a professional manner.
Program Complaint Resolution Policy

The Radiologic Technology program at Kent State University Ashtabula Campus is always willing to investigate any complaint against any aspect of the program and will try to resolve the complaint as soon as possible.

A. **Resources:** Complaints can be made to the following sources, depending on the content of the complaint:

   1. Complaints at the Ashtabula campus may be made to a radiologic technology faculty member, program director, clinical coordinator, assistant dean, complaint officer or the dean of the campus.
   2. Complaints at the clinical education setting may be made to the clinical coordinator, clinical instructor, or radiology department director or the program director at Kent Ashtabula.

   Complaints received from these sources will then be given to the program director or the advisory committee or to the Complaint Adviser for the campus.

B. **Methods:**

   1. **Open Door Policy:** The program director and the faculty have an open door policy that allows someone to discuss any problem they may be having or to make a complaint about the radiologic technology program.

   2. **Evaluations:** Program evaluations are completed on a routine basis. These evaluations can provide an avenue for someone to make an anonymous complaint against the program. The program director and faculty analyze the information and make improvements as needed.

   3. **Meetings:** Faculty meetings, student meetings and advisory meetings all provide avenues for someone to make a complaint against the program.

   4. **Student Complaint Process:** Students may make a formal complaint to the Complaint Officer or the Assistant Dean about a problem they are unable to discuss with the faculty of the program. Information can be found in the University Policy Register.

C. All complaints will be handled in a confidential manner.

D. Reasonable efforts will be made within the program or the institution to resolve a complaint within the recommended time limit as stated in the University Policy Register.

E. The program and/or the institution will follow the due process policy in resolving any complaint.

F. Anyone who feels that the program may not be substantial compliance with the JRCERT Standards for an Accredited Educational Program in Radiologic Technology or accreditation policies will need to send a written and signed complaint to the Joint Review Committee on Education in Radiologic Technology (see accreditation policy).

Revision: 2013
Radiation Monitoring Device Service

Clinical Setting & Campus Lab Setting

1. Students must always wear a radiation monitoring device while attending the clinical education setting and during their time in the campus lab setting. The clinical education monitoring device is a collar badge. The radiation monitoring device is exchanged quarterly.

2. Any student who fails to wear the radiation monitoring device or who fails to submit it for monitoring in a timely manner will receive a written counsel report by the clinical coordinator. *The student will be responsible for any additional fees occurred to the program for late submission of radiation monitoring device to service company for processing.* If the event occurs again, the student will be placed on probation for 3 months. The student will be suspended on the third event and dismissed on the fourth event.

3. Students will not be allowed admittance to clinical site without exchange of radiation monitoring device. Clinical time missed because of non-compliance will be made up to receive a grade for the course.

4. The radiation monitoring device is to be worn on the body according to the clinical facility’s recommendations (collar placement) and is to be replaced in the appropriate time period.

5. All radiation monitoring records are kept on file in the Program Director’s Office. The records are monitored by the Program Director. The information will be made available to the student upon request.

6. The Clinical Coordinator meets with each student quarterly to review their radiation monitoring report. After the review, the student signs off to verify that they have been informed of their radiation reading. The Clinical Coordinator records each student’s reading on a form (F-5) and keeps it in the student’s file on campus.

7. The Program Director or designee serves as the Radiation Safety Officer.

8. Radiation monitoring services are paid by the student as part of course fees for Clinical Education I-VI.

9. Students who are under the age of 18 when entering the program must not receive more than 10% of the adult annual effective dose equivalent limit. Students must notify the program director if they are under the age of 18 when entering the program.

10. Radiation badge guidelines are provided in the Clinical Education Course Syllabi and the Radiographic Procedures Course Syllabi.
Radiation Monitoring Device Excessive Reading

If a student has exceeded the threshold dose limit reading on a report as identified by the program as a threshold dose below those identified in NRC regulations the following steps should be taken: 120 mRem (1.2 mSv)/quarter

1. The student will meet with the radiation protection officer and will provide written verification, if possible, concerning events of the incident(s) when the student received such an exposure, and

2. The Clinical Coordinator and student will confer with the Program Director concerning methods to reduce radiation exposure and the Clinical Coordinator along with the Clinical Instructor will review these methods with the student in a radiographic, mobile, and fluoroscopic setting.

3. Any student that has received an exposure reading of greater than the allowable limits of 25 mRem (0.25 mSv) will be notified and asked to fill out an excessive exposure report. The excessive-exposure report will be sent to the appropriate agency and a copy of the original report will be filed with the radiation monitoring report.

4. Students who are under the age of 18 when entering the program must not receive more than 10% of the adult annual effective dose equivalent limit (5rems) in accordance with the Nuclear Regulatory Commission regulations for occupational dose limits for minors (http://www.nrc.gov/reading-rm/doc-collections/cfr/part020/part020-1207.html). Students must notify the Program Director if they are under the age of 18 when entering the program.
Radiologic Technology Club

1. The Radiologic Technology Club is an organization for all the students enrolled in the program at the Kent Ashtabula Campus.

2. Its purpose is to raise funds necessary for expenses incurred during the program such as:

   - OSRT Annual Meeting
   - Awards
   - ODH License Fee ($65)
   - ARRT Certification Exam Fee ($225)
   - Cap and Gown Fee

3. The Radiologic Technology Club nominates officers to represent both first- and second-year students. Those officers nominated in their first year serve a two-year term unless they choose to relinquish their candidacy. Officers will be elected for the following positions: President, Vice-President, Secretary, and Treasurer. The treasurer will be responsible for the record keeping of all fundraising activities.

4. Meetings are held periodically throughout the semester to keep informed of fund-raising events and outcomes.
Remedial Work Policy

Remedial work will be determined by the individual instructor.
Repeat Policy for Radiographic Images

Students must be directly supervised by a qualified radiographer when repeating unsatisfactory images.

When a student completes a radiographic examination and is notified of any repeat radiographs that are necessary, it is mandatory that a qualified radiographer* must be present in the examining room when changes are made to repeat the radiograph. It is the student's responsibility to ensure that proper clinical supervision prevails.

The purpose of this policy is to ensure radiation protection for the patient by reducing repeats to patients.

Any student who feels that the clinical site is not honoring this policy should notify the program director immediately.

* A qualified radiographer: one which is credentialed and in good standing in radiography by the American Registry of Radiologic Technologists (ARRT).
Sexual Harassment Policy

The Equal Employment Opportunity Council defines sexual harassment as:

1. Unwelcome gender bias, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
   - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic performance;
   - Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
   - Such conduct has the purpose or effect of unreasonably interfering with an individual’s employment or academic performance or creates an intimidating, hostile or offensive working environment, academic or university-based living environment.

2. Verbal and/or physical behavior includes, but is not limited to: sexually explicit jokes, insults, taunts, obscene gestures, embracing, touching, pictorial and written communications, electronic communication including email, and unwelcome embracing and touching.

Complaint procedures:

1. Complainants are encouraged to contact the university’s office of affirmative action with conduct his/her complaint within 30 days of the most recent occurrence of alleged harassment or discriminatory act.

   • A complainant also has the right to file a complaint with external agencies including the Ohio civil rights commission and the department of education within 180 days of the alleged act or with the EEOC within 300 days. However, it is recommended that the complainant first exhaust the internal complaint procedures.

2. Internal complaint investigations will follow the procedures set forth in the university’s procedures regarding complaints of unlawful discrimination, in rule 3342-6-02.1 of the Administrative Code.

3. More detailed information may be found in the University Policy Register.

Students will also follow the sexual harassment policies of the clinical education setting to which they are attending.
Student Employment

STUDENT EMPLOYMENT IN AN AREA OUTSIDE OF RADIOGRAPHY

1. Students must exercise judgment in the number of hours of employment they work during the program as their education may be jeopardized by excessive hours of employment, which could lead to failing grades.

2. Work schedules must not conflict with the program curriculum.

3. Students must expect to be scheduled for afternoon, midnight and Saturday shifts.

STUDENT EMPLOYMENT AS A STUDENT RADIOGRAPHER

1. Students must not receive monetary compensation for work done in the Radiology Department during their assigned clinical education.

2. During the final clinical semester, the student can be placed in a site where they are working, however, if the student needs to complete a clinical competency or clinical proficiency the student must clock out from their job to complete the exam.

STUDENT EMPLOYMENT AS A GENERAL X-RAY MACHINE OPERATOR (ODH License)

1. Students may not be employed by the Clinical Education Setting as a student radiographer unless the student has passed the Ohio Dept. of Health General X-ray Machine Operator’s Licensure Examination. The time scheduled as a GXMO must not interfere with scheduled clinical education time.
Student Records

Student Records at Kent State Ashtabula

1. The University maintains accurate and confidential student records.

2. It is the right of the students to have access to their educational records, and it is the duty of the University to limit access by others in accordance with existing guidelines and relevant laws.

3. Student records, with certain exceptions, will not be released without prior consent of the student.

4. Students have the right to review and question the content of their educational records within a reasonable length of time after making a request for review.

5. If there are any questions concerning the accuracy or appropriateness of the records that cannot be resolved informally, an opportunity to challenge a perceived inaccuracy or violation of privacy will be provided through the appeal mechanism.

6. Kent State University maintains that the student records policy is in compliance with the Family Educational Rights and Privacy Act of 1974.

7. The detailed description of the student records policy can be found in one or all of the following: University Policy Register.

Student Records at the Clinical Site

1. A student is to have access to only his/her records at the clinical site.

2. All records are to be kept in a locked file cabinet and students are to view their own records only while under the supervision of the clinical preceptor or clinical coordinator.
Student Re-Entry Policy

Students who are dismissed from the Kent State Radiologic Technology program have the right to request re-entry into the program. This may or may not be granted based on the condition of dismissal and the student’s current academic record.

To request re-entry:

1. Student completes a new application to the program along with a letter requesting re-entry into the program and the requested date of re-entry.
2. The faculty will meet to discuss the student’s request for re-entry into the program. The clinical preceptor(s) and radiology administrator from the student’s previous clinical education setting would have input into the process. Factors that would be considered before re-entry would occur would be the student’s cause for dismissal as well as possible future success rate in the program.
3. Faculty’s decision would be sent to student within one month of the decision following application interview process.
4. The re-entry date is the decision of the radiologic technology faculty.
5. A student may or may not be re-entered into the same clinical education setting, depending on circumstances.
6. A student who disagrees with the decision has the option of following due process policy of the program.
7. For a student who is repeating a course due to a grade below a C in a RADT or BSCI 11010 or 11020 course, a second unsuccessful attempt will result in ineligibility to remain in the program.
8. Students accepted back into the program must maintain a grade of “C” in all courses. In the event a student receives a course grade below C in any other RADT courses, the student will be ineligible to remain in the program.
9. Student who does NOT wish to re-enter the program is encouraged to seek advisement with a career counselor of the Ashtabula Campus for an alternate career pathway.
10. Student who is dismissed from program after second attempt is no longer eligible to apply to program for a third attempt.

To request re-entry/entry – executing the Articulation Agreement with Cleveland Clinic School of Diagnostic Imaging:

1. Student completes new application to program along with articulation agreement application and the requested date of re-entry.
2. Student may not be accepted under the Articulation Agreement for following reason: a.) Student has been dismissed from the Kent State University Radiology program (Ashtabula or Salem campus) after second unsuccessful attempt.
Student Representatives on the Advisory Committee

Class representatives serve to enhance communication among all students of the class, clinical faculty, and administration. A student from each class will be selected by the Program Director, Clinical Coordinator, and program faculty.

The representative will:

1. Demonstrate an interest and willingness to participate in committee activities.
2. Accept personal responsibility for attending meetings.
3. Ensure confidentiality when needed.
4. Provide advisory committee members with constructive input from students.
5. Serve as a liaison to advisory committee members and/or the Program Director concerning student issues.
6. Demonstrate a positive professional manner and attitude inside and outside the University.
7. Present accurate information to the students and members of the advisory committee.
Student Responsibility Guidelines and Expectations for Students

The following are offered as guidelines to help you understand what is expected of you as Kent State University undergraduate students. Following them will not guarantee success but ignoring them could result in problems. The listing presented is not comprehensive, but it should present a clear idea of how students should conduct themselves at this University and in the radiology program.

- Do not come to class under the influence of any substance.
- Be observant of faculty’s office hours and keep appointments when made.
- Think critically and creatively.
- Take responsibility for self-discipline and motivation.
- Make up all missed assignments and exams.
- Act responsibly.
- Develop effective oral and written communication skills.
- Familiarize yourself with the syllabus.
- Keep questions or comments pertinent to class discussions.
- Do not come to class if your illness will affect others.
- Seek help as needed with academic courses.
- Do not disrupt class.
- Tolerate diversity.
- Notify the instructor of a long absence.
- Inform instructor if withdrawing from the program.
- Seek your advisor at appropriate times.
- Familiarize yourself with the KSU Catalog and Program Handbook.
- Make certain you have access to the course books and supplies.
Student Safety Policy

Radiation Protection

The student will follow all policies and procedures concerning radiation protection and monitoring practices

A. The location of the radiation monitoring device is worn properly at all times when assigned to the clinical setting and/or campus lab setting and follows both the clinical setting’s policies and campus lab policies.

B. Students wear lead aprons and lead gloves whenever necessary at both the clinical education site and the campus lab site.

C. Pregnant students will follow all program clinical education site’s policies and procedures and campus lab policies and procedures concerning radiation protection and monitoring during the gestational period.

D. Students will properly utilize all equipment and accessories and employ techniques and procedures in accordance with accepted equipment use and radiation safety practices to minimize radiation exposure to patients, selves and others in the clinical setting as well as to minimize radiation exposure to themselves and others in the campus lab setting.

E. Students will perform all medical imaging procedures under the DIRECT supervision of a qualified practitioner until a radiography student has demonstrated competency.

F. Students will perform all medical imaging procedures under the INDIRECT supervision of a qualified practitioner after a radiography student demonstrates competency as long as a qualified radiographer is immediately available to assist a student.

G. Students will repeat all unsatisfactory radiographs under the DIRECT supervision of a qualified practitioner.

H. Students will not perform any mobile radiologic procedures alone, without a qualified radiographer immediately available for student assistance either at the clinical setting or campus lab setting.

I. Students will NOT HOLD any patients for a radiographic procedure at the clinical site nor will they HOLD for any radiographic procedures within the campus lab setting.

J. Students will follow all policies concerning fluoroscopic procedures at the clinical site.

Magnetic Resonance Imaging (MRI)

The student will follow all safety policies and procedures concerning magnetic resonance imaging (MRI) and the monitoring practices as identified by their clinical education facility.

A. Students will complete the educational class on safe MRI practices prior to entry to the clinical sites.
Other Safety Issues for Students

A. Students will follow all infection control policies and standard precaution policies when in the clinical education setting.

B. Students will not put themselves in jeopardy when radiographing a patient that appears threatening or dangerous at the clinical education site. Students should always seek assistance from staff personnel when needed in a threatening situation.

C. Students will seek assistance, if needed, from appropriate personnel (security guard) from the clinical education site when entering or leaving the clinical education site.

D. Students will follow all rules of body mechanics when transporting or moving patients or equipment in order to prevent any injuries to self, staff or the patient at the clinical education site or in the lab at the university.

E. Students will adhere to all policies concerning confidentiality of the patient, staff, or facility.

F. Students will adhere to the professional code of ethics for radiologic technologists.

G. All students will adhere to the Kent State University Policy, especially areas concerning student conduct regulations for student behavior that must be followed at the university and the clinical sites.
Student Smoking/ Chewing of Tobacco Policy/ “E-Vapor” Cigarette Policy

https://www.kent.edu/smoke-free
Student Transfer Policy

Kent State University Admission Requirements states:

Students who have attended any educational institution after graduating from high school must apply as a transfer student.

Generally, a transfer applicant who has taken 12 or more semester hours with a college cumulative grade point average of at least 2.0 on a 4.0 scale may be admitted. An applicant who has taken fewer than 12 semester hours will be evaluated on both collegiate and high school records.

Transfer applications are processed on a rolling basis. However, early application helps to ensure early consideration for class registration, residence hall preferences and financial aid. Therefore, the best time to apply is at least six months prior to the term you wish to enter Kent State.

Due to the Selective Admission Process of the Radiologic Technology Program, there are Selective Requirements for Student Transfers.

Kent State University Radiologic Technology Program Selective Requirements states:

Transfer between Radiology Programs within the University System

1. Student must obtain a letter of recommendation from his/her present Program Director stating the student is in good standing and thereby approving the transfer.
2. Student must obtain a letter of recommendation from his/her present Clinical Coordinator stating the student is in good standing and thereby approving the transfer.
3. Student must transfer into the radiology program with a minimum 2.75 GPA.
4. Copies of all clinical documentation must be submitted to the transfer program for review.
5. Transfer program reserves the right to have the transfer student repeat all or a portion of their clinical competencies and or proficiencies as deemed clinically necessary.
6. Student must submit the following documentation as required by the program’s clinical affiliations: proof of drug test, proof of state and federal background check, proof of immunization documentation, proof of physical examination, and proof of BLS certification.
7. Acceptance of transfer student will be dependent upon availability of clinical placement within the program capacity as determined by the Joint Review Committee on Education in Radiologic Technology (JRCERT).
Transfer between Radiology Programs outside the University System

1. Apply online to Kent State University using the online application.
2. Submit your transcripts. Request an official transcript from each institution attended since high school graduation. Send one set directly to the Admissions office.
3. Submit a second set of transcripts to the Program Director of the transferring institution along with a copy of all course descriptions and respective syllabi for course evaluation. Program reserves the right to accept all or none of the transferring student’s radiology core courses. Program determines eligibility of the transfer based on the course sequence from the transferring program as compared to Kent State University Radiologic Technology Program.
4. Student must transfer into the radiology program with a minimum 2.75 GPA.
5. Student must obtain a letter of recommendation from his/her present Program Director stating the student is in good standing and thereby approving the transfer.
6. Student must obtain a letter of recommendation from his/her present Clinical Coordinator stating the student is in good standing and thereby approving the transfer.
7. Copies of all clinical documentation must be submitted to the transfer program for review.
8. Transfer program reserves the right to have the transfer student repeat all or a portion of their clinical competencies and or proficiencies as deemed clinically necessary.
9. Student must submit the following documentation as required by the program’s clinical affiliations: proof of drug test, proof of state and federal background check, proof of immunization documentation, proof of physical examination, and proof of BLS certification.
10. Acceptance of transfer student will be dependent upon availability of clinical placement within the program capacity as determined by the Joint Review Committee on Education in Radiologic Technology (JRCERT).
11. The transfer may be denied, or student may need to apply to the program as a new student.
Students with Disabilities Policy

3-01.3: Administrative policy regarding nondiscrimination and access to university programs for qualified students with disabilities:

https://www.kent.edu/policyreg/administrative-policy-regarding-nondiscrimination-and-access-university-programs-qualified

Policy Effective Date: Mar. 01, 2015
Tardiness

Due to the progressive nature of the individual courses and the program as a whole, timeliness and punctuality are seen as essential qualities for your chosen profession. Timeliness is also important at the clinical site. If can be a direct indicator of what type of employee, you may become.

Ashtabula Campus Classes

1. Timeliness is very important for classes held at the Ashtabula campus. Students must make every effort to be in class prior to the start of the class. All radiologic technology classes will begin as scheduled. Those students, without a written physician’s excuse or a court excuse, who are late (refer to course syllabus) will be considered tardy. Some instructors use a tardy sign in list. All occasions of tardiness will be recorded in the attendance book of the instructor. Please make time allowances for weather and trains when coming to class. (Severe weather, as deemed by the faculty, will be considered an excused absence).

2. Repeated unexcused tardiness in one semester of classes will result in the following:
   a. A conference report between the student and the program director will result in a written warning for the unexcused occasion of being tardy (refer to the course syllabus), unless otherwise indicated in a course syllabus.
   b. A lowering of a course grade will occur if continued unexcused tardiness occurs. For every additional unexcused occurrence of tardiness, the final grade of the course will be lowered one letter grade. If the resultant grade is a C- or lower in the radiologic technology course, the student will be dismissed from the program.

3. It is the student’s responsibility to obtain material missed in class.

4. If a student has a tardy occasion that is unexcused during a testing situation, the student will receive only the remaining time to complete the test.

Clinical Education Setting Tardiness

1. Students must be at the Clinical Education Setting in their assigned area before the start of the assigned clinical time. Students who report to the assigned area at the Clinical Education Setting after their assigned time (without a written excuse) will be considered tardy and time in excess of 5 minutes or more will be made up.

2. Each time the student is tardy, that amount must be recorded on the student's attendance record. A student must meet the clinical education course requirements to successfully pass the course. The student must meet with the clinical preceptor to assure this.

3. Students are permitted 1 tardy occurrence per 30-day period but no more than 3 occurrences of tardiness during a semester.

4. Repeated unexcused tardiness in one semester will have the following results:
   a. A conference report between the student and the program director will result in a written warning for the 3rd unexcused occasion of being tardy.
   b. A lowering of the clinical grade if continued unexcused tardiness occurs. For every additional unexcused occurrence of tardiness, the final grade of the course will be lowered one letter grade. If the resultant grade is a C- or lower in the radiologic technology course, the student will be dismissed from the program.

COURSE TARDY ACTION FORM

Student Name: ________________________________  Class of: ________________
Course: ________________________________  Date: ________________

Date of Tardiness: ________________________________
Date of Tardiness: ________________________________
Date of Tardiness: ________________________________

Course Policy:

TARDINESS

1. Timeliness is very important, and students must make every effort to be in class prior to start time. Students, who are late (refer to course syllabus), without a written physician's excuse or a court excuse, will be considered tardy. This will be recorded in the instructor's attendance book. Please make time allowances for weather and trains when coming to class. (Severe weather, as deemed by the faculty, will be considered an excused absence.)

2. Repeated tardiness: A conference report between the student and the instructor will result in a written warning for the unexcused occasion of being tardy (refer to course syllabus). A lowering of a course grade will occur if continued unexcused tardiness occurs. For every additional unexcused occurrence of tardiness, the final grade of the course will be lowered one letter grade. The student will be dismissed from the radiologic technology program if the resultant grade is a C- or below in this course.

This form is being completed to inform you that on your next tardy to the listed class your final grade will be lowered one letter.

Student Signature: ____________________________________________  Date: ________________
Instructor Signature: ____________________________________________  Date: ________________
Director Signature: ____________________________________________  Date: ________________

Textbooks

1. All textbooks used in the Kent State University Radiologic Technology Program are on sale at the Kent State University Ashtabula Bookstore (Barnes and Noble).

2. Students are informed of estimated book expenses at the beginning of the program.

3. Many of the radiology textbooks will be used for more than one course during the professional curriculum.

## 2023-2025 TEXTBOOKS and COURSE FEES

<table>
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<th>Course Number/Price</th>
<th>COURSE/TEXTS or WORKBOOKS</th>
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<tr>
<td>RADT 14003</td>
<td>Intro to Radiologic Technology</td>
<td>Summer I</td>
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Kent State University Ashtabula, *Radiologic Technology Student Handbook*.

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RADT 14006 Radiographic Procedures I Summer III

* Bontrager textbook and pocket handbook

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<td>Textbook: Carlton,</td>
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# 2023-2025 TEXTBOOKS and COURSE FEES

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*Text(s) required from a previous course

**All books are approximate costs

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| Textbook: *Adler & Carlton |

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<th>RADT 14025</th>
<th>Clinical Education III</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Bontrager textbook and pocket handbook</td>
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</table>

| Second Year |

<table>
<thead>
<tr>
<th>RADT 14085</th>
<th>Clinical Education IV</th>
<th>Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td>*KSUA Student Handbook</td>
<td></td>
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<tr>
<td>*Bontrager textbook and pocket handbook</td>
<td></td>
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<tr>
<td>($)50.00 Workbook: *Lange’s Review for Radiography Exam (newest ed.) ($50.00)</td>
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<thead>
<tr>
<th>RADT 24016</th>
<th>Imaging Physics</th>
<th>Fall</th>
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<tr>
<th>RADT 24008</th>
<th>Radiobiology and Radiation Protection</th>
<th>Fall</th>
</tr>
</thead>
</table>

# 2023-2025 TEXTBOOKS and COURSE FEES

<table>
<thead>
<tr>
<th>Course Number/Price</th>
<th>COURSE/TEXTS or WORKBOOKS</th>
<th>SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Text(s) required from a previous course</td>
<td>**All books are approximate costs</td>
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<tr>
<td>RADT 24014</td>
<td>Advanced Imaging</td>
<td>Fall</td>
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<tr>
<td></td>
<td>None</td>
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<tr>
<td>RADT 24015</td>
<td>Clinical Education V</td>
<td>Fall</td>
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<tr>
<td></td>
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<td>RADT 24028</td>
<td>Radiologic Pathology</td>
<td>Spring</td>
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<tr>
<td>RADT 24048</td>
<td>Radiographic Techniques</td>
<td>Spring</td>
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<td>*Workbook: Lange’s Review for Radiography Exam (newest ed.)</td>
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</table>

## COURSE FEES

- **RADT 14005:** Clinical Education I: $50.00: Summer Semester: 1st year student: Radiation monitoring device.
- **RADT 14015:** Clinical Education II: $50.00: Fall Semester: 1st year student: Radiation monitoring device.
- **RADT 14016:** Patient Care Management: $35.00: Fall Semester: 1st year student: Supplies.
- **RADT 14025:** Clinical Education III: $50.00: Spring Semester: 1st year student: Radiation monitoring device.
- **RADT 14085:** Clinical Education IV: $50.00: Summer Semester: 1st year student: Radiation monitoring device.
- **RADT 24015:** Clinical Education V: $50.00: Fall Semester: 2nd year student: Radiation monitoring device.
- **RADT 24025:** Clinical Education VI: $50.00: Spring Semester: 2nd year student: Radiation monitoring device.

## PROGRAM FEES

- Trajecsys: Clinical Reporting System: time record, activity report, checkoffs, forms, and scheduling: $150 (covers 2 years).
- Background Check: Fast Fingerprint: BCI/FBI: $72 (at the start of year 2)
Transportation

Kent State University Ashtabula Campus Radiologic Technology students will be responsible for providing their own transportation to attend all didactic and clinical education assignments.

The program and Kent State University are not responsible for any problems that may occur during a field trip or educational trip.

Students must complete the KSU Hold Harmless agreement prior to a field trip or OSRT annual meeting.
Venipuncture/Injections in the Clinical Education Setting

Rationale

1. Venipuncture is considered to be within the scope of practice for Radiologic Technologists. In addition, competency in venipuncture is required by the American Registry of Radiologic Technologists (ARRT) in order for candidates to be eligible to sit for the certification examination in radiography.

2. In order to ensure they are prepared to perform this function as a registered technologist, radiologic technology students must be provided with education and simulated experience in venipuncture, to include phlebotomy and IV placement prior to completion of the program. This competency is particularly important if the graduate is to be practicing in a department or an environment where there are no radiology nurses available.

Policy

1. Students are not allowed to perform any venipuncture or injections on patients. All medications and contrast media will be administered only by an appropriately credentialed radiologic technologist performing within their scope of practice or by a registered nurse in accordance with hospital policy.

2. During the procedure for injection of a contrast agent at the Clinical Education Setting, the student is only permitted to observe while a qualified individual performs the injection. At the completion of the injection, students are permitted to remove the needle if instructed to do so.

3. Students that perform venipuncture on patients will be subject to disciplinary measures up to and including dismissal from the program.

Process & Procedure

1. Radiologic technology students must successfully complete didactic and laboratory education and training in venipuncture procedures, which includes, but is not limited to:

   - Site preparation
   - Sterile technique
   - Demonstration of successful venipuncture (may include practice on a mannequin), to include return.
Professional Conduct Policy

1. I, ____________________________ (Print Name) am aware of the University Policy and have been given the website address to review the requirements for student conduct.

2. I realize that I will be held responsible for behavior that is not considered to be within the expected norms for a university student and that I am also bound by the professional conduct statement in my Radiologic Technology Program Student Handbook, 2023-2025. I agree to follow the guidelines that have been put forth in these above-mentioned documents.

Signature  ____________________________________________

Date  ____________________________________________

1. I am aware of the University Policy and understand that I may refer to this document for questions concerning the University procedures. Available on the web at: https://www.kent.edu/studentconduct/code-student-conduct

2. In addition, I have received and have read the Radiologic Technology Student Handbook. I fully understand that I must adhere to the policies therein.

Signature  ____________________________________________

Date  ____________________________________________

Agreement of Policies and Procedures

I understand the policies and procedures that have been presented in the student Handbook of the Radiologic Technology program at Kent State University Ashtabula and I agree to abide by them. Students must also adhere to policies at their assigned clinical education site. Any violation of these policies may lead to probation, suspension or dismissal. I also understand that these policies may be changed, with notice, if necessary, by the Radiologic Technology program officials.

Student Signature ______________________________________________________
Date __________________________

Program Director’s Signature ____________________________________________
Date __________________________

Clinical Coordinator’s Signature _________________________________________
Date __________________________