

NORTHERN MICHIGAN UNIVERSITY RADIOGRAPHY PROGRAM
STUDENT POLICY MANUAL
Class of 2022-2024

Faculty Offices: Northern Michigan University

The Science Building (TSB)

Fax: (906) 227- 1309 Fax <https://nmu.edu/clinicalsciences/radiography>

Program Director: (TSB 3513): Shaun O. Thunell, D.C., MEd, RT(R)(ARRT) 906-227-2868 sthunell@nmu.edu

Didactic/Clinical Coordinator: (TSB 2816): Janet S. Labron, BSRS, RT(R) (M) (QM) (CRA) 906-227-2845
jalabron@nmu.edu

Adjunct faculty (TSB 3505): Shelly Kuehl, BS, RT(R)(CT)(ARRT) shkuehl@nmu.edu

This handbook is prepared for use by students enrolled in the Associates Degree in Radiography at Northern Michigan University (NMU). For general NMU policies , see the NMU student handbook and NMU general catalog . Information in this handbook is current at the time it is made public However policies, guidelines and procedures are subject to change. Final interpretation of the program and procedures will be made by the program's faculty.

This handbook contains extremely important information relating to the curricula of the radiography program at Northern Michigan University. It is your responsibility to become familiar with the contents of this handbook.

Clinical affiliations	
Advanced Center for Orthopedics 1414 West Fair Street Suite 190 Marquette, Michigan 49855 Clinical Preceptor: Amy Steele, R.T. (R) asteel1@penmed.com Phone: 906-227-5629	Aspirus Rhinelander Hospital 2251 North Shore Drive Rhinelander, Wisconsin 54501 715 361 4700 Imaging manager: Richard Mai, R.T.(R)(CT) richard.mai@aspirus.org 715 361-2693 Clinical Instructor: Emily Terry, R.T.(R)
Aspirus Ironwood Hospital N10561 Grand View Lane Ironwood, MI 49938 Clinical Preceptor: Samantha Jo Schneller, R. T. (R) (M) Samantha.Schneller@aspirus.org Imaging manager Sarah DeHahn Sarah.DeHahn@aspirus.org Phone: 906-932-2525	Aspirus Iron River Hospital 1400 West Ice Lake Road Iron River, Michigan 49935 Clinical preceptor: Julie Beauchamp, R. T. (R) Julie.beauchamp@aspirus.org Phone: 906-265-0460 Department supervisor Don Dumke BA, RT (R) (CT) Manager Imaging Services Aspirus Iron River Phone: 906.308.0239 Extension: 11634



<p>Aspirus Keweenaw Hospital 205 Osceola Street Laurium, Michigan 49913 Clinical Preceptors: Kim Pici, R.T. (R) (CT): Kim.pici@aspirus.org Benjamin Hainault, RT (R) (CT) Bhinault@aspirus.org org Phone: 906-337-6531 Departmental Supervisor: Kimberly Pici, R.T.(R)(CT)</p>	<p>Aspirus Wausau Hospital 333 Pine Ridge Boulevard Wausau, WI 54401 Diagnostic Department: 715.847.2291 Alyssa Soyk, Supervisor- Diagnostic Imaging alyssa.soyk@aspirus.org Direct 715.847.2000 Extension 50492 Mason Heldt, RT, (R) Mason.Heldt@aspirus.org clinical Preceptor Lisa Horacek RT, (R) lisa.horacek@aspirus.org</p>
<p>Baraga County Memorial Hospital 18341 U.S. Highway 41 L'Anse, MI. 49946 Clinical Preceptor: Michelle Mercer, B.S., R.T. (R) (MR) (CT) mmercerc@bcmh.org Department supervisor: Dean Jackson RT(R)(CT) Deanjackson@bcmh.org Phone: 906-534-3343</p>	<p>Bay Area Medical Center 3100 Shore Drive, Marinette, WI 5414 Clinical Preceptor: Robert Poetzl, R. T. (R) rpoetzl@bamc.org Phone: 715.735.4200 ext. 3301 Phone: 888.788.2070 ext. 3301 Department Supervisor: Mike Florip, RT, (R)</p>
<p>Helen Newberry Joy Hospital 502 W. Harrie Newberry, Michigan 49868 Clinical Preceptor: Katelyn McNamara RT R CT M Kmcnamara@hnjh.org Department supervisor: Holly Mischel. RT (R) (M) hmischel@hnjh.org Phone: 906-293-9200</p>	<p>Marshfield Medical Center-Dickinson 1721 S. Stephenson Iron Mountain, MI. 49801 Clinical Preceptor: Amy Ramme, R.T. (R) Amy.Ramme@dchs.org Phone: 906-776-5673 Manager of Imaging Services: Dave Alexa, RT (R) david.alex@chs.org Work: 906-776-5793</p>
<p>McLaren Flint 401 South Ballenger Highway Flint, Michigan Clinical Preceptor: Lisa Isaac, R. T. (R) (CT) Phone: 810-342-2000 Phone: 810-342-4685 Department Director: Mary Tocco, RT(R)</p>	<p>McLaren Northern Michigan Hospital –Petoskey Clinical Preceptor: Joseph M. Fowler RT (R) ARRT Imaging Services Educator joseph.fowler@mcclaren.org p (231)487-7839 c (231)487-5595 Department Manager: Anne Foster</p>



<p>My Michigan Health Center – Alpena 1501 W. Chisholm Alpena, MI. 49707 Clinical Preceptor: Mark Wiencziewski Mark.Wienczewski@midmichigan.org Phone: 989-356-7570 Jada Olsen R.T.(R)(M) Supervisor Diagnostic Imaging/PACS: Phone: 989-356-7512 Jada.Olsen@midmichigan.org</p>	<p>My Michigan Health Center- Midland 4000 Wellness Drive Midland, Michigan 48670 Clinical Preceptor: Mark Tolfree II RT(R) Mark.TolfreeII@midmichigan.org (989) 430-9589. • cell Phone: (989) 839-3000 Departmental Supervisors: Mike VanderPol</p>
<p>My Michigan Health Center – Sault 500 Osborn Blvd, Sault St. Marie, Michigan 49783 Nichole Sasso-Allison Director of Radiology War Memorial Hospital 906-635-4439 www.warmemorialhospital.org Clinical preceptor: Caitlin Galer RT(R)(CT) Email: caitlingaler@gmail.com Phone: 906-635-4439</p>	<p>Munising Memorial Hospital 1500 Sand Point Rd Munising, MI 49862 Clinical Preceptor: Jessie Webster, R.T. (R) (M) RDMS Jes.mmh@gmail.com jwebster@mmhos.org (906) 387-4110 Departmental Supervisor: Kevin Salo, BS, RT(R)</p> <p>Mercy Medical Center 301 St. Paul Place Baltimore, MD 21202 Clinical Preceptor: Angela Lea Dempsey, RT(R) Phone: 410-332-9000 Departmental Director: Patricia Sheehan, RT(R)</p>
<p>Munson Healthcare Charlevoix 14700 Lake Shore Drive Charlevoix, MI 49720 Clinical Preceptor: Eve Campbell, RT (R) Ecampbell@mhc.net Phone: 1-231-675-5947 Jana Balliet, Radiology Supervisor Jballiet@mhc.net 231-547-8594.</p>	<p>OSF St. Francis Hospital 3401 Ludington Street Escanaba, Michigan 49829 Clinical Preceptors: Shelly Kuehl, R. T. (R) (CT) (MR) Shelly.j.kueho@osfhealthcare.org Whitney Salazar, RT (R) Whittney.s.Kerridge@osfhealthcare.org Phone: 906.786.5707 Departmental Supervisor: Whittney Kerridge, R.T.(R)(M)(ARRT)</p>
<p>Schoolcraft Memorial Hospital 500 Main Street, Manistique MI 49854 C Clinical Preceptors: Lynnelle Nadeau, R.T. (R) (M) lnadeau@scmh.org Christa Roemer, R. T. (R) (M) Phone: 906- 341-3262 Departmental Supervisor: James Pann, RT(R)(CT)</p>	<p>Spectrum Health Ludington Hospital 1 N Atkinson Drive Ludington, MI 49431 Clinical Preceptor & Departmental Manager: Jennifer Arnold RT (R) Jennifer.arnold@spectrumhealth.org Phone: (231) 845-2141</p>



<p>McLaren Macomb 1000 Harrinton Mt. Clemens, MI 48043 Clinical Preceptor: Amy Elderson Amy.Elderson@mclaren.org Phone: 586-493-3792</p>	<p>St Mary's Hospital Mercy Health 200 Jefferson Ave SE Grand Rapids, Michigan 49503 616-685- 6200 Clinical Preceptor: Ruth Vachon: Team Lead Radiology vachonr@mercyhealth.com W 616.685.6291 Pg 616.397.5295</p> <p>Departmental Manager: Meghan Woods</p>
<p>Trinity Health 1 Burdick Expressway Minot, ND 58702-5020 Clinical Preceptor & Department Manager: Cynthia Milkey, RT(R)(CV) Phone: 701-857-2316</p>	
<p>Michigan Medicine - University of Michigan Health System 1500 E Medical Center Drive Ann Arbor, MI 48109 Clinical Preceptors: tthornton@med.umich.edu TC Thornton, Co-Vice Chair Michigan Medicine Radiology Student Program Rebecca Lenard "Leonard, Rebecca" <rmiddlem@med.umich.edu>, Nicole Carpenter, R.T. (R)(ARRT) donnyb@med.umich.edu</p> <p>Leigha Davis lsanborn@med.umich.edu</p> <p>Glenn Houck, Chair Michigan Medicine Radiology Student Program ghouch@med.umich.edu</p>	<p>UP Health System- Bell 901 Lakeshore Drive Ishpeming, MI. 49849 Clinical Preceptor: Traci Hamel RT, R M Traci.Murray@bellmi.org Traci.murray@lifepointhealth.net traci281@gmail.com</p> <p>Phone: 906-485-2632</p> <p>Departmental Supervisor: Robert Forchini, RT(R)(CT)</p>
<p>UP Health System- Marquette 850 W. Baraga Street Marquette, MI. 49855 Departmental Manager: Pam Engle, R. T. (R) Pamela.engle@mghs.org Clinical Preceptors: Rajani Hyslop, R. T. (R) Rajani.hyslop@mghs.org Brian Nancarrow, R. T. (R) cardiac cath lab and IR Bryan.nancarrow@mghs.org MeghanGustafson Meghan.gustafson@mghs.org Phone: 906-449-3130</p>	<p>UP Health System- Portage 500 Campus Drive Hancock, MI 49930 Clinical Preceptor: Crystal Ricklard, R.T. (R)(CT) Manger Diagnostic imaging: Renee Heltunen rheltunen@portagehealth.org Phone: 906- 483-1000 Phone: 906-483-1414</p>



SCHOOL OF CLINICAL SCIENCES
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1401 Presque Isle Avenue
Marquette, MI 49855-5301
906-227-2885 | FAX: 906-227-1309
cls@nmu.edu | nmu.edu/cls

TABLE OF CONTENTS

STUDENT SUCCESS	13
SECTION ONE: PROGRAM PROFILE	13
RADIOGRAPHY PROGRAM HISTORY	13
PROGRAM DESCRIPTION	13
MISSION STATEMENT	13
Philosophy:	14
Our Goals:	14
Program Policies Section 1	16
ACCREDITATION NMU Radiography Program Policy # 1001	16
University	16
Radiography Program Accreditation:	16
JRCERT COMPLIANCE/COMPLAINT POLICY #1002	17
National Certification Exam	18
Student Records	19
Student Confidential Information	20
COMMUNITIES OF INTEREST	20
OUTCOMES ASSESSMENT COMMITTEE:	21
CAPACITY	21
SECTION TWO: OPERATIONAL POLICIES	22
ADMISSIONS	22
General Education Courses – Prerequisites	23



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Marquette, MI 49855-5301
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TRANSFER STUDENTS	24
CRIMINAL BACKGROUND CHECK	24
DRUG AND ALCOHOL	25
NON-DISCRIMINATION POLICY	27
CIVILITY POLICY	28
Progressive Approach to uncivil classroom or clinical behavior	31
Harassment, Stalking and Cyberbullying	32
Sexual Harassment NMU Radiography Program Policy # 2009	32
STUDENT AND FACULTY RIGHTS AND RESPONSIBILITIES IN A CIVIL ENVIRONMENT NMU Radiography Program Policy # 2010	33
Student rights and responsibilities	33
Faculty/Staff Rights and Responsibilities	33
	33
Appeal process NMU Radiography Program Policy # 2011	33
PERFORMANCE STANDARDS NMU Radiography Program #2012	34
TEXTBOOKS NMU Radiography Program Policy # 2013	39
RADIATION MONITORS NMU Radiography Program Policy # 2014	39
ADDITIONAL FEES NMU Radiography Program Policy # 2015	40
All students complete an orientation.	41
LIABILITY INSURANCE NMU Radiography Program Policy # 2017	41
STUDENT RESPONSIBILITIES NMU Radiography Program Policy # 2018	42
STANDARDS OF ETHICS NMU Radiography Program Policy # 2019	42
ARRT CODE OF ETHICS	42
SOCIAL MEDIA POLICY NMU Radiography Program Policy # 2020	43
Appropriate Use of Social Networking	44
PERFORMANCE EVALUATION OVERVIEW NMU Radiography Program Policy # 2021	45
CORRECTIVE ACTIONS NMU Radiography Program Policy # 2022	45



Grievance policy NMU Radiography Program Policy # 2023	48
WITHDRAWAL POLICY NMU Radiography Program Policy # 2024	48
RADIOGRAPHY PROGRAM REAPPLICATION NMU Radiography Program Policy # 2025	49
JOB PLACEMENT NMU Radiography Program Policy # 2026	49
PROFESSIONAL SOCIETIES NMU Radiography Program Policy # 2027	50
NATIONAL HONOR SOCIETY NMU Radiography Program Policy # 2028	50
STUDENT MEETINGS NMU Radiography Program Policy # 2029	51
PROGRAM COMPLETION AND CERTIFICATION EXAM NMU Radiography Program Policy # 2030	51
SECTION THREE: STUDENT HEALTH	52
Immunizations/Vaccinations:NMU Radiography Program Policy # 3001	52
Hepatitis “B” Immunization NMU Radiography Program Policy # 3002	52
Healthcare: NMU Radiography Program Policy # 3003	53
Health Insurance:NMU Radiography Program Policy # 3004	53
Smoking:NMU Radiography Program Policy # 3005	53
Student Injuries Clinical Sites: NMU Radiography Program Policy # 3006	53
Environmental Conditions: NMU Radiography Program Policy # 3007	53
Infection Control:NMU Radiography Program Policy # 3008	54
Hand Hygiene: NMU Radiography Program Policy # 3009	54
Standard Precautions: NMU Radiography Program Policy # 3010	55
Exposure to Blood and Body Fluids: NMU Radiography Program Policy # 3011	56
Exposure Incident: NMU Radiography Program Policy # 3012	56
Post-exposure Procedures: NMU Radiography Program Policy # 3013	57
Communicable Disease Notification NMU Radiography Program Policy # 3014	57
Covid-19 Exposure Policy Disease Notification NMU Radiography Program Policy # 3015	58
Eye Protection: NMU Radiography Program Policy # 3016	59
Pandemic: NMU Radiography Program Policy # 3017	59



Contingency Plan NMU Radiography Program Policy # 3018	60
	60
Clinical practicum restrictions NMU Radiography Program Policy # 3019	61
SECTION FOUR: ACADEMIC POLICIES	62
PROFESSIONAL BEHAVIORS IDENTIFIED NMU Radiography Program Policy # 4001	62
Radiography Lab Rules and Regulations for On Campus Students NMU Radiography Program Policy # 4002	63
ACADEMIC PRESENTATION NMU Radiography Program Policy # 4003	64
DIDACTIC INSTRUCTION NMU Radiography Program Policy # 4004	65
Electronic Education NMU Radiography Program Policy # 4005	65
Proctoring for Exams NMU Radiography Program Policy # 4006	66
Student Didactic Attendance Policy NMU Radiography Program Policy # 4007	66
Emergency Closing: NMU Radiography Program Policy # 4008	68
Hazardous Weather Conditions - Snow Days/ Power outages. NMU Radiography Program Policy # 4009	68
Leave of absence: NMU Radiography Program Policy # 4010	68
A student may request a leave of absence for the following:	68
DIDACTIC PERFORMANCE NMU Radiography Program Policy # 4011	69
Factors of Academic Performance NMU Radiography Program Policy # 4012	70
Academic Dishonesty: NMU Radiography Program Policy # 4013	72
Plagiarism NMU Radiography Program Policy # 4014	73
CURRICULUM NMU Radiography Program Policy # 4015	74
RAD 109 Introduction to Radiography	74
RAD 261 Radiation Biology and Protection	74
RAD 262 Methods of Patient Care	75
RAD 265 Principles of Radiation Production, Characteristics, and Equipment	75
RAD 264 Radiographic Procedures I	75
RAD 267 Radiographic Procedures II	76



RAD 263, 266, 363, 366, 368 Radiography Clinical Practicum I - V	76
RAD 361 Diagnostic Image Production	76
RAD 362 Sectional Imaging and Anatomy	76
RAD 364 Image Processing and Quality Management	77
DIDACTIC GRADING SCALE NMU Radiography Program Policy # 4016	78
STUDENT AT RISK OF FAILURE SUPPORT NMU Radiography Program Policy # 4017	79
	79
ACCOMMODATION OF SPECIAL NEEDS/ADA STATEMENT NMU Radiography Program Policy # 4018	79
APPEALS AND DUE PROCESS NMU Radiography Program Policy # 4019	79
	79
RADIOGRAPHY CLASSROOM MAINTENANCE NMU Radiography Program Policy # 4020	79
LAPTOP COMPUTER/ CELL PHONE USAGE NMU Radiography Program Policy # 4021	80
EARLY PROGRAM RELEASE NMU Radiography Program Policy # 4022	80
STUDENT EMPLOYMENT NMU Radiography Program Policy # 4023	80
SECTION FIVE: CLINICAL EDUCATION	81
The Clinical Environment	81
CLINICAL PORTFOLIO NMU Radiography Program Policy # 5001	82
CLINICAL ASSIGNMENTS AND ROTATIONS NMU Radiography Program Policy # 5002	83
WEEKEND/EVENING ROTATIONS NMU Radiography Program Policy # 5003	85
COMPUTED TOMOGRAPHY ROTATION NMU Radiography Program Policy # 5004	85
MAMMOGRAPHY ROTATION NMU Radiography Program Policy # 5005	86
BONE DENSITOMETRY NMU Radiography Program Policy # 5006	86
ANCILLARY ROTATIONS NMU Radiography Program Policy # 5007	86
CLINICAL ATTENDANCE NMU Radiography Program Policy # 5008	87
CLINICAL ATTENDANCE RECORDS NMU Radiography Program Policy # 5009	87
Clinical Attendance NMU Radiography Program Policy # 5010	87
ABSENCE FROM CLINICAL EDUCATION NMU Radiography Program Policy # 5011	89
Absence and Clinical Grading: NMU Radiography Program Policy # 5012	91



Emergency Closing: NMU Radiography Program Policy # 5013	91
Hazardous Weather Conditions - Snow Days: NMU Radiography Program Policy # 5014	91
Leave of Absences: NMU Radiography Program Policy # 5015	91
Free Time:NMU Radiography Program Policy # 5016	92
Travel: NMU Radiography Program Policy # 5017	92
Relief Breaks:NMU Radiography Program Policy # 5018	92
COMPETENCY NMU Radiography Program Policy # 5019	93
Developing Clinical Proficiency NMU Radiography Program Policy # 5020	94
Venipuncture NMU Radiography Program Policy # 5021	95
Clinical Supervision NMU Radiography Program Policy # 5022	96
DRESS CODE NMU Radiography Program Policy # 5023	97
	99
Mandatory Clinical Supplies Policy NMU Radiography Program Policy # 5024	99
Trajecsys Reporting System	99
Daily Log Sheets	101
Clinical Documentation NMU Radiography Program Policy # 5025	101
HEALTH SYSTEM INFORMATION NMU Radiography Program Policy # 5026	102
Patient Confidential Information NMU Radiography Program Policy # 5028	103
Telephone Courtesy: NMU Radiography Program Policy # 5029	103
Personal Communications: NMU Radiography Program Policy # 5030	103
Post-Processing Policy NMU Radiography Program Policy # 5031	105
Fluoroscopy Guided Positioning NMU Radiography Program Policy # 5032	106
INCIDENT REPORTS NMU Radiography Program Policy # 5033	106
SECTION SIX: RADIATION PROTECTION	107
Radiation Dosimetry Monitoring NMU Radiography Program Policy # 6001	107
GENERAL RADIATION SAFETY PRACTICES NMU Radiography Program Policy # 6002	108
Patient Radiation Safety: NMU Radiography Program Policy # 6003	109
RADIATION MONITORS NMU Radiography Program Policy # 6004	109



Radiation Safety in Energized Laboratory Setting NMU Radiography Program Policy # 6005	110
Radiation Exposure Reports: NMU Radiography Policy # 6006	110
MRI Safety Policy: NMU Radiography Program Policy # 6007	111
PREGNANCY NMU Radiography Program Policy # 6008	111
Academic/Behavioral Contract	119

STUDENT SUCCESS

You will spend approximately two years completing the Radiography Program. The courses will be rigorous, and at times, you may wonder what you have gotten yourself into, but your perception of intensity has much to do with the amount of time, dedication and commitment you spend towards your chosen profession. You will be required to absorb a lot of information and apply that information in the classroom, laboratory, and clinical setting. You will need to develop critical thinking skills, knowledge and patient care skills in the field of Radiography, for that is the nature of the clinical setting. Every patient and every clinical situation is unique and developing empathy for patients in your care is very important in providing quality patient care.

You will not be able to memorize all the answers, but you will be expected to apply the basic radiography skills that you have learned. You will learn about professionalism and be held accountable for those professional attributes. Professional attributes are those qualities, over and beyond the knowledge you gain and the skills you learn—which are essential for your success in the classroom and clinic. Concisely, you will be expected to demonstrate respect for others, communicate effectively, cooperate with fellow students and co-workers, and display the dependability expected of a professional. To paraphrase the Golden Rule, treat your classmates, patients, coworkers, preceptors and instructors, as you would like to be treated. Those who make the most of the program learn early on that the classroom instructors, clinical personnel, tutors, counselors, and other college personnel work extremely hard .

SECTION ONE: PROGRAM PROFILE

RADIOGRAPHY PROGRAM HISTORY

The Science of Radiologic Technology in Marquette, Michigan has had an involved transition from St. Luke's Hospital through Northern Michigan University to Marquette General Hospital and back again to Northern Michigan University. The St. Luke's Hospital School of X-Ray Technology started September 12, 1951 and continued until the summer of 1967. At this point Northern Michigan University took over and prospered for 10 years until budget restraints eliminated this profession from its catalog. Marquette General Hospital, seeing the need for radiographers, opened its hospital-based program on January 2, 1979 where it prospered for thirty-four years.



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During the last three years of ownership, MGHS maintained an articulation agreement with Northern Michigan University and Finlandia University to provide its graduates with an associate degree in allied health. Current transition of ownership from MGHS to Northern Michigan University facilitated by the professional degree requirement has placed the program sponsorship once again with Northern Michigan University since 2011.

PROGRAM DESCRIPTION

The Associate of Applied Science Degree in Allied Health for radiography is a 21-month program that upon successful completion, allows its graduates eligibility to complete the certification examination offered by the American Registry of Radiologic Technology (ARRT).

MISSION STATEMENT

Northern Michigan University Radiography Program is dedicated to the education of entry-level radiographers. It is the intention of this program to promote radiographers that will function as proficient health care professionals possessing a constant concern for quality patient care, quality customer service and technical competency in a diverse healthcare population.

Philosophy:

Our philosophy is to provide our students the highest quality of education with the most efficient use of our resources. The comprehensiveness of our academic offerings provides opportunities for instruction to students from a broad range of ability levels and interests, placement of radiographer and the radiography student in a one-on-one relationship of guidance and feedback during instruction, and adaptability to balance the evolution of diagnostic imaging in healthcare for personal and professional success

Our Goals:

Consistent with the mission statement, the specific goals for the educational program are:

To develop students who will:

1. Administer effective communication skills.
2. Utilize critical thinking and problem-solving skills in the performance of medical and imaging procedures.
3. Demonstrate competency in methods of patient care and radiographic imaging procedures.
4. Model professionalism and quality customer service.

Goals	Student learning outcomes
Students will demonstrate the ability to communicate effectively	Students will develop oral communication skills. Students will demonstrate written communication skills
Students will demonstrate critical thinking skills	Students will evaluate clinical situations and perform accordingly using critical thinking skills. Students will critically evaluate and assess challenges within the health administrative setting



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Students will be clinically competent	Students will perform quality radiographic procedures. Students will develop assessment skills of a radiographer
Students will demonstrate an understanding of professionalism	Students will demonstrate and understanding of professional advocacy Students will integrate adherence to professional behaviors



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Program Terminal Objectives:

The primary goal of the Radiography program is to offer a core curriculum consistent with the position of the American Registry of Radiologic Technologists regarding certification in Radiologic Technology. Upon completion of the recognized and accepted academic and clinical competency curriculum for the radiography profession, the Radiography graduate will demonstrate the following:

1. Communication: The Radiography graduate will demonstrate the ability to practice oral, written, and electronic medical communication.
2. Analytical Skills: The Radiography graduate will demonstrate the ability to apply the theories of radiologic sciences and techniques.
3. Citizenship: The Radiography graduates will demonstrate professional behaviors necessary to practice in a diverse environment.
4. Citizenship: The Radiography graduate will demonstrate the ability to practice radiation protection & safety for the patient, self, and others
5. Critical and Creative Thinking: The Radiography graduate will demonstrate the ability to perform radiographic procedures, modifying each to accommodate for the patient or situation.
6. Critical and Creative Thinking: The Radiography graduate will demonstrate the ability to exercise independent judgment and discretion in the technical performance of diagnostic imaging procedures.
7. Cultural and Literacy: The Radiography graduate will demonstrate the clinical competencies necessary to provide care for a diverse population.
8. Concentration in Radiography: The Radiography graduate will demonstrate the ability to operate radiographic instrumentation and equipment.
9. Concentration in Radiography: The Radiography graduate will demonstrate the ability to process and competently assess diagnostic images.



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Program Policies Section 1

ACCREDITATION NMU Radiography Program Policy # 1001

University

Accreditation is a nongovernmental, voluntary means for an educational institution and/or program to assure those within the institution or program, the students, the general public, and state and federal agencies that the institution or program has clearly defined objectives, an appropriate structure, and staff and resources to accomplish those objectives.

Northern Michigan University Accreditation:

Higher Learning Commission
159 North Dearborn
Chicago, IL 60601
(312) 263-0456

Radiography Program Accreditation:

The Radiography Program currently holds an eight-year accreditation – the maximum duration awarded.



Standards for Accreditation:

The Standards for an Accredited Educational Program in Radiologic Sciences adopted by the JRCERT is available for review at www.jrcert.org/acc_standards or in the School of Radiography faculty office. Program Accreditation Standards are discussed with all students at orientation.

The JRCERT is recognized by the United States Department of Education to accredit educational programs in radiography and radiation therapy. The JRCERT awards accreditation to programs demonstrating substantial compliance with these STANDARDS.

There are established standards a program must be in compliance with to achieve accreditation. The Standards for an Accredited Educational Program in Radiologic Sciences (JRCERT, 2021) are as follows:

Standard One: Accountability, Fair Practices, and Public Information

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Standard Two: Institutional Commitment and Resources

The sponsoring institution demonstrates a sound financial commitment to the program by



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assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Standard Three: Faculty and Staff

The sponsoring institution provides the program adequate and qualified faculty that enables the program to meet its mission and promote student learning.

Standard Four: Curriculum and Academic Practices

The program's curriculum and academic practices prepare students for professional practice.

Standard Five: Health and Safety

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Standard Six: Programmatic Effectiveness and Assessment

Using Data for Sustained Improvement The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

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

Joint Review Committee on Education in Radiologic Technology (JRCERT)

20 N. Wacker Drive Suite 2850

Chicago, Illinois 60606-3182

(312) 704-5300

Policy: 2013

Revised: 2013

Reviewed: 2022

JRCERT COMPLIANCE/COMPLAINT POLICY #1002

In order to ensure timely and appropriate resolution to complaints regarding noncompliance of the latest JRCERT Standards, the following policy is in effect. In the event that any affected party/constituent feels the Northern Michigan University radiography program fails to adhere with any JRCERT Standard, said constituent may bring notice to the program director who shall investigate and address said concerns within 5 business days and report back any actions to the complainant, faculty, and Joint Advisory Committee. In the event the program director fails to adequately address the concerns or to reply within the stated time frame, the complainant may bring said concern to the Associate Dean of the School of Clinical Sciences. The program director shall make every effort to maintain continual accreditation and total compliance with all JRCERT Standards.

Policy: 2022

Revised: 2022

Reviewed: 2022



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National Certification Exam

NMU Radiography Program Policy # 1003



THE AMERICAN REGISTRY
OF RADIOLOGIC
TECHNOLOGISTS®

The American Registry of Radiologic Technologists (ARRT) is the only examining and certifying body for radiographers in the United States. To become a Registered Technologist in Radiography, RT(R)(ARRT), you will have to successfully complete the ARRT examination. The ARRT examination can be scheduled after your official graduation date. You will need to schedule an appointment with a testing center to take the examination at your convenience. As a Northern Michigan University Radiologic Sciences graduate, it is suggested that you take the examination as soon as you graduate, within two months of your graduation. Examination dates will be scheduled on an individual basis with the testing center. One issue addressed for certification eligibility is the conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and /or drug-related violations must be reported. All potential violations must be investigated by the ARRT to determine eligibility. Individuals may file a pre-application with the ARRT to obtain a ruling on the impact of their eligibility for the examination. This pre- application may be submitted at any time either before or after entry into an accredited program. For pre-application contact the ARRT at:

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

Policy: 2013
Revised:2013
Reviewed: 2022



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Student Records

NMU Radiography Program Policy # 1004

The University maintains accurate and confidential student records. It is the right of the students to have access to most of their educational records, and it is the duty of the University to limit access by others in accordance with existing guidelines and relevant laws. Student records, with certain exceptions, will not be released without prior consent of the student through written request. The following student records may not be viewed by students: financial information submitted by their parents, confidential letters and recommendations associated with admissions, employment, job placement or honors to which they have waived their rights of inspection and review.

Students have the right to review and question the content of their educational records within a reasonable length of time after making a request for review. If there are any questions concerning the accuracy or appropriateness of the records that cannot be resolved informally, an opportunity to challenge a perceived inaccuracy or violation of privacy will be provided through the appeal mechanism.

Northern Michigan University maintains that the student records policy in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1997. In accordance with Northern Michigan University's Policy on Family Educational Rights and Privacy Act, information about a student generally may not be released to a third party without the student's written permission. Exceptions under the law include state and federal educational and financial institutions, and law enforcement officials.

The only records that will be released concerning students is that information that can be considered "directory" information such as field of study, name, address, telephone number, participation in officially recognized activities and sports, weight and height of members of athletic teams, attendance, and degrees and awards. The ACT also permits students to review their educational records and to challenge the contents of those records. Regarding clinical radiography course files, only the radiography faculty may remove files to be copied. Students may not remove or copy the file themselves. Any violation of the above will result in disciplinary action by the Radiography Program Faculty.

Policy: 2013
Revised: 2013
Reviewed: 2022



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Student Confidential Information

NMU Radiography Program Policy # 1005

In accordance with the Family Education and Rights Act (FERPA) 1997, this program maintains all students' records as confidential and can only release certain items designated as directory information. Directory information is considered to name, local and permanent address, telephone listing, major field of study, dates of attendance, etc. The student can prohibit the release of this directory information by making a written request to the Radiologic Sciences Program. Students must be aware that reviewing another student's folder or clinical paperwork is a violation of the confidentiality of that students' records. Any violation of the above will result in disciplinary action by the Program Faculty.

Policy: 2013
Revised: 2013
Reviewed: 2022

COMMUNITIES OF INTEREST

NMU Radiography Program Policy # 1006

Faculty:

- Full-time Director
- Full-time Didactic/Clinical Coordinator
- Adjunct faculty as needed
- Clinical preceptors (inclusive to all clinical affiliations)

Advisory Committee:

- Assessment of Learning Committee
- Advisory Board
- Clinical Affiliates and Ancillaries Representatives
- Associate Dean/Director School of Clinical Sciences
- Associate Dean College of Health Sciences and Professional Studies

The Advisory Committee serves to evaluate the program's effectiveness in achieving its mission, goals, and outcomes. It accomplishes its function by recommending changes regarding the program's policies, procedures, and monitoring of the Assessment Plan and annual Outcomes Assessment process. The Advisory Committee meets annually in the Fall semester.

Policy: 2013
Revised: 2013
Reviewed: 2022



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OUTCOMES ASSESSMENT COMMITTEE:

NMU Radiography Program Policy # 1007

Analysis of program effectiveness and student learning outcomes is completed annually to provide feedback on student achievement, identify, and implement needed improvements. The analysis of outcomes is presented to an advisory board each Fall semester. In conjunction with the program assessment, the assessment plan itself is also reviewed at NMU for adequacy annually through the continuous program improvement process.

Policy: 2013
Revised: 2013
Reviewed: 2022

CAPACITY

NMU Radiography Program Policy # 1008

Student capacity for the twenty-one (21) month Radiography Program is twenty (20) students

- Twenty (20) First year students
- Twenty (20) Second year students

Prerequisite general education courses must be completed prior to matriculation into the program.

Policy: 2013
Revised: 2013
Reviewed: 2022



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SECTION TWO: OPERATIONAL POLICIES

The following policies are for the purpose of providing an equitable learning environment, identifying accountability, and providing clarification between student, program, and diagnostic imaging services.

ADMISSIONS

NMU Radiography Program Policy # 2001

Northern Michigan University seeks to admit students who can provide evidence of potential to succeed in the healthcare profession of Medical Imaging Sciences - Radiography. Applicants who meet the following criteria are fully considered on an individual basis for admission.

An applicant must:

1. Have the academic skills that will allow them to enroll in college level general education courses.
2. Complete all pre-requisite general educational courses with a cumulative GPA of 2.5 or above and a minimum grade of C in College Composition II, Human Anatomy and Physiology I and II.
3. Complete all application requirements/deadlines.

Part I

1. Prerequisite general education courses
2. Complete RAD 109

Part II

1. Application and Letter of Introduction
2. Documentation of:
 - a. Community Service/Volunteering
 - b. Previous Healthcare experience
 - c. Observation hours
 - d. Employment

Part III

1. Personal interview, or presentation, or completion of pre-admission HESI test or other testing package.

Part IV

1. Demonstrate health requirements
 - a. Performance Standards
 - b. Immunizations
 - c. TB test two step
 - d. Pass a Criminal Background Check
 - e. Pass UP Health System--Marquette Drug Screen
 - f. Provide documentation of CPR/BLS card
 - g. Meet eligibility of ARRT licere
 - h. Covid vaccination documentation per facility or approved religious/medical exemption

The application process is completed in four parts. All requirements/deadlines from Part I and II must be met to participate in Part III. Student selection is based upon a point system for the following application criteria: Community Service/Healthcare Experience, Supportive Course cumulative GPA, and Interview. Only applicants selected to the program complete part IV.



General Education Courses – Prerequisites

SEMESTER 1 (Fall).....			16
EN 111	College Composition I (F, W, S)	4	
BI 207	*Human Anatomy & Physiology 1 (F, W) *Human Anatomy and Human Physiology must have been completed within a six-year period.	4	
MA 111	College Algebra (or above) (F, W: MA 100 C- or MA placement)..... (A higher-level course may be substituted for MA 111, LB-elective, CH 105, and HL 101.)	4	
CH 105 or 109	Chemical Principles or Intro Organic & Biochemistry (F,W) (A higher-level course may be substituted for MA 111, LB-elective, CH 105, and HL 101.)	4	
SEMESTER 2 (Winter).....			15
EN 211	College Composition II (F, W, S: EN 111).....	4	
LB	Social Responsibility Elective. (F, W, S).....	4	
BI 208	*Human Anatomy & Physiology 2 (F, W: BI 207)..... *Human Anatomy and Human Physiology must have been completed within a six-year period.	4	
RAD 109	Introduction to Radiography (W).....	2	
HL 101	Medical Terminology (F, W)..... (A higher-level course may be substituted for MA 111, LB-elective, CH 105, and HL 101.)	2	



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Policy: 2013
Revised: 2013
Reviewed: 2022

TRANSFER STUDENTS

NMU Radiography Program Policy # 2002

Northern Michigan University may accept transfer credit for previous general education course work according to university policies. Transfer credit for general education courses will not reduce the five (5) semester requirement to graduate the Radiography Program.

Transfer credit from other radiography programs, which is specific to radiography, will be assessed according to NMU transfer policy.

Policy: 2013
Revised: 2013
Reviewed: 2022

CRIMINAL BACKGROUND CHECK

NMU Radiography Program Policy # 2003

Prior to acceptance, each student will be required to sign a Notice/Authorization of Background Search. A criminal background check will be completed at a cost to the student.

Criminal background checks will be conducted for each state a student has resided in for the previous fifteen (15) years.

In accordance with state law, positions that regularly provide direct services to patients will be prohibited if the individual has been:

1. Convicted of a felony or an attempt or conspiracy to commit a felony within fifteen (15) years immediately preceding the date of application.
2. Convicted of a misdemeanor involving abuse, neglect, assault, battery or criminal sexual conduct or involving fraud or theft against a vulnerable adult as defined in Section 145M of the Michigan Penal Code, or a state or federal crime that is substantially similar to such misdemeanors within the ten (10) years immediately preceding the date of application.

As required by law, each applicant/student shall agree to report in writing their arrest or conviction for any criminal offenses described in the paragraph above. In addition, random criminal background checks may be conducted on present students to ensure the quality and safety of care for patients.

Unless otherwise required by state, federal, or local law, a criminal conviction will not necessarily prohibit acceptance. Factors such as, but not limited to, age at the time of offense, length of time since conviction, and seriousness and nature of violation will be considered. An unacceptable criminal background check result or falsification of an application or supportive documents will be grounds for non-acceptance or dismissal from the program.



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The Northern Michigan University Radiologic Sciences Program is committed to earning public and professional trust and providing safe patient care. To meet this goal, background investigations of students are authorized under this policy. Many of our clinical education settings require criminal background investigations of all employees and students who attend for clinical experience. To comply with these requirements, students will be required to submit to a background investigation prior to acceptance into the clinical portion of the Radiography Program to ascertain the student's suitability for clinical rotations. Students will be responsible for paying for the background investigations.

The information contained in the background investigation will remain confidential and will only be viewed by the Radiography Program Director. Any criminal conviction which is found during the background investigation, that may deem a student suitable for clinical rotations will be considered on a case-by-case basis. Additional information regarding the conviction may be required to make an informed decision. The background investigation will be available to clinical education settings that require such. Individuals at the Clinical Education Setting, who are authorized to make decisions regarding an individual's eligibility to attend a setting, will inform the Program Director whether a student will be allowed to attend clinical at that setting. In addition to the background check conducted by the student, some clinical education settings will also conduct a background check. If an offense appears on the criminal background check that disqualifies the student from attending clinical experiences at that facility, the clinical site(s) will notify the program director regarding any students' disqualification for attending clinical at that site. The student will receive written notification if they are ineligible to attend clinical courses at a clinical education setting(s). Students who receive notification of ineligibility and who wish to dispute the results of the background investigation may follow the University Grievance Procedure.

Policy: 2013
Revised: 2022
Reviewed: 2022

DRUG AND ALCOHOL

NMU Radiography Program Policy # 2004

Possession, manufacture, distribution, sale, or use of drugs and/or narcotics classified as illegal except those taken under a doctor's prescription is prohibited.

All clinical practicum sites have zero tolerance in the use of controlled substances and alcohol. Students are required to be in compliance with Drug and Alcohol Testing Policies while attending the Radiography Program regardless of their clinical location. Students are subject to drug/alcohol testing for 32 hours following an incident involving reasonable suspicion of use. For 1st year students drug screens are completed at UPHS – Marquette located on Fair Ave Clinical site. Upon clinical placement for a second-year radiography student. The student may be required to perform and pass a second drug test.

Northern Michigan University conforms to all local, state and federal laws regarding the use of alcohol and other drugs on campus. Northern Michigan University is a member of the Drug-Free schools and campuses and abides by their standards regarding policies, athletic programs, educational programs, enforcement and assessment. Students whose NMU education sites shall be subject to disciplinary action in accordance with applicable policies of the University. In addition to university disciplinary action, students found to be illegally manufacturing, distributing, dispensing, possessing or using controlled substances shall also be subject to criminal prosecution.



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Legal Sanctions Students are reminded that local, state, and federal laws provide for various legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

Students are provided a copy of Policies (clinical affiliates) for review, discussion, and certification of receipt. Documentation will remain in a student's file.

Federal Law (Higher Education Act Amended) allows institutions to disclose, to a parent or legal guardian of a student, information regarding a violation of federal, state, or local laws, or of the institutions' rules or policies governing use or possession of alcohol or drugs. University Sanctions Students who violate University policy will be afforded due process as prescribed in the University Code of Student Conduct. Sanctions for policy violation include reprimand, probation, suspension, and expulsion. Students may also be referred for counseling and/or referral for individual assessment; referrals may be included as a condition of any sanction. Northern Michigan University believes that substance abuse is a danger to the well-being of faculty/staff, students, health agency employees and clients. Therefore, to ire public and professional trust, safety, and to ire fitness for duty, the unlawful and/or unauthorized use, abuse, possession, distribution, transportation, manufacture, concealment, promotion or sale of alcohol, illegal drugs, legal drugs obtained illegally, controlled substances, or designer drugs by students will not be tolerated.

Individuals found to have committed such infractions shall be subject to sanctions including suspension or dismissal from the Radiography Program. This policy does not supersede the policies published in the current NMU Student Handbook from Northern Michigan University. This policy reflects additional requirements of curricula for professional Radiologic Technologists. Definitions Controlled Substances — For the purpose of this policy, controlled substances include all chemical substances or drugs listed in any controlled substance acts or regulations applicable under any federal, state or local laws. Campus/Clinical — For the purpose of this policy, a student is on campus/clinical whenever he or she is:

- On any University/health agency property including parking lots.
- Present at any University sanctioned activity.
- Wearing an official NMU Radiography program uniform/lab coat. This includes travel to and from campus/clinical. Scope The following are prohibited by the Radiography Program when a student is on campus/clinical and will result in disciplinary action by the Program:
 1. Unauthorized possession or use of a controlled substance and/or alcohol.
 2. Being under the influence of a controlled substance and/or alcohol, including but not limited to: DWI arrests, convictions, and driving suspensions.
 3. Illegal manufacture, distribution, sale or purchase of a controlled substance including but not limited to arrests and convictions.
 4. Use, or being under the influence of other drugs, including prescription drugs and over the counter drugs while there is any possibility that such use may impair the student's ability to safely perform or may adversely affect his/her safety or patient safety and care, or safety of faculty or fellow students. Testing Drug or alcohol testing of students is authorized under this policy allowing the Program Director, or his/her designee, to direct a student to undergo testing under the following circumstances. When there is reasonable suspicion or cause to believe that a student is or has recently been under the influence of any drug or alcohol. It is acknowledged that it may be difficult to determine when a student may be under the "influence," in keeping with the purpose of this drug policy NMU views that discretion must be given to the faculty and



staff in recognizing the usual signs and symptoms of alcohol or drug use. In that respect, the following is a listing of what NMU deems signs and symptoms of drug or alcohol use:

1. Frequent absences from class, clinical or lab and/or disappearance from such
2. Isolation and withdrawal
3. Patient care errors, particularly medication errors
4. Detectable odor of alcohol or Marijuana.
5. Increasingly poor decision and judgment about patient care
6. Illogical or sloppy charting
7. Unusual accidents/incidents
8. Deteriorating personal appearance
9. Changes in motor function/behavioral patterns including personality changes, mood swings, illogical thought patterns, gait disturbances, impaired dexterity, slurred speech, drowsiness/sleepiness, and pupillary changes
10. When a student is found in possession of alcohol or drugs in violation of this policy.
11. Following an instance or incident that the nature of which indicates possible impairment of ability or judgment or following an incident in which patient care standards were violated or careless acts were performed.

Random drug testing is also allowed under this policy. may result in immediate dismissal from the Radiography Program.

Policy: 2013
Revised:2022
Reviewed: 2022

NON-DISCRIMINATION POLICY

NMU Radiography Program Policy # 2005

Northern Michigan University does not unlawfully discriminate on the basis of ancestry, race, color, ethnicity, religion or creed, sex or gender, gender identity, gender expression, genetic information, national origin, age, height, weight, marital status, familial status, handicap/disability, sexual orientation, military or veteran status, or any other characteristic protected by federal or state law in employment or the provision of services. NMU provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities. Anyone having civil rights inquiries may contact the Equal opportunity office, 158 Service building, phone number 906-227-2420.

Pursuant to Section 504 of the Rehabilitation Act of 1973, Northern Michigan University will provide services and training, without discrimination, to any qualified disabled person who meets the academic and technical performance standards requisite to admission and/or participation in the Radiography Program.

Policy: 2013
Revised:2022
Reviewed: 2022

CIVILITY POLICY

NMU Radiography Program Policy # 2006

Civility statement Northern Michigan University School of Clinical Sciences Radiography Program

The School of Clinical Sciences Radiography Program is dedicated to promoting an environment where respect for both individual differences and commonalities exist. The program is a community of staff, faculty and students that is committed to a respectful, safe, protected environment, grounded in civility and free from violence or threat of violence, in which all may learn and work. A harmonious academic environment fosters freedom of expression and is an integral component of teaching and learning. Members of the health professions are held to higher standards; Incivility has a negative effect on the academic environment and disrupts the learning process. All members of the Health Professions Community, regardless of position or status, are expected to exhibit and practice civil behaviors.

Definition of civility

Civility is defined as the demonstration of mutual respect through basic courtesy, interaction with others and behaviors that create a positive environment in which to learn and to work. Civility includes an authentic respect for others when expressing disagreement or controversy. When conflict occurs, civility involves a willingness to participate in the process of genuine discourse, with an earnest intention to seek common ground.

Civility is a broad construct and it is not possible to establish a set of rules or guidelines to address every possible civil issue; however, uncivil behavior in the classroom and/or clinical setting may be classified as anything that disrupts or disturbs learning. Examples of behaviors that may be considered uncivil and disruptive in the learning environment may include but are not limited to:

- Disrupting the flow of learning and the quality of relationships
- Disruptive actions
- Maliciously damaging the reputation of others
- Initiating or engaging in discussion in public that should be conducted in private
- Engaging in non-learning activities during class or other scheduled activities
- Failing to use appropriate channels of communication
- Engaging in unprofessional communication/behavior

Professional Behaviors in the Radiography Program Appropriate professional behaviors are expected of all members of the learning community. Respect, demonstrated by how one interacts with others, is hard won but easily lost. Experience shows that behaviors demonstrated in the classroom do carry over into clinical practice.

Development of Professionalism - Sample Student Behaviors

A. Accountability

- a. Seeks and responds to feedback
- b. Acknowledges and accepts consequences for actions
- c. Meets deadlines, including on time for class
- d. Attends classes/labs for expected times
- e. Adheres to code of ethics and policies/procedures
- f. Contacts instructor (phone, E-mail, or in person) in advance of scheduled activities when unable to attend; in cases of unexpected emergency, contacts instructor as soon as possible



- B. Continuing Competence
 - a. Actively involved in group work – scheduling, attending, participating
 - b. Takes full advantage of time available by staying on task and involved
 - c. Initiates study and review activities with peers and instructors
 - d. Accepts limits to own knowledge on subject matter
 - e. Seeks opportunities to enhance knowledge including critical thinking skills
 - f. Takes initiative to learn and seek out additional information
- C. Compassion/Caring
 - a. Demonstrates understanding of socio-cultural influences on patient care
 - b. Considers individual differences when interacting with others (is non-judgmental about others)
 - c. Advocates for needs of others
 - d. Demonstrates mature communication skills (maintains calm tone in conversation; avoids use of offensive statements)
- D. Duty
 - a. Completes all work with effort to meet quality requirements
 - b. Utilizes resources responsibly in completion of work
 - c. Acknowledges and accepts responsibility for meeting expectations and attempts to make corrections when feedback is given
 - d. Dresses appropriately (appropriate lab attire)
 - e. Uses correct terminology and expression in verbal and written communication
 - f. Integrates concepts from other courses
 - g. Demonstrates a tolerance for situations of uncertainty
- E. Integrity
 - a. Maintains academic honesty
 - b. Is trustworthy
 - c. Recognizes own limits and acts accordingly
 - d. Contributes to a positive academic environment
 - e. Maintains appropriate and effective professional relationships
- F. Radiographer Collaboration
 - a. Considers role of the radiographer in all situations (stays within scope of work)
 - b. Resolves dilemmas/problems in a respectful manner
 - c. Responds during interactions using appropriate verbal and nonverbal style
 - d. Communicates concerns/ questions for the Radiologic Technologist with respect
- G. Responsibility
 - a. Demonstrates safe practice and maintains confidentiality
 - b. Shows commitment to learning
 - c. Demonstrates flexibility and is adaptable to change
 - d. Schedules and keeps appointments
 - e. States the component parts of a problem clearly
 - f. Identifies resources needed to develop solutions for identified problems
 - g. Analyzes possible solutions to problem
 - h. Determines which solutions are realistic, likely to succeed, and effective choices
 - i. Considers the consequence of each possible solutions
- H. Self-Assessment
 - a. Recognizes problem or need; Actively seeks feedback and help



- b. Develops plan of action in response to feedback
- c. Demonstrates improvement based on self-assessment or feedback
- d. Critiques own performance and will share that self-assessment
- e. Maintains open line of communication with individual offering critique

Professional Communication Expectations The following guidelines are to be used with phone and E-mail communication with your course and clinical preceptors. Violation of these guidelines is a breach of appropriate professional behaviors.

Phone etiquette

- State who you are (if calling someone new, state you are a student radiographer).
- State reason for the call. Leave a call back number(s) and/or E-mail.
- State times that you are available for a call back.
- Do not call very early or very late.
- Speak clearly.
- Do not use slang.

Netiquette

- Check Northern Michigan University students' email daily and respond promptly for requests for information from instructors. Email will be our primary means of offsite communication with you.
- Notify all instructors if you have a change in e-mail address.
- Use complete sentences.
- Do not use "slang" abbreviations i.e. LOL, etc.
- Use proper spelling, grammar and punctuation. If you need to, type out in Microsoft Word, use spell and grammar check then copy to email.
- Send attachments in Word only unless told to use a different program.
- Maintain confidentiality of patients, fellow students and faculty.
- Use a title in the subject line.
- Use please, thank you, your welcome, etc.

Cell phone Etiquette

- All phones will be turned off and stored during laboratory and clinical hours. You may check your phone during breaks only.
- If there is an emergency that requires you to have your phone on, please speak to the instructor before class starts.

Policy: 2013
Revised: 2022
Reviewed: 2022



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Progressive Approach to uncivil classroom or clinical behavior

NMU Radiography Program Policy # 2007

All incidents that violate the civility code will be taken seriously and will be dealt with promptly and appropriately. Faculty will follow the rules outlined in the student policy manual. However, some behaviors may require more immediate attention but not limited to dismissing class or notification of the university public safety. Immediate notification of public safety should occur in situations when a student is posing a threat to the safety of himself/herself or others, or becomes physically or verbally abusive.

Policy: 2013
Revised:2022
Reviewed: 2022



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Harassment, Stalking and Cyberbullying

NMU Radiography Program Policy # 2008

This section is designed to help students, staff, faculty, and administrators of Northern Michigan University understand and comply with the prohibitions against harassment, stalking and cyberbullying. The possibility of harassment exists in relationships between people of the same or different genders. It may occur in various relationships, i.e., between a supervisor and employee, faculty and student, student and student, technologist, and student, etc.

The University's policy on harassment and procedures for reporting allegations of non-sexual harassment is defined by Clery Act:

Intentional and repeated following OR harassing that would cause a reasonable person to feel alarmed OR that would cause a reasonable person to suffer emotional distress OR Intentional and repeated uninvited presence at another person's: home, workplace, school, or any other place which would cause a reasonable person to be alarmed OR would cause a reasonable person to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping or any other statutory criminal act to the victim OR any member of the victim's family OR any person with whom the victim is acquainted.

Stalking as defined : Stalking is the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal, written or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted.

"Harassing" means the repeated pattern of verbal communications or nonverbal behavior without invitation which includes but is not limited to making telephone calls, transmitting electronic mail, sending messages via a third party, or sending letters or pictures.

"Pattern of conduct" means a series of acts over a period of time, however short, evidencing an intent to inflict a continuity of emotional distress upon the person. Constitutionally protected activity is not included within the meaning of pattern of conduct. Cyberbullying involves the use of information technology (email, websites, social networking, internet messaging, or any other technology) for hostile behavior to harm or to upset others. A person cannot easily get away from cyberbullying since using email and the internet are everyday practices and content can be tracked electronically. For more information on bullying, visit the following site:

<https://www.stopbullying.gov>.

Policy: 2022

Revised:2022

Reviewed: 2022



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Sexual Harassment NMU Radiography Program Policy # 2009

This section is designed to help students, staff, faculty, and administrators of Northern Michigan University understand and comply with the prohibitions against sexual harassment. These prohibitions were established by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1962, as amended, and state laws. The possibility of sexual harassment exists in relationships between people of the same or different gender. It may occur in various relationships, i.e., between a supervisor and employee, faculty and student, student and student, technologist and student, etc.

Policy: 2013
Revised: 2013
Reviewed: 2022

STUDENT AND FACULTY RIGHTS AND RESPONSIBILITIES IN A CIVIL ENVIRONMENT NMU Radiography Program Policy # 2010

Student rights and responsibilities

- Students have a right to learn in an environment that is conducive to the learning process and free of disruptive behavior
- Students have a responsibility to read the syllabus and homework and to understand behaviors expected in the classroom
- Students have a right to due process in matters regarding violations of classroom behavior

Faculty/Staff Rights and Responsibilities

- Faculty and staff have a right to work and teach in an environment that is conducive to the learning process and free of disruptive behaviors
- Faculty have the right and responsibility to define expected classroom behavior consistent with university policy, communicate those expectations and manage and behaviors that disrupt the environment
- Faculty and staff have the responsibility to model the roles and behaviors required for a civil environment

Policy: 2013
Revised: 2013
Reviewed: 2022

Appeal process NMU Radiography Program Policy # 2011

In the event the matter cannot be resolved to the satisfaction of the student, the student is entitled to initiate the Appeal process as outlined in the code of student rights and responsibilities. See policy 4022.

Policy: 2013
Revised: 2013
Reviewed: 2022

PERFORMANCE STANDARDS NMU Radiography Program #2012

Diagnostic Imaging students are required to perform a wide variety of activities as a proficient health care giver. As a student in Diagnostic Imaging, your clinical practicum will require you to actively participate in providing patients with specific health care services while obtaining diagnostic images.

The American with Disabilities Act of 1991 and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination of persons because of their disability. To ensure the quality of education for all students this document is to provide all students information on the functional abilities of a student in the Radiography Program.	
Program Skill Level	Application to Clinical Radiography
Gross Motor Coordination	
Move within confined spaces Maintain balance in multiple positions Reach above shoulders Reach below waist Reach out front	Perform radiography in small rooms/mobile radiography Work with overhead tube/mobile equipment Position patients for radiographic procedures Move/transport patients
Fine Motor Coordination	
Grasp/pick up objects with hands Write with pen or pencil Key/type Twist/turn adjustment dials Good eye hand and foot coordination Simultaneous hand/wrist and finger movement	Utilize radiographic ancillary devices Obtain patient history/report Utilize computers/digital radiographic equipment Select technical factors Perform exposures Manipulate radiographic tube/table Administer contrast media
Physical Endurance	
Stand up for several hours Sustain repetitive motions Maintain same position for long periods of time Function in a fast-paced environment	Work in radiographic department Perform radiographic procedures Perform fluoroscopic procedures Perform trauma/emergency radiography
Physical Strength	
Push and pull 50 pounds Support 50 pounds of weight Lift/carry 50 pounds Use upper body strength Use lower body strength Squeeze with hands	Manipulate fixed/mobile radiographic equipment Transport/transfer patients Carry image receptors/ancillary radiographic equipment Manipulate/transport fixed/mobile radiographic equipment



Mobility	
Twist Bend Stoop/squat Move quickly Walk Physically manipulate machine locks and controls Safely transfer and position a patient	Perform routine radiographic examinations Manipulate/transport fixed/mobile radiographic equipment React to emergency situations Transport/transfer patients Operate both mobile and stationary medical equipment Move and operate equipment and patient carts and wheelchairs
Vision	
See objects up to 20 inches away See objects up to 20 feet away Use depth perception Use peripheral vision Distinguish colors and gray scale (in regards to contrast and brightness)	Observe/monitor patients during radiographic procedures Visualize structures on radiographic images Perform fluoroscopic procedures See fine lines and to distinguish gradual changes in black, grays and whites is necessary to evaluate images in dim light Visually distinguish structures of 0.5mm See in darkened room
Hearing	
Hear and discriminate speech at normal conversation levels Hear faint voices Hear faint body sounds Discriminate speech with background noise Hear when unable to see Hear faint or muffled sounds from the patient's body or medical equipment when standing a distance of several feet from the patient or when the use of surgical mask is required	Hear patients during conversations Hear imaging exposure signal, monitor alarms, emergency signals Detect patient issues from a distance Assess vital signs Identify problems in darkened room Monitor equipment operation or dysfunction which may be indicated by low sounding buzzers, bells or visual signals on the equipment Appreciate and interpret auditory signals from equipment
Smell	
Detect odors	Identify noticeable or changing smells
Environment	
Tolerate exposure to allergens, strong odors, soaps, temperature changes, safety equipment, and confined environments for extended periods of time	Work with soaps/chemicals routinely used in healthcare/diagnostic imaging
Tactile	



<p>Feel differences in size and shape Feel differences in surface characteristics Feel vibrations Detect hot and cold temperatures</p>	<p>Palpate patients during normal radiographic positioning Feel for objects/structures in darkened environment Assess vital signs</p>
Reading	
<p>Read and understand written documents Read and comprehend department protocols for imaging procedures, patient's charts and/or file examination request, monitors and any written directions or orders</p>	<p>Interpret orders for radiographic examinations View information/images on a computer monitor/display Read digital displays and computer monitors</p>
Math	
<p>Add, subtract, multiply, divide, and count Compute fractions and decimals Comprehend and interpret graphical data Tell and measure time Read and interpret measurement marks Document numbers in records</p>	<p>Calculate/manipulate technical factors Calculate dose administration (contrast media) Interpret digital image histogram Time radiographic examinations Record technical factors/vital signs</p>
Interpersonal Skills	
<p>Establish rapport with individuals</p>	<p>Interact professionally with patient, family members, and other healthcare professionals</p>
Communication Skills	
<p>Speak English Read English Write English Listen and comprehend spoken and written English Exhibit and comprehend nonverbal cues Collaborate with others Respond to questions, concerns and needs orally communicated by patients Obtain and record patient history Explain or discuss procedures Discuss patient consent forms</p>	<p>Communicate effectively and professionally with patients, family members, and other healthcare professionals Provide clear verbal instructions to patients either face to face or from a distance of several feet. This includes effectively pronouncing and enunciating the instructions and explaining instructions to patients with hearing deficits. Read, interpret and follow instructions in a timely manner Communicate proficiently with colleagues and other health professionals Provide directions during treatment and post treatment Process and communicate information on the patient's status with accuracy in a timely manner to members of the health care team. Demonstrate the ability to make a correct judgement in seeking timely supervision and coltation.</p>
Emotional Stability	



<p>Establish professional relationships Adapt to changing environments Deal with the unexpected Focus attention on tasks Accept feedback appropriately Accept responsibility for own actions Be able to maintain mature, sensitive and effective relationships with patients, students, faculty, staff and other professional under all circumstances, including stressful situations Have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/ or in unpredictable ways</p>	<p>Interact appropriately and professionally in all situations Be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy Know that his or her values, attitudes, beliefs, emotions, and experience affect his or her perceptions and relationships with others Be able and willing to examine and change his or her behavior when it interferes with productive individual or team relationships Process skills and experience necessary for effective and harmonious relationships in adverse academic and working environments.</p>
Critical Thinking	
<p>Comprehend and follow instructions Identify cause and effect relationships Follow processes from start to finish Sequence information</p>	<p>Adapts to non-routine and changing situations React appropriately to emergency situations Respond to a patient's concerns and questions in a timely manner with appropriate responses Handle multiple tasks</p>
Analytical Thinking Cognitive/ Quantitative Abilities	
<p>Solve problems transfer knowledge between situations Process and interpret information from multiple sources Apply math concepts Analyze and interpret abstract and concrete data Prioritize tasks Evaluate outcomes Use short- and long-term memory Sequence information Reading comprehension skills and mathematical ability sufficient to understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis Complete multi step examinations Retain necessary facts of the patient's history and examination Apply knowledge of pathology in order to effectively complete the examination Create reports or relay diagnostic information to other healthcare professionals orally or in writing</p>	<p>Adapt to non-routine situations Calculate technical factor changes Prioritize duties in stressful/emergent situations Review and evaluate diagnostic images in relation to proper exposure factors and positioning of anatomic anatomy Calculate appropriate technical factors given specific patient parameters. <ul style="list-style-type: none"> Analyzes and synthesizes data and develops alternative means to obtain the necessary radiographic images. Collect data, prioritize needs and anticipate reactions. Transfer knowledge from one situation to another Accurately process information on medication container, physicians' orders, monitors, equipment calibrations, printed documents, medication records, medical records and policy and procedure manuals Read and comprehend large amounts of written materials</p>
Conceptual/Spatial Abilities	



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Conceptual/spatial ability sufficient to comprehend three-dimensional and spatial relationships	Comprehend spatial relationships in order to properly perform radiographic exams, assist with intravenous lines, catheter
Clinical Reasoning	
Ability to reason across time about a patient's changing condition and/or changes in the clinician's understanding	Evaluate patient or instrument responses, synthesize data, draw sound conclusions
Flexibility	
Adapt to Radiologic Technology Department course scheduling policy	Available to work the hours of an assigned schedule.
Professional conduct	
Possess the ability to reason morally and practice as a medical imaging professional in an ethical manner Be willing to learn and abide by professional standards of practice Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance	Be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults.



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Policy: 2013
Revised: 2013
Reviewed: 2022

TEXTBOOKS NMU Radiography Program Policy # 2013

Students are expected to purchase all required radiography textbooks and retain their texts through the length of the program for preparation for the national certification examination in radiography provided by the American Registry in Radiologic Technology (ARRT). Textbooks may be purchased by each student at the Northern Michigan University Bookstore.. In addition to textbooks students will need to purchase a HESI testing package or other testing package in the Winter Semester of the 2ndst year of the program.

Policy: 2015
Revised: 2015
Reviewed: 2022

RADIATION MONITORS NMU Radiography Program Policy # 2014

Radiography students are required to wear radiation monitors in the clinical practicum. Additional information under Section Six: Radiation Protection. Monitors will be purchased by students through Northern Michigan University using lab fees (\$50 per clinic course). If a radiation monitor is damaged or lost please complete the radiation incident report form located on Trajecsys.

Policy: 2013
Revised: 2013
Reviewed: 2022



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ADDITIONAL FEES NMU Radiography Program Policy # 2015

As a clinical student at Northern Michigan University, students have a number of clinical obligations and fees. The obligations include, but are not limited to, the following; Clinical Obligations:

Additional fees include:

- Trajecsys Data Management System (~\$150),
- HESI examination or other testing package (~\$250),
- Student uniforms (~\$250),
- Radiation dosimeters(in lab fees) and
- ARRT certification exam fee (~\$225)
- Drug Screening
- Kettering
- Lead Markers
- Vaccines
- CPR
- Criminal background Check
- Yearly flu shot
- Clinical fee for dosimeter (\$50 per clinical course)
- Any costs pertaining to traveling to and from a clinical education setting are the responsibility of the student.
- Fees are approximate and subject to change

Policy: 2013

Revised:2022

Reviewed: 2022



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ORIENTATION AND BLS/AED NMU Radiography Program Policy # 2016

All students complete an orientation.

All students complete an UP-Health System- Marquette orientation/module in preparation for introduction into the clinical practicum for semesters one and two. Clinical Practicum orientation for semesters 3-5 are completed by the new clinical site. For students doing their 2nd year clinical rotation at UPHS – Marquette or UPHS – Bell, a new orientation is not required.



All students will have BLS/AED through the American Heart Association, completed prior to Program start. BLS/AED education cost is the student's responsibility.

Students enrolled in Radiologic Science courses are required to hold a current certification in cardiopulmonary resuscitation (CPR). This certification should be kept current for the duration of the program. CPR certification must be obtained during the summer before starting the radiography program. A copy of the students' CPR card must be on file in Castlebranch.

Policy: 2013
Revised: 2022
Reviewed: 2022

LIABILITY INSURANCE NMU Radiography Program Policy # 2017

All NMU Radiography students are covered by an NMU liability insurance plan while participating in an educational activity. Students may not be present at a clinical education setting outside of the assigned clinical hours without authorization by both the clinical affiliate and program faculty.

Policy: 2013
Revised: 2013
Reviewed: 2022



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STUDENT RESPONSIBILITIES NMU Radiography Program Policy # 2018

Students are expected to attend all scheduled classes, examinations, and assigned clinical practicum rotations. Students must maintain an 80/83% or above grade in each course/clinical practicum in the program.

Students are required to exhibit professional and ethical conduct at all times. Refer to postings of student rights and responsibilities.

Policy: 2013
Revised: 2013
Reviewed: 2022

STANDARDS OF ETHICS NMU Radiography Program Policy # 2019

Students are to behave in a professional manner at all times in order to achieve our goal of providing patient care at the highest standard possible. Students must review the Standards of Ethics by the American Registry of Radiologic Technology at www.ARRT.org.

ARRT CODE OF ETHICS

This Code of Ethics serves as a guide by whom radiologic technologists may evaluate their professional conduct as it relates to patients, colleagues and other members of the health professions and health care comers. The Code of Ethics is not law, but it is intended to assist radiologic technologists in maintaining a high level of ethical conduct and is meant to be aspirational. The Code of Ethics forms the first part of the Standards of Ethics.

1. The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist 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.



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

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

10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice. Copyright: American Registry of Radiologic Technologists (ARRT), Code of Ethics.

The Rules of Ethics forms the second part of the Standards of Ethics. These are 23 mandatory standards, which define the minimally acceptable professional conduct for all Registered Technologists and Candidates. Please refer to the ARRT website for appropriate detail. www.arrt.org

Policy: 2013
Revised: 2013
Reviewed: 2022

SOCIAL MEDIA POLICY NMU Radiography Program Policy # 2020

The Radiography Program urges all students to be conscientious and careful when using social media (Facebook, Twitter, Instagram, snapchat, LinkedIn, personal blogs, personal websites, etc.). Inappropriate use can diminish personal reputations as well as the reputation of the university, program and program affiliates. Students must use good judgement on what material they permit to become public. The following rules apply to use of social media as a student in the Radiography Program.

- Students must be respectful in social networking sites referencing the Northern Michigan University Radiography program and any of its clinical affiliates
- Students may not discuss any patient information or post photographs containing patient medical images or other patient related information
- Students must not use social networking sites at any time to harass, bully or intimidate other students. Behaviors that could constitute bullying or harassment include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color or disability, sexually suggestive, humiliating or degrading comments: threats to stalk or physically injure another student; or threats related to academic and/ or clinical performance.
- Students may not take or post any pictures from clinical site work areas; students must make sure that any pictures from non-work areas do not include any patients, visitors, or other unidentified individuals. The clinical facility must not be identified by name or logo.
- Students must not post pictures or information about other students, faculty, or clinical staff with first obtaining permission from that person.

When a picture of a student in clinical uniform is posted, the student becomes a representative of the Radiography program and respectful, professional postings are expected.

This policy may be superseded by the policies established by the particular clinical facilities at which the student is scheduled for clinical rotations. Violation of this policy will result in disciplinary action.

Appropriate Use of Social Networking

Social networking websites and applications (apps) provide unique opportunities for students to get to know one another, share experiences, and keep in contact. As with any public forum, it is important that users of these sites are aware of the associated risks and act in a manner that does not embarrass the students, the Radiography Program, and Northern Michigan University. It is also important to ensure patient information is not made publicly available. Everyone is expected to be respectful of the views and opinions of others in the program and the University. This rule extends to interactions through forums, email, phone conversations, texting, social media, and all other methods of communication. No foul or inappropriate language will be tolerated. Students are expected to check emails daily for announcements and other program information. All correspondence with program faculty must be through use of your NMU email account and not social networking sites. You are expected to use correct English and grammar when writing papers, sending emails, posting to forums, and all other forms of communication. Unprofessional correspondence will likely result in no response. Posts to social media sites in regards to NMU, its programs, affiliates, faculty, and/or students should be carefully considered. While you are free to post in your own personal accounts, the content of your posts may negatively impact the University and/or its constituents and may warrant disciplinary action. Acquiring personal images (pictures) at clinical sites is strictly prohibited and a HIPAA violation. At no time should students take pictures in clinical sites; therefore, no pictures should be texted, posted to social media, or transmitted in any other electronic format. Inappropriate electronic content (comments, pictures, etc.) that does not reflect the professional behavior expected of professional students may warrant disciplinary action from the program and/or University. The Radiography Program has adopted the following guidelines to assist students in safely using these sites.

A. Personal Privacy

1. We recommend setting your profiles on social networking sites so that only those individuals to whom you have provided access may see your personal information.
2. We recommend evaluating photos of yourself that are posted to these sites and “untagging” photos that depict you in what may be construed as compromising situations
3. Be sure you are aware of the security and privacy options available to you at any sites where you post personal information. Keep in mind that privacy settings are not impervious, and information can be shared willingly or unwillingly with others, even with “Friends Only” access.

B. Protection of Patient Information

1. Comments made on social networking sites should be considered the same as if they were made in a public place in the hospital.
2. HIPAA rules apply online, and students may be held criminally liable for comments that violate HIPAA.
3. Remember that simply removing the name of a patient does not make them anonymous. Family members or friends of that patient or of other patients you are caring for may be able to determine whom you are referring based on the context.

C. Professionalism

1. Use of these sites can have legal ramifications. Comments made regarding care of patients or that portray you or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings.
2. Statements made under your profile are attributable to you and are treated as if you verbally made that statement in a public place.
3. We recommend using discretion when choosing to log onto a social networking site at school. Keep in mind that the use of these sites during lecture and clinical assignments is prohibited.
4. Keep in mind that photographs and statements made are potentially viewable by future employers.



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5. Students may be subject to disciplinary actions within the College for comments that are either unprofessional or violate patient privacy.

6. Keep in mind that you are representing NMU when you log on to a site and make a comment or post a photo. Students who meet on social networking sites and who choose to discuss NMU faculty, other students, courses, or NMU in general, are expected to conduct themselves in a civil and professional manner. If students should conduct themselves in a verbally abusive, disrespectful or aggressive manner while posting to public forums of any kind and it comes to the attention of NMU faculty or staff, said students may be asked to leave the program and may be subject to disciplinary action.

Policy: 2022
Revised: 2022
Reviewed: 2022

PERFORMANCE EVALUATION OVERVIEW NMU Radiography Program Policy # 2021

A student's performance will be evaluated by diagnostic imaging personnel and program officials. Evaluations may be presented informal as with a clinical instructor/imaging staff observation/student discussion or formal documentation and student clinical or affective performance evaluation. At the conclusion of each semester, a student will receive a written performance evaluation as a part of their permanent record.

A mid-semester evaluation/advisement will be conducted in the eighth week of each semester when appraised as appropriate. Student progress/difficulties will be discussed.

A student will evaluate each course, instructor, and student performance at the completion of each course. A student will evaluate the program by an alumni evaluation.

Evaluation Criteria:

The evaluation systems of the program provide semester progress evaluations as well as core competency and objective evaluations. These evaluations are designed to serve as indicators for instructional effectiveness, course design, and most emphatically, student progress. Student evaluations are broken down into three main components each semester: didactic, psychomotor (clinical), and affective (professional).

Policy: 2013
Revised: 2022
Reviewed: 2022

CORRECTIVE ACTIONS NMU Radiography Program Policy # 2022

Disciplinary Action

The policies contained in this handbook are necessary to ensure consistency and orderly operation as well as to protect the rights and safety of all concerned. It is the desire of this program to assist all students to achieve the best education and develop high quality patient care skills. Willful or inexcusable violations of the policies in this handbook will be dealt with under a consistent policy that applies equally to all students. The Clinical Instructor or Program Faculty from Northern Michigan University may provide verbal or written warnings of violations of policies. Written Warning- This is formal notification to a student that they have violated a policy of the student handbook. Written documentation is prepared and entered into the student's clinical folder with signatures of all parties involved. Written warnings are cumulative from one clinical radiography course to another. When a



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violation of policy warrants disciplinary action by the Radiologic Sciences Program Faculty, the following actions will be taken: A meeting will be held by the Radiologic Sciences program faculty and based upon the severity of the findings, appropriate disciplinary action will be taken, including, but not limited to, the following: corrective action plan, loss of clinical leave time, academic probation, failure of the course, or dismissal from the program and the University.

Corrective actions shall be applied without discrimination to a student depending upon the nature and severity of the incident. Corrective actions will be taken within a reasonable amount of time, allowing for investigation and collation as necessary. Corrective action for any infraction of NMU, Program, or clinical affiliate policies will be taken in one of the following forms:

Counseling/Warning:

Are given for failure to adhere to and abide by ARRT Standards of Ethics, performance expectations, professional conduct, program student policies, and all grading policies. Any student receiving a warning notice will be counseled regarding the incident by Program faculty.

- Verbal Warning - Documentation of verbal corrective action, filed in student's record
- Demerit deduction from clinical portfolio
- Written Warning – Documentation of written corrective action, filed in student's record
- Demerit deduction from clinical portfolio
- Final Written Warning – Documentation of final written corrective action, filed in student's record
- Last chance agreement regarding sustained performance or conduct
- Demerit deduction from clinical portfolio

Student Probation:

A student may be placed on Academic or Clinical Probation as a result of either a single severe infraction of program policy, or as a result of a recurrent problem. The student will meet weekly with assigned faculty for the duration of the probation period to assess student progress.

Suspension:

Suspension days are given for repeated warnings and/or serious failure to adhere to and abide by the above warnings.

Investigatory Suspension – Removal of student from program setting in order to investigate

Final decision in favor of student – student will not have to make up time missed

Suspension – 1 – 3-day suspension from program

Documentation of suspension action, filed in student's record

Demerit deduction from clinical portfolio

Hours missed will be made up post program completion according to make up policy

Dismissal:

- Students who fail to satisfy the academic, clinical, or disciplinary requirements will be referred for dismissal.
- A student receiving 2 corrective actions (written warning or higher) during one semester will be reviewed for Program continuance.
- A student receiving 3 corrective actions (written warning or higher) during program attendance will be reviewed for Program continuance.



- Students may be dismissed from the program after a formal hearing of the Corrective Action Review Board.
- Students dismissed from the program may not re-apply for a period of 5 years; students may have to declare on an ARRT examination application that they have been dismissed from a radiography program.
- Depending upon the severity of the incident, corrective action may begin at any stage which program faculty, in its exclusive judgment, deems appropriate.

The following list of behaviors will be subject to disciplinary action, up to and including suspension, removal from the clinical practicum, and/or dismissal from the program: (This is only a partial list).

1. Deliberate inattention to patient care.
2. Falsification of any records or procedures.
3. Divulging any confidential information.
4. Refusal to carry out assignments or reasonable instructions.
5. Failure to fulfill responsibilities to an extent that might or does cause injury to a patient, visitor, employee, or another student.
6. Chronic or habitual absenteeism and/or tardiness.
7. Deliberate violation of a posted health, safety, fire prevention, or security rule.
8. Deliberate or negligent acts that cause damage to, waste of, or loss of material, supplies, equipment, facilities, or other property of the healthcare system/university.
9. Theft, removal of, unauthorized possession of, or unauthorized use of property belonging to any other student, employee, visitor, patient, or the healthcare system/university.
10. Threatened or actual physical violence or verbal abuse of a patient, visitor, staff, or fellow student.
11. Illegal use or possession of drugs, or the dispensing of drugs without a prescription.
12. Possession or use of an intoxicant or narcotic on health care system premises, or reporting to school or clinical practicum under the influence of an intoxicant or narcotic.
13. Disorderly or immoral conduct on health care system premises.
14. Soliciting tips, loans, or gifts from patients or other persons.
15. Producing a radiographic image of another or self without a written doctor's order.
16. Rude or discourteous behavior.

Removal from the Clinical Practicum Setting:

Students are reminded that they are guests of the Clinical Affiliate Institutions. Students will not be permitted to jeopardize this relationship. Affiliate institutions have the right to request the removal of any student from the institution. Removal from a clinical education setting places the student for review of continuance in the program.

Any student whose actions are severe acts of inappropriate, dangerous, or unethical/illegal behavior will result in the immediate suspension from the clinical setting. A student may be removed from the clinical setting for a single assignment period when a diagnostic imager or faculty member determines that a student cannot proceed safely or has violated academic or professional standards in the clinical setting. The student will be removed from the area of concern, informed of the reason for removal, and leave the clinical area. Evaluation of the situation will determine the conditions for the student to return or not return to the clinical setting.

A student removed from the clinical setting will be responsible to appear at the faculty office for discussion immediately following their removal. If a student is at an affiliate site, a teleconference meeting will take place. Removal time will be made up during semester break or after program completion.



If the problem can be resolved to the mutual agreement of Northern Michigan University Radiography Program and the Clinical Education Setting, return to clinical education can occur with probationary status. If the problem is not resolved, the student will receive a failing grade in the clinical course and be reviewed for continuance in the Program.

Policy: 2013
Revised: 2013
Reviewed: 2022

Grievance policy NMU Radiography Program Policy # 2023

Please review this section of the University Bulletin at <https://www.nmu.edu/bulletin> for information on advising, counseling, disability support services, health center, transportation, childcare, JOBSearch, policies, complaints and appeals.

Students who have complaints concerning grades or other matters should follow the appeals procedure outlined in the NMU Student Handbook at: <http://webb.nmu.edu/dso/SiteSections/OurServices/Handbook.shtml>. Student complaints concerning grades is found in 1.2.1. Complaints other than grades are in 1.2.2.

To appeal an academic suspension or dismissal from Northern Michigan University, you must complete and mail or fax the appropriate form and any necessary attachments, to the Academic & Career Advisement Center (ACAC). Form can be found at:

<https://nmu.edu/acac>

This form may be submitted at any time, but the form, and any necessary attachments, must be received in the ACAC at least five working days prior to the first day of classes of the semester in which you would like to return. Appeals will be heard by the Admissions and Academic Policies Committee (AAPC) of the Academic Senate. If you need assistance or more information, contact the ACAC at (906) 227-2971.

Policy: 2013
Revised: 2013
Reviewed: 2022

WITHDRAWAL POLICY NMU Radiography Program Policy # 2024

A student may voluntarily withdraw from the program at any time. A student withdrawing from the program must submit a letter of withdrawal intent to the Program Director stating the reason and effective date of withdrawal. The student is further required to officially drop all academic radiography courses in the Student Services Department.

Due to the sequential curriculum schedule, a student may not reduce credit hours when enrolled in the Radiography Program.

Policy: 2013
Revised: 2013
Reviewed: 2022



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RADIOGRAPHY PROGRAM REAPPLICATION NMU Radiography Program Policy # 2025

Any student that has withdrawn from the program in good standing may attempt re-application in the following year.

Policy: 2013
Revised: 2013
Reviewed: 2022

JOB PLACEMENT NMU Radiography Program Policy # 2026

Northern Michigan University job placement services are available to all Radiography students. Students are instructed in job interviews and resumes. All local area and national employment opportunities are posted.

Handshake is NMU's Career Services' all-in-one web system for students, faculty, staff, employers, and alumni.

Students and alumni job seekers can:

- Search and apply for jobs 24/7
- Manage multiple resumes, cover letter and other employment-related documents
- Sign up for job fairs, interviews, and other career events
- Students access Handshake through: MyNMU > Student Services tab > Handshake
- Alumni access Handshake through: <https://nmu.joinhandshake.com>

Policy: 2013
Revised: 2022
Reviewed: 2022



SCHOOL OF CLINICAL SCIENCES
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1401 Presque Isle Avenue
Marquette, MI 49855-5301
906-227-2885 | FAX: 906-227-1309
cls@nmu.edu | nmu.edu/cls

PROFESSIONAL SOCIETIES NMU Radiography Program Policy # 2027

As in any profession, it is the student's responsibility to enhance and bring new life to that profession. A student is encouraged to participate as an active member in our professional societies and are encouraged to be a member of the following two (2) Radiologic professional societies while they are in our program:

1. The American Society of Radiologic Technologists (ASRT)
2. The Michigan Society of Radiologic Technologists (MSRT) (if a student is from another state they may join that states society)

Policy: 2013
Revised: 2013
Reviewed: 2022

NATIONAL HONOR SOCIETY NMU Radiography Program Policy # 2028

The Michigan Omega Chapter of the Lambda Nu National Honor Society's objectives are to:

- Foster academic scholarship at the highest academic level
- Promote research and investigation in the Radiologic and Imaging Sciences
- Recognize exemplary scholarship

Students may qualify for membership according to the following standards:

- Attain a Program Completion GPA of 3.0 or higher on a 4.0 scale

Demonstrate evidence of professional commitment beyond the minimum requirements for program completion:

- GPA higher than the minimum
- Actively pursuing an independent research project
- Active membership in a professional organization, as evidenced by:
 - Holding office or committee appointments
 - Preparing for presentation of a professional paper or poster
 - Preparing for competition in a Quiz-Bow
 - Clinical-based employment in a Radiologic or Imaging Sciences field

The Honor Society's goals are to provide funding for students for national meetings, providing scholarships for advanced degrees, and offering a forum for student research.

The cost to join Lambda Nu is \$30.00.

Policy: 2013
Revised: 2021
Reviewed: 2022



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STUDENT MEETINGS NMU Radiography Program Policy # 2029

Students are required to attend all semester student meetings held in the program classroom or via teleconference. Students meetings will take place once in each of the fall and winter semesters and/or as needed

Policy: 2013
Revised: 2013
Reviewed: 2022

PROGRAM COMPLETION AND CERTIFICATION EXAM NMU Radiography Program Policy # 2030

Program completion will occur when:

- All academic assignments and clinical competencies are complete:
- The student has maintained a minimum average of 80% in each didactic course.
- The student has maintained a minimum average of 83% in each clinical practicum.
- All tuition and fees are paid in full.
- All clinical hours are completed.

ARRT Certification Examination:

Eligibility to take the ARRT examination is subject to review by the Program Director and Clinical Coordinator. The review will include assessment of student competencies and minimum passing score of 750 or higher on the HESI exit exam or other testing package.

All Board Registry Exams are now completed through a CBT (computer-based testing) program with preliminary results provided at the end of testing and final results usually reported to the student within a two (2) week period. A student's ARRT certification Exam may be scheduled three months prior to their anticipated program completion.

Moral Fitness for Certification Examination:

The ARRT Ethics Committee reviews all potential violations of the ARRT Rules and Regulations. For students applying for examination this includes anyone convicted of a misdemeanor or a felony. Students who have been convicted of, or plead guilty to, or pled guilty to or pled nolo contendere to a crime may request a pre-application review of the violation in order to obtain a ruling on the impact of their eligibility for examination. Students, who are still under any sentence of the courts, including probation or parole, will be denied eligibility for examination until the sentence is completed and the Committee can complete the review. A special Pre-application Review Form may be requested from the ARRT. Submitting a pre-application during the first year of the educational program, the student may avoid delays in processing the examination application, which is made at the time of graduation.

ARRT
1255 Northland Drive
St. Paul, MN 55120
(612) 687-0048
www.arrt.org

Policy: 2013
Revised: 2013
Reviewed: 2022

SECTION THREE: STUDENT HEALTH

Immunizations/Vaccinations:NMU Radiography Program Policy # 3001

Admission to the Radiography Program is contingent upon a student's demonstration of the following health requirements:

- Students will provide documentation of immunization/vaccination prior to clinical experience. Documentation will be evaluated by a qualified practitioner to verify a student has demonstrated immunity to and is free of the following infectious diseases: Rubella, Rubeola (Measles), Varicella (Chicken Pox), Tetanus/Diphtheria, Hepatitis B and active Tuberculosis (TB). Immunization/vaccination will be documented on the Clinical Sciences Verification Form.
- Students will complete and document an annual PPD skin test during their second year in the program. Certain clinical sites may require a two-step PPD.
- Seasonal Influenza immunization must be completed to participate in clinical practicum. Influenza immunizations will be available during the fall season. Immunization must be completed and documentation returned to radiography faculty or staff by November 1st.

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Policy: 2013
Revised:2013
Reviewed: 2022

Hepatitis "B" Immunization NMU Radiography Program Policy # 3002

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 Radiography Program may come in contact with blood and infectious material while attending clinical Radiography Courses at an assigned Clinical Education Setting. The students must be aware that they are at risk of coming in contact with the HBV during clinical experiences. The Clinical Education Settings are 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 Radiography Program strongly recommends that you take part in a Hepatitis B immunization program. The immunization will include three injections and a blood antibody test. If you choose to participate, you will be responsible for payment and submitting documentation of participation to the Radiography Program Clinical Coordinator and uploading to Castlebranch. . If you do not choose to participate with the immunization or have not completed the immunization, you must sign a waiver indicating such and submit the waiver to the Radiography Program Clinical Coordinator.

Policy: 2013
Revised:2013
Reviewed: 2022



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Healthcare: NMU Radiography Program Policy # 3003

All students have access to medical care through the Emergency Department of clinical practicum, NMU Health Center, or local physicians. Non-work-related medical attention payment is the responsibility of the student and/or their health insurance company.

Policy: 2013
Revised: 2013
Reviewed: 2022

Health Insurance: NMU Radiography Program Policy # 3004

A student is responsible for obtaining his/her own health insurance. Participation in a health insurance coverage program is required.

Policy: 2013
Revised: 2013
Reviewed: 2022

Smoking: NMU Radiography Program Policy # 3005

NMU and all clinical sites are smoke free institutions. Tobacco products are not allowed; this includes electronic cigarettes.

Policy: 2013
Revised: 2013
Reviewed: 2022

Student Injuries Clinical Sites: NMU Radiography Program Policy # 3006

Students are required to report all injuries sustained while engaged in educational activities to the Program Director and the Diagnostic Imaging Manager or assigned mentor at each clinical site. In addition, an Unusual Occurrence Report form must be completed.

Policy: 2013
Revised: 2013
Reviewed: 2022

Environmental Conditions: NMU Radiography Program Policy # 3007

A student may be exposed to a variety of substances within the clinical practicum such as exposure to ionizing radiation; exposure to blood, body tissues, or fluids; communicable diseases; dust; high humidity; loud or unpleasant noises; low or high temperatures; powerful magnetic fields (MRI); computer monitors.

Students will receive safety instructions during program and clinical site orientations RAD 109 Introduction to Radiography and RAD 262 Methods of Patient Care.



Students must observe all safety rules. Safety Manuals are located at all clinical sites. Be alert for hazards. Use the proper equipment and tools as instructed. Lift properly; obtain help when the load is too great or bulky. Keep your work area clean and uncluttered by cleaning up dirt and spills and disposing of used supplies and refuse in the proper manner. Return equipment and supplies to the proper storage area. Report any hazard or needed equipment repairs to a supervisor.

A student may not bring firearms, weapons, illicit drugs, or intoxicating liquor into, nor possess these items on any health system property.

Policy: 2013
Revised: 2013
Reviewed: 2022

Infection Control: NMU Radiography Program Policy # 3008

All students will receive instruction of risk reduction methods for exposure to substances with the potential for creating a health hazard in the healthcare setting and standard precautions during orientation and RAD 262 Methods of Patient Care. All students that perform procedures involving contact with blood or other body fluids, mucous membranes, or non-intact skin, are required to adhere to these practices. Regardless of the nature or the cause of the patient's illness, radiography students may not elect to limit their participation in the care of any patient.

Students are discouraged from engaging in patient care activities when they themselves have an active contagious disease. It is the responsibility of the student to protect patients, visitors, and staff members.

Policy: 2013
Revised: 2013
Reviewed: 2022

Hand Hygiene: NMU Radiography Program Policy # 3009

Hand hygiene has been cited frequently as the single most important practice to reduce the transmission of infectious agents in healthcare settings and is an essential element of Standard Precautions. The term "hand hygiene" includes both hand washing with either plain or antiseptic-containing soap and water, and use of alcohol-based products (gels, rinses, foams) that do not require the use of water. In the absence of visible soiling of hands, approved alcohol-based products for hand disinfection are preferred over antimicrobial or plain soap and water because of their superior microbicidal activity, reduced drying of the skin, and convenience.

Improved hand hygiene practices have been associated with a sustained decrease in the incidence of MRSA, C Dif, CRE, and VRE infections primarily in the ICU.

The effectiveness of hand hygiene can be reduced by the type and length of fingernails. Individuals wearing artificial nails have been shown to harbor more pathogenic organisms, especially gram-negative bacilli and yeasts, on the nails and subungual area than those with native nails.

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Policy: 2013
Revised: 2013
Reviewed: 2022



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1401 Presque Isle Avenue
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Standard Precautions: NMU Radiography Program Policy # 3010

Standard Precautions combine the major features of Universal Precautions and Body Substance Isolation and are based on the principle that all blood, body fluids, secretions, excretions except sweat, non-intact skin, and mucous membranes may contain transmissible infectious agents. Standard Precautions include a group of infection prevention practices that apply to all patients, regardless of suspected or confirmed infection status, in any setting in which healthcare is delivered. These include: hand hygiene, use of gloves, gown, mask, eye protection or face shield, depending on the anticipated exposure; and safe injection practices. In addition, equipment or items in the patient environment likely to have been contaminated with infectious body fluids must be handled in a manner to prevent transmission of infectious agents.

The application of Standard Precautions during patient care is determined by the nature of the patient interaction and the extent of anticipated blood, body fluid, or pathogen exposure. For some interactions (e.g. performing venipuncture), gloves may be needed; during other interactions (e.g. Intubation), the use of gloves, gown, and face shield or mask and goggles is necessary. Education and training on the principles and rationale for recommended practices are critical elements of Standard Precautions because they facilitate appropriate decision-making and promote adherence when healthcare workers are faced with new circumstances.

Standard Precautions are also intended to protect patients by ensuring that healthcare personnel do not carry infectious agents to patients on their hands or via equipment used during patient care.

Isolation precautions are provided to students in RAD 262 Methods of Patient Care and student orientation. A student may also review the CDC website: <http://www.cdc.gov/hicpac/pdf/isolation/Isolation2007.pdf>

Policy: 2013
Revised: 2013
Reviewed: 2022

Exposure to Blood and Body Fluids: NMU Radiography Program Policy # 3011

Even with adherence to all exposure prevention practices, exposure incidents can occur. Thus, procedures have been established for post-exposure evaluation and follow-up after exposure to blood borne pathogens. Workplace Hazards \Occupational Safety and Health Administration (OSHA) is an agency of the United States Department of Labor. It was created by Congress to prevent work-related injuries, illnesses, and deaths by issuing and enforcing rules (called standards) for workplace safety and health. OSHA aims to ensure employee safety and health in the United States by working with employers and employees to create better working environments. Students are educated in the clinical education setting when completing required orientation regarding the following;

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

Policy: 2013

Revised:2013

Reviewed: 2022

Exposure Incident: NMU Radiography Program Policy # 3012

The occurrence of an exposure incident must first be established. An exposure incident has been defined by OSHA as a specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood, or the inhalation or ingestion of potentially infectious materials that results from the performance of clinical tasks.

Policy: 2013

Revised:2013

Reviewed: 2022



Post-exposure Procedures: NMU Radiography Program Policy # 3013

Early action is crucial. Reporting an exposure incident immediately permits early medical follow-up. Immediate intervention can forestall the development of Hepatitis B and enable the affected student to track potential HIV infection. Prompt reporting can also help the student avoid spreading blood borne infection to others. Further, it enables an evaluation of the circumstances surrounding the exposure incident in order to find ways to prevent such a situation in the future.

The following procedures should be followed if an incident involving a student should occur:

1. The student must first notify the clinical instructor and a member of the program faculty.
2. Should the exposure occur at a clinical affiliate site the student will adhere to any policies and/or procedures of the facility.
3. A student must next file an incident report: NMU accident/incident report and a clinical affiliate incident report and Addendum two in the policy manual.

Policy: 2013

Revised:2013

Reviewed: 2022

Communicable Disease Notification NMU Radiography Program Policy # 3014

A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission, including direct physical contact, air (through a cough, sneeze, or other particle inhaled), a vehicle (ingested or injected), and a vector (via animals or insects).

Although the Radiography Program seeks to minimize students' exposure to communicable diseases, professional healthcare education often involves students physically delivering healthcare to patients who are in various stages of wellness/illness, and thus potentially exposes students to communicable disease. Therefore, Radiography Program faculty provide all clinical students education regarding Universal/Standard Precautions and proper procedures for exposure to blood and body fluids, in accordance with the current guidelines from the Centers for Disease Control and Prevention (CDC). Students, under the guidance of clinical faculty, are also taught to adhere to the infectious disease policies of our clinical agency partners. All clinical students are provided information regarding the possibility of occupational exposure to communicable diseases, including but not limited to Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and Covid 19. Radiography Program clinical faculty ensure that each student understands that the use of universal/standard precautions is essential to protect themselves, significant others, family members, patients/clients, and health care workers from communicable diseases. Because communicable diseases vary in virulence, duration, mode of infection and how they affect individuals, Radiography Program faculty review the following statements with students each clinical semester:

If you, someone you live with, or someone you have been in close, direct contact with is sick and exhibiting one or more CDC defined symptoms of an Infectious Disease, stay home, and follow CDC quarantine guidelines to quarantine.



- If you, someone you live with, or someone you have been in close, direct contact with is considered a Person Under Investigation (PUI) for COVID-19 or any Infectious Disease, stay home and follow CDC guidelines to quarantine.
- If you, someone you live with or someone you have been in close, direct contact with, has recently traveled to countries which are considered to place travelers at increased risk of acquiring a communicable disease, stay home, and follow CDC quarantine guidelines.
- If you are sick and not feeling well, stay home.
- If faculty observe you “not feeling well” you may be sent home.
- If someone on campus or in the clinical learning environment is ill, do not go into the area that the sick person entered until proper disinfecting/decontamination occurs.
- If you suspect exposure or contraction of any of the diseases (conditions) listed as a reportable disease by CDC, do not come to campus or clinical, and see a physician immediately.
- If you are diagnosed with any diseases (conditions)) listed as a reportable disease by the CDC, and as determined by their physician to be of short duration which may be transferred by air or contact, you may not attend Radiography program courses and/or clinical, depending on physician’s recommendations.
- If you are diagnosed with communicable diseases that are of relatively long duration, you must notify Radiography program officials and may not attend Radiography Program courses and/or clinical, depending on physician’s recommendations and must present a written eligibility to return to campus/class to program officials. The student may be able to continue Radiography program clinical courses with proper counsel from the infection control nurse and /or the department of the Clinical Education Setting. Depending on the severity of the disease, the type of the disease and the student’s physician, the student may be required to withdraw from the Radiography Program Course(s).
- Faculty, staff and student confidentiality will be protected per HIPAA and/or FERPA guidelines. Failure to comply with this notification policy will result in disciplinary action as determined by the radiologic sciences program faculty.

Policy: 2013
Revised:2022
Reviewed: 2022

Covid-19 Exposure Policy Disease Notification NMU Radiography Program Policy # 3015

The School of Clinical Sciences will follow current CDC guidelines and the university’s COVID-19 Protocols and Safety Expectations. This includes the university’s reporting policy, daily safety recommendations, quarantine guidelines, and behavioral expectations for return to campus. See university Covid -19 Protocols .

Policy: 2022
Revised:2022
Reviewed: 2022



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1401 Presque Isle Avenue
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cls@nmu.edu | nmu.edu/cls

Eye Protection: NMU Radiography Program Policy # 3016

All students shall wear appropriate eye safety apparel in designated clinical rotations or whenever the possibility of a splash.

Designated Clinical Rotations: Operating Rooms, Vascular/Interventional Procedures, Cardiac Catheterization.

Policy: 2013

Revised: 2013

Reviewed: 2022

Pandemic: NMU Radiography Program Policy # 3017

PANDEMIC POLICY First Year Students

Pandemic Plan for notification of potential course interruption for first year radiography students

In the case of a pandemic event due to H1N1, COVID-19 virus or other potential adverse situation, the Radiography Program has determined that it is prudent to develop a plan of action to meet the needs of the students. The Radiography Program has determined that all classes and labs will continue as scheduled. In the event that the instructor is unable to be present for class, the information will be posted online or another instructor from the program will present the material during the normally scheduled class time.

Students are urged to check the NMU website regularly for updates regarding the status of their class. Students should be aware that if a lab were canceled they would be required to make up that lab period on another day.

Students contracting an illness must obtain a physician's note to make up any class material missed during their absence. Students are reminded that they should not attend class if they are exhibiting symptoms of the illness. Students exhibiting symptoms should contact the instructor for the class period they will miss and are advised to seek medical care. Students diagnosed with an illness requiring them to miss a class/lab period will be allowed to make up material as long as a physician's note is provided. Students will be marked as unexcused and will not be allowed to make up material if they do not produce a physician's note.

Pandemic Policy for notification of potential course interruption of potential course interruption for second year radiography students

All NMU Radiography students are expected to follow the infection control policy at their clinical facility. Students that have been exposed to a highly communicable disease and have developed symptoms of the disease should be instructed not to report to their clinical site. Students missing clinical practice must provide documentation from a physician to return to their clinical site. Documentation must be sent to the program officials in order to be cleared to return to clinical practice. Students should also be aware that if they exhibit symptoms of a communicable disease they might also be sent home by the clinical facility. Students may be required to provide documentation from a physician in order to return to their clinical site. If at any time the student to staff ratio falls below a 1 to 1 ratio the student will be sent home. If a student is sent home due to staffing issues, the student and clinical instructor must contact NMU Radiography Program officials immediately. Under no circumstances should a student be utilized as staff during a pandemic situation. Determination of the student to return to the clinical site will be made by the program officials when staff shortages subside.



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NUM radiography program officials will determine any modifications to the student's rotation due to a pandemic situation. If it is determined that the student will be unable to return to the clinical site to which they were originally assigned, a search for a suitable clinical site will commence.

Policy: 2020
Revised: 2020
Reviewed: 2022

Contingency Plan NMU Radiography Program Policy # 3018

If extenuating catastrophic circumstances (i.e., mass casualty event, pandemic, natural disaster, etc.) impact Northern Michigan University (NMU) operations, or student access to NMU Radiography Program clinical sites, the NMU Radiography Program may utilize the following steps to ensure the safety of program students and faculty. The Radiography Program will ensure that all graduates meet graduation requirements, including ARRT required competencies and successful completion of all coursework with a "B" or better.

Clinical modifications with appropriate notification include:

- Assigned clinical site changes
- Assigned clinical schedule (date and time) changes
- Modifications to student participation expectations (i.e., limited involvement with Isolation Patients)
- Extension of clinical course requirements beyond the expected completion date

Didactic modifications with appropriate notification, include:

- Class meeting location changes
- Class meeting schedule (date and time) changes
- Temporary utilization of distance learning tools (i.e., Zoom/VoiceThread) for class meetings typically delivered face-to-face
- Extension of course requirements beyond the expected completion date

As a learner at Northern Michigan University, your education is of utmost importance to us. We will do everything in our power to ensure that you graduate on time. However, extenuating catastrophic circumstances may extend the program requirements beyond the expected graduation date.

What you can expect from Program Leadership:

- Timely communication via NMU email
- Prioritization of student and faculty safety
- Commitment to student professional development
- Assurance that all program graduates meet graduation requirements

Policy: 2013
Revised: 2013
Reviewed: 2022



Clinical practicum restrictions NMU Radiography Program Policy # 3019

The following recommendations for clinical practicum restrictions apply to temporary conditions which a student may experience during the clinical practicum. It is expected that the student informs the clinical site immediately whenever such situations exist. You must also contact the radiography faculty. The instructor may require a signed authorization for the release of physician reports and records before permitting the student to the clinical area. These restrictions may impact upon the student's ability to complete course/clinical objectives.

Disease/problem	Relieve from direct patient contact	Partial work restriction	Duration
Conjunctivitis	Yes		Until discharge cease
Diarrhea, acute (with fever, cramps, blood stools or lasts more than 24 hours)	Yes		Symptoms resolve
Herpes Simplex- Genitalia	No		
Herpes Simplex- orofacial	Yes	Do not take care of high-risk patients/OB patients	Until lesion heal
Herpes Zoster (shingles)	Yes		Until all lesions dry and crust
Pediculosis	Yes		Until treated and observed to be free of adult and immature lice
Pregnancy and other physical limitations See pregnancy policy	Special conditions may apply		Physician's statement specifying level of activity and other restrictions may be requested
Scabies	Yes		Until cleared by medical evaluation
Skin/soft tissue infection	No	Possibly	Glove or bandage
Staphylococcus aureus infection (draining skin lesions)	Yes		Until lesion have resolved
URI with Temperature elevation above 99.6 degrees		Do not take care of high risk/OB/Pediatrics patients	Until acute symptoms resolve



Policy: 2020
Revised: 2020
Reviewed: 2022

SECTION FOUR: ACADEMIC POLICIES

PROFESSIONAL BEHAVIORS IDENTIFIED NMU Radiography Program Policy # 4001

Four professional behaviors are identified:

These expectations apply equally in the classroom/laboratory and clinical setting. Each is clarified with a list of supporting behaviors. This list is not intended to be all-inclusive.

1. Demonstrate dependability and punctuality.

- Attend all classes, laboratory sessions, clinical practice and scheduled appointments with advisors.
- Arrive for class, laboratory, and clinical practicum with ample time to be prepared to participate at the designated starting time.
- Leave class, laboratory and clinical practicum at stated time or when dismissed.
- Contact the instructor by phone or text message prior to absence from school classes and clinical assignments.
- Complete and turn in assignments on time.
- Do not abandon your laboratory partner without completing task(s).
- Take full advantage of time available in lab sessions by staying on task and getting involved.
- Use time effectively.
- Supervised Laboratory Setting There will be opportunity for Radiography students to practice in a supervised laboratory setting in order to develop proficiency in program skills.

It is the responsibility of the student to use the equipment and resources safely and to report any misuse or problems with any of the equipment or resources. Program faculty will investigate any reported damage to equipment and misuse of supervised laboratory time (rough housing, napping, etc....) will result in the loss of access to the supervised laboratory setting.

2. Work effectively and respectfully in the clinical setting.

- Stay in assigned areas unless college staff or a supervising RT. grants permission.
- Do not leave in the middle of a patient exam; i.e.: lunch, break, or at the end of a shift.
- Accept assignments from the clinical supervisor commensurate with your capabilities.
- Attend to the comfort and safety of all patients.
- Continually maintain patient confidentiality.
- Do not carry a cell phone or conduct personal business while in the clinical setting.
- Demonstrate a positive attitude toward feedback.
- Develop a plan of action in response to feedback.
- Analyze your own performance and share that self-assessment.
- Maintain professional demeanor at all times.

3. Work effectively and respectfully with peers, instructors and preceptors demonstrating mature communication skills.

- Avoid interrupting others.
- Respond during interactions using appropriate verbal and nonverbal communication.
- Listen actively and communicate in a respectful manner.



- Respect personal differences.
 - Share fully with your laboratory or project partner in accomplishing the assigned task.
 - Use correct grammar and expression in verbal and written communication.
 - Avoid the use of offensive statements.
 - Write legibly and complete assignments in a quality manner.
 - Accept limits to one's own knowledge on subject matter.
 - Collt with faculty when a student's behavior endangers another member of the class or in the event of an ethical breach of conduct.
4. Assume responsibility for personal and professional growth.
- Recognize a problem or need.
 - Assume responsibility for your actions and outcomes.
 - Demonstrate a positive attitude toward feedback.
 - Maintain an open line of communication with the individual offering critique.
 - Develop a plan of action in response to feedback.

Policy: 2013
Revised: 2013
Reviewed: 2022

Radiography Lab Rules and Regulations for On Campus Students NMU Radiography Program Policy # 4002

1. NEVER expose any person to ionizing radiation under any circumstances.
2. A dosimeter must be worn during all lab sessions. Remove your dosimeter and store it appropriately at the end of each lab session. If you are caught outside of the lab with your dosimeter on, one point will be deducted from your lab grade. Failure to abide by this policy will result in a demerit.
3. Dosimeters must be worn when operating all radiographic equipment including Fluoroscopy, C-arm and the portable machine. All Dosimeters must be located on the top, outside collar of the lead apron. Any student not wearing his/her dosimeters for not wearing them correctly will be issued a demerit.
4. Before making a radiographic exposure, ensure that all individuals (fellow students, instructors, etc.) are behind a protective barrier.
5. Federal and State law prohibits any radiographic exposure without a qualified instructor present in the lab. All instructors must be registered.
6. If you suspect that you have been exposed to ionizing radiation (x-rays) in the radiography lab, immediately notify an instructor. to fill out the appropriate paperwork.
7. All equipment controls must be turned off and main line switches locked at the end of each laboratory session by a qualified lab instructor.
8. Report any equipment malfunctions to an instructor immediately.
9. Report any unsafe or hazardous conditions (exposed wires, liquid spills, etc.) to an instructor immediately.
10. Place all image receptors and ancillary equipment in their appropriate storage bin.
11. Laboratory neatness is the responsibility of everyone. At the end of the lab session, replace and organize all equipment.
12. Please exhibit professional behavior and courtesy in the lab at all times.
13. Food is not allowed in any lab area. Drinks are not permitted outside of the classroom area.
14. Smoking is not allowed in the building. This includes devices designed to help individuals quit smoking.



15. Do not move phantoms without assistance from an instructor. Any student placing the phantom on the floor, storage bins, etc. will be issued a demerit.
16. Dosimeters are collected quarterly and mailed in to monitor the student's radiation dose.
17. Radiation dosimetry reports are received on a quarterly basis. Reports are available to students via the website. Students having any questions regarding their radiation reports are instructed to set up a meeting with an instructor. Any student with a high radiation dose reading will be instructed to meet with the program director.
18. The Michigan Department of Community Health book on Ionizing Radiation Rules is kept in the lab. Students may view this at any time.
https://www.michigan.gov/leo/-/media/Project/Websites/leo/Documents/MIOSHA/Standards/Radiation/rss_irr_part15.pdf
- 19.. Radiation Safety Board is posted in the radiography lab. The Radiation Board consists of the MSDS sheets, program director contact information, Michigan Community Health Rules for Control of Ionizing Radiation for Machines, Department of Health Ionization Radiation Information and Radiation Safety Machine Certificates.
- 20.. Students are instructed to practice radiation safety while working with any equipment. The 3 Cardinal Rules; time, distance and shielding should always be adhered to. This includes wearing a lead apron and/or thyroid collar anytime a student operates the C-arm, portable and fluoroscopy equipment
- 21 A demerit may be given for failing to observe any of these rules of laboratory operation and professionalism.
22. Chronic abuse of these rules may result in disciplinary action up to and including expulsion from the program.
23. . See pregnancy policy if you declare your pregnancy and would like to make accommodations for the lab.

Policy: 2013
Revised:2013
Reviewed: 2022

ACADEMIC PRESENTATION NMU Radiography Program Policy # 4003

Students are expected to discuss, understand, and integrate into the clinical practicum materials presented.

Style of Class: Large group, Small group, Lecture, Laboratory, Clinical 1:1, Observation

Course Assignments: Short papers, research papers, worksheets, lab projects, demonstration, participation, oral reports, group discussions

Style of Quiz/Test: Multiple choice, matching, short answer, computation, situation/judgment, lab simulation

Quiz and Exam Content: Questions of knowledge, comprehension, application, and problem solving

Policy: 2013
Revised:2013
Reviewed: 2022



SCHOOL OF CLINICAL SCIENCES
RADIOGRAPHY PROGRAM
1401 Presque Isle Avenue
Marquette, MI 49855-5301
906-227-2885 | FAX: 906-227-1309
cls@nmu.edu | nmu.edu/cls

DIDACTIC INSTRUCTION NMU Radiography Program Policy # 4004

Didactic instruction in the first 2 semesters of the program is provided face-to-face. Students completing their 3-5 semester clinical practicum will take courses through distance delivery.

Continuity of learning to distant students will be provided by:

1. EduCat, which is an online Learning Management System (LMS). All quizzes and materials will be delivered utilizing EduCat.
 2. Faculty will have virtual office hours scheduled or via demand to answer any questions or provide explanation to students.
- additional fee.
 - Students completing 300 and 400 level courses in the School of Clinical Sciences are charged a fee of \$40 per credit hour. This fee covers the cost of supplies, instruction and equipment.
 - Students taking courses through distance education are charged a \$50 per credit fee. This fee applies to all web courses at NMU.
 - Students completing a RAD course through distance learning will be reviewed on the same grading scale.
 - Students completing a RAD course through distance learning will be provided a course/instructor evaluation.

Course/instructor evaluations are completed electronically and available to all students.

Policy: 2013
Revised: 2013
Reviewed: 2022

Electronic Education NMU Radiography Program Policy # 4005

The radiologic sciences program offers courses in at least three different methods. Distant learning is used during didactic portions of the second year of the program. Hybrid courses are offered via video conferencing and a lab component. Video conferencing and hybrid courses are supplemented with an online learning management platform (Educat, Evolve). Students may also participate in classes that are conducted completely through an online environment. While online classes do not have the same personal interaction offered through traditional classrooms, students will have interaction through e-mail, phone, discussion boards, Teams, and other avenues that may be provided for each class. As with all classes in the program, students are expected to complete their own original work without the use of unauthorized assistance. Access to material in online classes will require individual logins and passwords. Exams may be proctored to ensure the academic honesty and integrity of the online class. Using a lockdown browser application, virtual proctoring, and pre-approved in-person proctors are examples of various proctoring practices.

Policy: 2013
Revised: 2013
Reviewed: 2022

Proctoring for Exams NMU Radiography Program Policy # 4006

In order to protect the integrity of electronic learning courses in the Radiography program. Online students may be required to secure proctoring services for some or all exams. Instructors will post proctoring requirements within each course. Some examples of platforms used for online testing are Respondus lockdown browser and Respondus Monitor, ExamSoft, live WebEx proctoring, ProctorU, pre-approved in person proctors, and password protected exams. Approved proctors will be one of the following: An instructor-approved proctor from any Northern Michigan University location. An official testing/educational center from any accredited college, university, or military entity University designated online proctoring service (i.e. Respondus Monitor or ProctorU) High school students who are taking dual enrollment courses should be allowed to use their school's approved proctor, i.e. Guidance Counselor, Principal, Assistant Principal or designated teacher.

Student Responsibilities: Students will be required to make the necessary arrangements for their proctored assignment and provide the necessary information to the instructor. Students will be responsible for payment of any fees associated with using a proctor who is not on Northern Michigan University campuses (i.e. University designated online proctoring service or another testing center). Students will be responsible for making sure that any equipment required for proctoring services is obtained

Policy: 2022
Revised: 2022
Reviewed: 2022

Student Didactic Attendance Policy NMU Radiography Program Policy # 4007

As stated in the NMU undergraduate course bulletin: *"Students are expected to attend all course meeting dates and times in which they enroll. Students who are absent from a course because of participation in university sponsored activities are excused. Students are responsible for all course work whether or not their absence is excused. Individuals are only permitted to attend courses in which they are currently enrolled."*

Class attendance is regarded as an obligation as well as a privilege, and all students are expected to attend regularly and punctually all classes in which they are enrolled. The NMU Radiography Program is considered a professional degree program. Students should attend class, just as you would your professional job.

It is the students responsibility to obtain any missed materials and/or assignments. In general, students are expected to notify all of their instructors once they anticipate being absent (e.g., funeral) for any reason or as soon as possible after the absence begins (e.g. unexpected injury or illness). The student may need to provide documentation to each instructor if requested. Only program faculty can excuse an absence.

Excused Absence:

An excused absence will not result in a deduction from the students' grade. Students with the following documentation will be given an excused absence:

- A. University sponsored event in which an excused form from the University is provided to the instructor.
- B. Death in the family. Appropriate verification will be needed such as obituary, or funeral card. A death in the family is defined as immediate family:



- a. Spouse
 - b. Natural or adopted child
 - c. Natural or adopted parent
 - d. Adopting step-parent
 - e. Brother and sister, whole blood or half
 - f. Grandparent
 - g. Grandchild
 - h. Mother-in-law, Father-in-law
- C. Extended hospitalization or medical leave. Appropriate verification from physician and hospital. (Doctors' appointments are not considered excused.)
- D. Students who are commuters: During dangerous weather conditions in which driving is considered unsafe by local police authorities. Area schools must be closed.
- E. Being called to testify in a court case. (Not your own or for being arrested.) Verification is required.
- F. Jury duty. Verification is required.
- G. Active military duty. Verification required.
- H. Clinical site visits with prior approval from the instructor. Verification required

Unexcused Absences:

Unexcused absences are subject to penalty and are defined as but not limited to the following:

- A. Childcare problems.
- B. Incarceration/jail.
- C. Employment.
- D. Lack of sleep, motivation, etc.
- E. Doctors' appointments scheduled during class time
- F. Not notifying the instructor of missed class time.

Penalty for Absences

Students will incur the following grade deductions for any **unexcused** absence:

- 1 day = without penalty
- 2 day = 1 % deduction in the final grade
- 3 day = 2 % deduction in the final grade
- 4 day = 3% deduction in the final grade
- More than 4 days = 1% additional deduction of final grade for
- each day missed

Tardy Policy for Classroom

A student is considered tardy if he/she arrives after the doors for the classroom have been closed. This includes any breaks that may occur during the class time.

- 2 tardies = 1 absence
- 4 tardies = 2 absences
- 6 tardies = 3 absences
- Policy continues as tardies are acquired



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Leaving Early Policy for Classroom

A student must authorize leaving class early with the instructor. If a student chooses to leave class early will be counted as tardy.

Make-up Work Policy

Any make-up work for **unexcused** absences is at the discretion of the instructor and may be penalized. Make-up work for **excused** absences will **not** be penalized.

Policy: 2022
Revised: 2022
Reviewed: 2022

Emergency Closing: NMU Radiography Program Policy # 4008

An emergency closing of Northern Michigan University will be announced to the student by email alerts and faculty announcements. All course materials for the time involved will be the responsibility of the student.

Policy: 2013
Revised: 2013
Reviewed: 2022

Hazardous Weather Conditions - Snow Days/ Power outages. NMU Radiography Program Policy # 4009

There may be instances of inclement weather, including tornadoes and blizzards, which would require the closing of NMU. In Marquette, inclement weather closures will follow Northern Michigan University closures. A student may be advised of inclement weather closures before their scheduled attendance times by local radio/television station announcements or calling 227-BRRR. The Radiography program follows the University Policy for on-campus students. If the University has canceled classes for the Northern Michigan University campus, students are not expected to report to class or lab. Due to a strict schedule for the lab period, students missing a lab period due to weather or power outages will need to make arrangements with the program to make up for the lab hours missed.

Policy: 2013
Revised: 2013
Reviewed: 2022

Leave of absence: NMU Radiography Program Policy # 4010

A student may request a leave of absence for the following:

Bereavement:

Bereavement time for immediate family is considered an excused absence for a period of three (3) days with no effect on didactic grade or use of make-up time in the clinical practicum. Immediate family would include spouse,



children, parents, siblings, grandparents, in-laws, stepparents, or step or half siblings. Documentation must be provided. The student must inquire as to lecture materials missed in accordance with course syllabi.

Jury Duty:

Time served as a juror is considered an excused absence with no affect to didactic grade. Documentation of jury attendance must be provided. Jury duty longer than five (5) days is considered detrimental to the continuity of a student's education. Program coltation and review of student status will be reviewed. The student must inquire as to lecture materials missed in accordance with course syllabi. Make- up time will be completed during the semester break or post-graduation completion.

Military Training Leave:

A student who is a member of a Federal or State Reserve Military Organization may attend annual training sessions and will be allowed a leave of absence. Such leave will be made up at the end of program completion. The student must provide verification of dates of military duty to enact this policy. Military leave will not affect a student's didactic grade. The student must inquire as to lecture materials missed in accordance with course syllabi. Make-up time will be completed during the semester break or post-graduation completion.

All forms of leave of absence except bereavement must be submitted 1 month prior to leave.

Policy: 2013
Revised:2013
Reviewed: 2022

DIDACTIC PERFORMANCE NMU Radiography Program Policy # 4011

Students are required to attend all lectures prepared with assignments completed. A student will be kept informed of their progress throughout each course. Additional learning resources will be provided when appropriate.

Students must meet all didactic criteria in order to participate in the clinical practicum and remain in the program.

Didactic progress is satisfactory when a student receives a grade of 80% or higher in a core curriculum course.

A student that does not achieve the minimum grade of 80% in a didactic course will be dismissed from the program. Students are provided remediation during the progression of each course. It is the student's responsibility to be aware of their course grade status and facilitate remediation when necessary.

Students dismissed from the program may not re-apply for a period of 5 years; students may have to declare on an ARRT examination application that they have been dismissed from a radiography program.

The Radiography Program follows the policies of Northern Michigan University as published in the NMU General Catalog and the Student Handbook. It is the student's responsibility to be aware of these requirements. University policies regarding requirements for admission, graduation, academic standing, probation, suspension, appeals, readmission from suspensions and honor roll requirements are found in the NMU General Catalog under the respective headings.

Policy: 2013
Revised:2013
Reviewed: 2022

Factors of Academic Performance NMU Radiography Program Policy # 4012

To set forth the essential components, factors of academic performance and examples of necessary activities for students to be admitted to and participate in the educational program(s) of the Radiography Program at Northern Michigan university .

Policy Statement: Individuals must safely demonstrate the essential components of the radiography program as evidenced by, but not limited to, the factors of academic performance identified, with or without reasonable accommodation.

Technical Standards:

The education of a healthcare professional requires assimilation of knowledge, acquisition of skills, and development of judgment through patient care experiences in preparation for semi-autonomous and collaborative practice and making appropriate decisions required in such practice. Professional healthcare practice emphasizes a team approach and collaboration among all healthcare professionals and the patient. The curriculum at Northern Michigan University (NMU) requires students to engage in diverse, complex, and specific experiences essential to the acquisition and practice of essential radiologic technologist skills and functions. Learning these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty and other healthcare providers. Additionally, there are factors of academic performance that are critical for success in the healthcare environment. The factors are necessary to acquire or demonstrate competence in a discipline as complex as the imaging sciences and needed for successful admission and progression by students. In addition to the standards of student conduct set forth in the NMU Code of Student Conduct, students will adhere to the following factors which will be evaluated in the Radiography program as academic performance standards.

Motor Skills, Strength, and Mobility Skills Students shall have sufficient motor function so that they are able to execute movements required to provide general care to patients in all health care settings.

Students should be able to:

1. Manipulate equipment (locks, push buttons, knobs, and switches) using fine motor skills.
2. Safely push a wheelchair, stretcher, or other transport equipment from a patient waiting area or patient room to the radiology department.
3. Safely transfer a patient from a wheelchair or stretcher to the radiographic exam table.
4. Safely assist a patient in dressing for a procedure.
5. Raise arms above head and in all directions to manipulate radiographic equipment.
6. Stand and walk for extended periods of time (6-8 hours).
7. Lift ten (10) pounds above head.
8. Perform all aspects of CPR and Basic Life Support Sensory/Observation Skills
9. Students must be able to acquire information presented through demonstrations and experiences in the classroom and clinical environments.

Students must be able to observe a patient accurately, at a distance and close at hand, and observe and appreciate nonverbal communications when performing an assessment and performing radiologic exams and duties. Students must be capable of perceiving signs of disease and infection as manifested through physical examination. Such information is derived from visual inspection and auditory information (patient voice).

Students should be able to:

1. Detect audible sounds within the hospital, such as equipment alarms, fire alarms, telephones ringing, and overhead pages.
2. Visually monitor patients in low levels of light.



3. Distinguish between different shades of gray on images.

Communication Skills Students must communicate effectively and sensitively with other students, faculty, staff, patients, family, and other healthcare team members. Students must express their ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. The communication may also rely on the student's ability to make a correct decision judgment in seeking supervision and coltation in a timely manner.

Students should be able to:

1. Communicate in English (verbally and written) with patients, family members, physicians, and all members of the health care team.
2. Hear sufficiently to interact with patients and medical staff when background noise is present.
3. Convey or exchange information at a level allowing development of a health history.
4. Read and comprehend written instructions to deliver appropriate patient care.
5. Communicate effectively in oral and written forms.
6. Be able to process and communicate information on the patient's status with accuracy in a timely manner to members of the healthcare team.

Cognitive Skills Students must be able to measure, calculate, reason, analyze, integrate, and synthesize in the context of undergraduate radiologic sciences. Students should be able to:

1. Make a correct judgment in seeking supervision and coltation in a timely manner.
2. Quickly read and comprehend extensive written material.
3. Evaluate and apply information and engage in critical thinking in the classroom and clinical setting.

Behavioral/Emotional Skills Students must possess the emotional health required for the full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients and families. In addition, students must be able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff, and other healthcare professionals under all circumstances including highly stressful situations. Students should be able to:

1. Have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.
2. Make a correct judgment in seeking supervision and coltation in a timely manner.
3. Experience empathy for the situations and circumstances of others and effectively communicate that empathy.
4. Understand that their values, attitudes, beliefs, emotions, and experiences affect their perceptions and relationships with others.
5. Be able and willing to examine and change their behavior when it interferes with productive individual or team relationships.
6. Possess skills and experience necessary for effective and harmonious relationships in diverse academic and clinical environments.

Professional Conduct Students must possess the ability to reason morally and practice in an ethical manner.

Students must be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations including, but not limited to, children adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults. Students should be able to:

1. Learn and abide by professional standards of practice.
2. Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance.
3. Function effectively under stress.
3. Respond appropriately to constructive criticism.



4. Always maintain professional behavior, which includes, but is not limited to, being on-time, effective communication with peers and other members of the healthcare environment, etc.

Implementation of the Factors of Academic Performance for the Radiologic Science Program Potential students will be advised of the Factors of Academic Performance for the Radiologic Science Program in application materials on the program's website. Incoming students will be alerted to the Factors of Academic Performance expectations during program orientation and apprised of the location of Factors of Academic Performance in the NMU Radiography program Handbook. Regular, On-going Evaluation Clinical faculty will evaluate students Factors of Academic Performance for the Radiologic Science Program regularly. The clinical coordinators and faculty, in conjunction with the clinical preceptors shall do so by the following actions:

1. Direct interaction and supervision of the students in the clinical setting related to clinical activities, including clinical participation
2. Attendance at clinical evaluations, addressing any concerns regarding performance and/or non-cognitive factors of academic performance in clinical courses.
3. Completion of an evaluation of the Factors of Academic Performance for the Radiography Program on each student in the clinical setting each clinical semester, and at any point when the student is not meeting the academic performance standards as derived from observation and preceptor evaluations. If a student repeatedly fails to meet the factors of academic performance, the student will be placed on probation
4. The University has established standards and procedures that shall govern the conduct of students on University property, in University facilities, and away from the University Campus. This code of conduct is detailed in the University's Student Handbook.

Policy: 2022

Revised:2022

Reviewed: 2022

Academic Dishonesty: NMU Radiography Program Policy # 4013

Academic dishonesty in an educational setting is defined as the commitment of the acts of cheating, lying, and deceit in any of their diverse forms. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest.

The following are a few examples of academic dishonesty:

1. Substituting on an exam for another student
2. Substituting in a course for another student
3. Arranging to give or receive answers by use of signals during an exam
4. Copying with or without the other person's knowledge during an exam
5. Doing class assignments for someone else
6. Providing passwords to students for tests
7. Plagiarizing published materials
8. Using unauthorized notes during an exam
9. Collaborating with other students on assignments when it is not allowed
10. Fabricating data
11. Destroying or stealing the work of other students



12. Using databases (quizlet) or internet searches during quizzes and exams.

An incidence of “cheating” in any form is considered to be academic dishonesty. Academic dishonesty will not be tolerated and will result in corrective action. Corrective action will depend upon the nature of the offense and may range from a zero grade to program dismissal.

Northern Michigan University is an institution with an educational mission, which is carried out by means of programs and activities devoted to the pursuit of knowledge, through instruction, research, and service. The University exists as a community of students, faculty, administrators, and staff who provide, participate in and support these activities and programs. The University campus, facilities, properties, and other resources exist to facilitate this educational mission. You are responsible for completing and submitting your own course work and preparing your own lessons. All work submitted must be your own original work unless proper acknowledgment of outside material is provided. It is unacceptable to use the work of any other person or to allow your work to be used by another student. Dishonesty of any kind will not be tolerated. Examinations must also represent your own work and must be completed without the assistance of books, notes, devices, or external help, unless specified otherwise in the exam directions. Violation of this policy will result in one or more of the following disciplinary measures to be decided by the course faculty:

1. Verbal or written warning
2. Corrective action plan
3. Conference with department chair or dean
4. Reduction of test/course grade to a grade of F
5. A student may subsequently be placed on probation or suspended or expelled and forced to withdraw from Northern Michigan University as a result of academic dishonesty. (Refer to the section in the Student Handbook concerning Academic Infractions and Sanctions for Academic Misconduct.)

Policy: 2013
Revised: 2013
Reviewed: 2022

Plagiarism NMU Radiography Program Policy # 4014

Plagiarism is defined by the Council of Writing Program Administrators (2003), as “the action of a writer who deliberately uses someone else’s language, ideas, or other original (not common- knowledge) material without acknowledging [citing] its source.” Below is a list of the most common forms of plagiarism which should be avoided to prevent disciplinary actions.

1. Buying a paper from a research service or term paper mill
2. Submitting another student’s work
3. Submitting a paper or assignment a peer has written for the student
4. Copying a paper from a source text without proper attribution
5. Copying materials from a source text, supplying proper documentation, but leaving out quotation marks
6. Paraphrasing materials from source text without appropriate documentation
7. Submitting assignment answers from websites that house previous student submissions. To prevent possible intentional or unintentional plagiarism, all students are advised to seek assistance from program librarians regarding proper methods of source citation.

Additionally, you can use the resource, www.turnitin.com. This is a web-based database of research papers. A student's paper is compared to other papers in the database and checked for plagiarism. A similarity report is generated that demonstrates all matches. Students are encouraged to use Turnitin, when allowed in the course, to avoid plagiarism. In the event of suspected plagiarism violation, the student will be requested to provide documentation supporting their work. Furthermore, the student will be given the opportunity to defend their research during an Academic Dishonesty Hearing which will consist of program faculty members and the Radiography Program Director. Based upon the severity of the findings as deemed by faculty, appropriate disciplinary action will be taken, including, but not limited to, the following: the opportunity for resubmitting with corrections to receive a lower letter grade, a grade of a zero for assignment, failure in the course, academic probation, or expulsion from the program and the University. All students are responsible for reviewing plagiarism policies for both the program and the university. These policies are available in the NMU student's handbook and online through the NMU Website . <https://nmu.edu/policies/1070>.

Policy: 2013
Revised: 2013
Reviewed: 2022

CURRICULUM NMU Radiography Program Policy # 4015

The Radiography Program curriculum supports the American Society of Radiologic Technologists expectations of 4 broad categories: 1) Knowledge and clinical skills, 2) Professional roles and responsibilities within the healthcare team, 3) Personal characteristics needed for effective professional functioning, and 4) Skills of self-directed personal growth.

RAD 109 Introduction to Radiography

An overview of the foundations of radiography and the practitioner's role in the health care delivery system. Topics include historical perspective, medical ethics, patient care, and radiation protection. Principles, policies, and practices of health care organizations are examined. Professional responsibilities of the radiographer are described. Learning Outcomes:

- Identify and explain the basic components of the x-ray equipment used in Diagnostic Radiography.
- Describe the scope of practice for radiography, the elements that comprise it, and responsibilities of the radiographer.
- Describe the pioneers of Radiologic Technology and medicine.
- Explain the basic components of radiation protection.
- Discover other modalities within a diagnostic imaging department.

RAD 261 Radiation Biology and Protection

Content is designed to provide an overview of the principles of the interaction of radiation with living systems (molecules, cells, tissues, and whole body), biological and physical factors affecting radiation responses (acute and chronic), the kinetics of cell survival, and the principles of radiation protection including the responsibilities of a radiographer for patients, personnel, and the public. Radiation health and safety requirements by regulatory agencies are incorporated. Clinical practicum experience will reinforce each radiation concept.

Learning Outcomes:



- Describe the biophysical mechanisms of radiation damage and the somatic and genetic effects of radiation exposure on humans.
- State typical dose ranges for routine radiographic procedures.
- Explain basic methods and instruments for radiation monitoring, detection, and measurement.
- Apply appropriate radiation protection.

RAD 262 Methods of Patient Care

This course of study is specific to the Diagnostic Imaging Department. Special consideration is focused on the basic emotional, physical, and diverse cultural needs of the patient, infection control, institutional safety, surgical asepsis, vital signs, and oxygen administration. This course will also include concentration of instruction for medical emergencies, specialized problems, pharmacology, drug administration, electrocardiograms, and venipuncture. Emphasis is placed on the role of the radiographer as a member of a healthcare team. Students are given the opportunity during their clinical practicum to develop skills in effective communication and the delivery of safe patient care.

Learning Outcomes:

- Demonstrate accepted infection control and general safety practices.
- Appropriately to emergency situations.
- Practice effective communication skills.
- Identify pertinent pharmaceuticals and their applications.

RAD 265 Principles of Radiation Production, Characteristics, and Equipment

Content is designed to establish knowledge of the concepts of radiation production, emission, and interaction with matter, radiation types and characteristics, and a base knowledge of the components, principles, and operation of radiographic, fluoroscopic, mobile, tomographic, and digital imaging equipment. Factors impacting image acquisition, display, archiving and retrieval are discussed. Class demonstrations and diagnostic imaging equipment are used to describe theoretical and instrumentation concepts.

Learning Outcomes:

- Describe the equipment and physics of x-ray production.
- Describe basic x-ray circuitry.
- Related equipment components to the imaging process.

RAD 264 Radiographic Procedures I

Content includes an introduction to basic human anatomy and radiographic positioning principles. Anatomy, positioning, and radiographic identification of thorax, abdomen, and upper and lower extremities with clinical lab experience and assessment to complement didactic instruction will be completed. Consideration is given to the evaluation of optimal diagnostic images, the manipulation of radiographic equipment, radiation protection, and critical thinking skills in a diverse patient population.

Learning Outcomes:

- Define radiographic positioning terms.
- Manipulate equipment properly; position and align anatomical structure and equipment
- Evaluate images for proper demonstration of anatomy and pathology.

RAD 267 Radiographic Procedures II

Prerequisite: Completion of RAD 264 Radiographic Procedures I

Content is a continuation of RAD 264 with advancement of basic human anatomy and radiographic positioning principles to include: anatomy, positioning, and radiographic identification of the bony thorax, vertebral column, skull, contrast media applications, gastrointestinal, hepatobiliary, and genitourinary with clinical lab experience and assessment to compliment didactic instruction. Consideration is given to the evaluation of optimal diagnostic images, the manipulation of radiographic equipment, radiation protection, and critical thinking skills in a diverse patient population.

Learning Outcomes:

- Manipulate equipment properly;
- Position and align anatomical structure and equipment;
- Evaluate images for proper demonstration of anatomy and pathology.

RAD 263, 266, 363, 366, 368 Radiography Clinical Practicum I - V

Content is designed to allow the student sequential development of patient care and assessment skills, competency in the performance of radiologic imaging procedures, and the ability to apply, analyze, integrate, and evaluate these concepts. Through a structured competency-based clinical practicum, concepts of team practice, patient-oriented clinical practice, and professional development are discussed, examined, and evaluated. A student's Radiography Clinical Practicum is divided into five semesters – three semesters/year 1 and two semesters/year 2.

Learning Outcomes:

- Apply the theory, concepts, and skills involving specialized materials, equipment, procedures, regulations, laws, and interactions.
- Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills,
- Communication in the applicable occupational language.

RAD 361 Diagnostic Image Production

Content is designed to establish a knowledge base of factors that govern and influence producing and recording radiographic images. Electronic imaging with related equipment is emphasized. Class and clinical lab demonstrations are used to demonstrate theoretical application.

Learning Outcomes:

- Formulate exposure factors to optimize image quality, minimize patient exposure, and preserve equipment.
- Apply methods of image assessment.
- Adapt exposure variables to changing conditions.

RAD 362 Sectional Imaging and Anatomy

Content provides an entry-level radiography student the relationship of CT components and their functions, the concepts of transverse radiography, image reconstruction, and radiographic demonstration of cross-sectional anatomy of the head, thorax, abdomen, and extremities.

Learning Outcomes:

- Compare planar anatomy to sectional anatomy and recognize anatomical structures as seen in computed tomography and magnetic resonance imaging and describe the equipment and physics of a Computed Tomographic unit.

RAD 364 Image Processing and Quality Management

Content is designed to develop an understanding of the components and operating principles of image construction through digital processing. Basic maintenance and troubleshooting procedures and radiographic image artifact identification will be discussed. Quality management in the imaging sciences will include theory and application of the basic quality control tests of radiographic equipment, methods in the evaluation of radiographic equipment for consistency, safety and integrity, and an emphasis on continuous quality improvement.

Learning Outcomes:

- Perform departmental and system evaluations use problem-solving techniques and tools to generate solutions to quality issues.

RAD 365 Radiographic Pathology

Content is designed to introduce theories of disease causation and the pathophysiologic disorders that compromise healthy human systems. Etiology, pathophysiology, age specific responses, clinical manifestations, the role of diagnostic imaging procedures, radiographic appearance of selected diseases, and the treatment and/or management are presented. This course will also promote a student's medical writing and speaking skills.

Learning Outcomes:

- The student will classify different types of diseases
- explain the pathogenesis of common diseases
- identify the appearance of common diseases on medical images;
- assess the radiographic image to discuss the correct demonstration of a radiographic pathology.

RAD 367 Issues in Radiography Content provides a comprehensive review of all courses/registry simulation testing to enhance a student's radiographic knowledge and prepare them for the American Registry of Radiologic Technologist examination. The student will take a comprehensive mock certification exam (HESI or other testing package) to help guide them in preparing for the ARRT certification exam.

Learning Outcomes:

- Determine the requirements of eligibility to sit for the ARRT initial certification exam
- Identify the method to apply for and schedule the ARRT certification exam.
- Prepare resume, cover letter, interviewing techniques.
- Review the four content areas covered by the ARRT exam (Patient Care, Procedures, Safety, Image Production)
- Discover areas of weakness and perform remedial study to improve in each area of content that may need remedial study.

Policy: 2013
Revised: 2013
Reviewed: 2022



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DIDACTIC GRADING SCALE NMU Radiography Program Policy # 4016

Student grades are awarded on academic performance and evaluation. Students may review their grades for a didactic course at any time on EduCat or www.evolve.com.

Students in the NMU Radiography Program must complete each didactic course at 80% or above.

GRADE	DESCRIPTION	POINTS	SCALE
A	Excellent	4.0	93-100
A-	Above Average	3.7	90-92
B+	Above Average	3.3	87-89
B	Average	3.0	83-86
B-	Average	2.7	80-82
C+	Average	2.3	77-79



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Policy: 2013
Revised: 2013
Reviewed: 2022

STUDENT AT RISK OF FAILURE SUPPORT NMU Radiography Program Policy # 4017

If a student fails an assignment, quiz, or exam, or if laboratory performance is unsatisfactory, students are encouraged to make an appointment to discuss concerns with the course instructor or clinical coordinator.

Policy: 2013
Revised: 2022
Reviewed: 2022

ACCOMMODATION OF SPECIAL NEEDS/ADA STATEMENT NMU Radiography Program Policy # 4018

If you have a need for disability-related accommodations or services, please inform the Coordinator of Disability Services in the Dean of Students Office at 2001 C. B. Hedgcock Building (227-1737 or disserv@nmu.edu). Reasonable and effective accommodations and services will be provided to students if requests are made in a timely manner, with appropriate documentation, in accordance with federal, state, and University guidelines.

Policy: 2013
Revised: 2013
Reviewed: 2022

APPEALS AND DUE PROCESS NMU Radiography Program Policy # 4019

Please review this section of the University Bulletin at <http://www.nmu.edu/records/> for information on advising, counseling, disability support services, health center, transportation, childcare, JOB Search, policies, complaints and appeals.

Students who have complaints concerning grades or other matters should follow the appeals procedure outlined in the NMU Student Handbook at: <http://webb.nmu.edu/dso/SiteSections/OurServices/Handbook.shtml>

Policy: 2013
Revised: 2013
Reviewed: 2022

RADIOGRAPHY CLASSROOM MAINTENANCE NMU Radiography Program Policy # 4020

All students are responsible for the general housekeeping and maintenance of the classroom.

Policy: 2013
Revised: 2013
Reviewed: 2022



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1401 Presque Isle Avenue
Marquette, MI 49855-5301
906-227-2885 | FAX: 906-227-1309
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LAPTOP COMPUTER/ CELL PHONE USAGE NMU Radiography Program Policy # 4021

Laptop computers will be used for didactic purposes only during class. All other student usage is prohibited and will result in restriction of use of the laptop in any course provided until the end of the semester. A second semester restriction will be reviewed by the Program faculty for review of continuance in the program. Cell phones are permitted during class/lab breaks and during specific active learning activities during class.

Policy: 2013
Revised:2013
Reviewed: 2022

EARLY PROGRAM RELEASE NMU Radiography Program Policy # 4022

Northern Michigan University Radiography Program does not allow for early program release.

Policy: 2013
Revised:2013
Reviewed: 2022

STUDENT EMPLOYMENT NMU Radiography Program Policy # 4023

Students who accept internal or external employment while enrolled in the program may do so during hours in which the student is not engaged in assigned educational activities. Students are advised that their work schedule may not interfere with their didactic or clinical performance.

For students that are employed in the field of radiography at their clinical site. Clinical time may be excused for orientation.

During internal work assignments, the student, as an employee may not wear the approved student uniform or student identification badge. During internal work assignments, the student as an employee may not supervise/evaluate other students.

Policy: 2013
Revised:2013
Reviewed: 2022

SECTION FIVE: CLINICAL EDUCATION

The Clinical Environment

You will notice many differences between the academic environment to which you have been accustomed and the clinical environment that you are entering. Most of the differences will prove exciting and stimulating; some will prove to be frustrating and aggravating. How successfully you function and learn in the clinical setting depends in part on how you approach and deal with these differences. The reality of the situation is that patient care is the top priority in the Radiology Department. This means that the patient's welfare is considered first. Usually, this is consistent with the goals and needs of clinical education. Occasionally, however, this reality dictates that the scheduling and conducting of educational activities be flexible.

Compared to the learning activities conducted in the didactic courses, the learning activities in the clinical setting are frequently much less structured. You must take a more active and responsible role for integrating the academic preparation you had with the individual examinations you are observing or performing. Generally, in the classroom setting, you work independently as you pursue your academic goals. Teamwork and cooperation among the students are not a necessity in achieving academic goals. In the clinical setting, you must pursue your educational goals within the overall goals of the department to deliver quality patient services efficiently and effectively. Rather than function independently, you become part of a health care delivery team and must function cooperatively to achieve educational and departmental goals. Undoubtedly, you will be able to add many more differences to our list.

The point is that you will make a transition that will require some reorientation and adaptation on your part. You are not the only one, however, involved in this process. This is a time of transition also for the students in the class ahead of you who are assuming a new role and responsibilities as senior students. The clinical staff is also involved in reorientation and adaptation. At the point when you enter the hospital, clinical staff have been working with students who, for the most part, require minimal supervision. The staff must cycle back and assume a direct supervisory role all over again.

Policy: 2022
Revised: 2022
Reviewed: 2022

CLINICAL PORTFOLIO NMU Radiography Program Policy # 5001

Student clinical performance will be documented by completion of a Clinical Practicum Portfolio each semester. A student will demonstrate progress appropriate for each semester clinical practicum and their advancement in the program by a satisfactory clinical portfolio of 83% or higher. The Clinical Portfolio is a flexible document designed to emphasize active student involvement. A Clinical Portfolio provides a student with the responsibility and options to play an active role in their clinical performance and grade. A Portfolio reflects a student's strengths and weaknesses and promotes assertiveness for each individual.

The evaluation of each semester Portfolio grade will be based upon specific identified criteria. It is the student's responsibility to complete the Portfolio and submit it to the faculty on the assigned day near the end of each semester. The Clinical Practicum Portfolio grades for each semester will be averaged to provide a final clinical semester grade.

A student Clinical Practicum Portfolio will include:

- Rotation Participation Tally Entries
- Attendance Record
- Absence/Tardy
- Affective/Professional Performance Evaluation
- Student Self Assessments
- Clinical Competencies (Mastery) not graded
- Image Analyses
- Student Repeat Analysis
- Clinical Practicum Task Inventory
- Critical Thinking Skills
- Awards/Demerits
- Post ancillary terms

A student's grade will be a combined achievement of the above course objectives. Each objective will first be evaluated separately and then combined for the final grade.

Due to time constraints required in a sequential clinical practicum, clinical portfolios may not be repeated; therefore, it is imperative that students complete each clinical portfolio with a satisfactory grade to be eligible for advancement to the next semester and program completion. A student that does not achieve the minimum grade of 83% in a clinical portfolio will be dismissed from the program. Students are provided feedback on less than acceptable evaluations during the progression of each semester. It is the student's responsibility to be aware of their course grade status and facilitate remediation when necessary.

Policy: 2013

Revised: 2013

Reviewed: 2022



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1401 Presque Isle Avenue
Marquette, MI 49855-5301
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CLINICAL ASSIGNMENTS AND ROTATIONS NMU Radiography Program Policy # 5002

A list of clinical affiliate sites is located in the Clinical Practicum Portfolio. Students will complete clinical education only at NMU affiliate sites. Student preference will be considered prior to placement of students at an affiliate site.

Students are placed in clinical rotation assignments starting with the first semester in the program. Rotation schedules are provided to all students during orientation, posted on Trajecsyst, and at each clinical experience affiliate site. All changes in clinical assignments require faculty approval.

Clinical Expectations

Professional Behavior and Conduct

The radiology department should be a place where patient confidence is inspired. This can be accomplished when one consistently exhibits professional behavior and conduct. One must endeavor to treat patients with kindness and courtesy to ensure the preservation of the patient's privacy and dignity. After the patient has been placed in the radiographic room, the door should always be closed and care must be exercised to keep the patient covered. Always introduce yourself and any additional people in the room, and properly wear your name badge facing forward at all times. Students are expected to maintain professional behavior at all times, in both the classroom and clinical settings. Failure to comply with this policy will result in disciplinary action. Failure to comply with any policy in the student handbook will result in disciplinary action, including, but not limited to, a loss of clinical personal time, probation, suspension, reduction in course grade, course failure, or dismissal from the program. Students are also expected to be aware of and follow the policies and procedures of the clinical education setting. Each infraction will be discussed on a case by case basis. All students will:

1. Act professionally and responsibly at all times.
2. Report to the clinical assignment in an alert condition,
3. Report to the clinical assignment in the proper uniform,
4. Not be in possession of drugs or alcohol, nor engage in their use while on clinical assignments or in didactic coursework,
5. Not engage in immoral or unethical conduct,
6. Not chew gum, eat or drink in clinical areas,
7. Not sleep on clinical assignments,
8. Not engage in theft of any articles from the Clinical Education Setting,
9. Not leave patients unattended while undergoing diagnostic procedures,
10. Not abuse patients physically or verbally,
11. Not smoke in areas where it is prohibited while on clinical assignments, and not smoke in clinical uniform,
12. Not leave the assigned areas unless instructed to do so,
13. Not use foul language in the clinical or didactic setting,
14. Not receive or make personal phone calls except in emergency situations
15. Not use facility phones for personal phone calls unless permission is granted by clinical preceptor for an emergency

16. Not falsify records
17. Not use a cell phone during the clinical assignment time
18. Not clock in or out for another student in Trajecsyst
19. Follow all policies of the clinical education setting
20. Follow all policies of the radiography program

The following are examples of possible disciplinary actions for violation of clinical policies:

1. Formal write up. The student's unprofessional behavior will be reflected on faculty evaluation of the student's clinic performance.
2. Student could be asked to write an apology letter to the radiology department, submit a letter to the program director for review and approval, submit an approved letter to the radiology supervisor and personally apologize for unprofessional behavior.
3. Student could be asked to write a reflection paper to include the policy from the handbook that was violated, discuss why it is important to be fully engaged with the patient, fully engaged with working as a team, fully engaged in the environment, and consequences of unprofessionalism. etc. The Paper will be submitted to the program director.
4. Other disciplinary actions include reduction in clinic grade, failing clinical level, and being dismissed from the program. Each infraction will be evaluated on a case by case basis.

The following expectations are provided to assist students in understanding their responsibilities while in clinical:

- Arrive to clinical prepared and ready to start on time. A good rule of thumb is to arrive 10 minutes early so you are ready to go at the scheduled time.
 - Do not sit down and wait for patients to come in or wait to be told, instead be assertive (not aggressive) and check exam schedules. Find out which Radiologist is on fluoro, who the reader is etc. Take an active role in your clinical studies.
 - Adhere to 'room' (area) assignments-when room is not busy, observe or join in on other exams
 - Find out what tech you are working with daily and if possible, stick with them for the day.
 - Dress appropriately for your room assignment (i.e. surgery scrubs for surgery only)
 - Keep your assigned room neat and organized-clean after each patient, take inventory of your linen and supplies daily and stock when necessary and empty laundry near the end of your day.
 - When there is nothing going on in your assigned room, offer to observe in another room, "or modality if feasible" or practice positioning with someone. Other options include; brushing up on equipment use and studying.
 - Book studying should be kept to a minimum and only during 'down time'. Clinical time should be focused on learning and performing exams.
- Be part of the team-if someone needs help lifting, cleaning offers to help.
- Be respectful of staff and their differences and they will respect you.
 - Leave on time. If you are in the middle of an exam, please check with tech to see if they need you to stay. If you are not able to due to appointment please let medical imaging professionals know.



- Do not pack up your belongings 10-15 minutes prior to the end of your clinical day and avoid doing any additional patients for that time but rather stay actively involved in patient exams until your clinical end time
- Keep in mind-your clinical time is a job interview.

Policy: 2013
Revised:2013
Reviewed: 2022

WEEKEND/EVENING ROTATIONS NMU Radiography Program Policy # 5003

Students are placed in periodic clinical rotations on weekends and evenings. Students' clinical clock hours spent in evening and/or weekend assignments. The purpose of these rotations is to provide the student with experience in emergency and trauma radiography and the use of their critical thinking and problem-solving skills

An acceptable level of competence has been obtained when the student is able to:

1. Operate trauma radiographic equipment
2. Select and use accessory devices for traumatic patients
3. Use radiographic techniques in a trauma situation
4. Determine the quality of a diagnostic image
5. Position anatomy in a diverse situation
6. Adequately use beam limitation
7. Safely transfer patients to and from stretchers and wheelchairs
8. Use proper radiation safety procedures
9. Visually monitor high risk patients
10. Initiate a "Code" when applicable
11. Monitor patient equipment (IV, cardiac monitors, chest tubes, etc.)
12. Understand the need for speed and efficiency when working with difficult, critically ill, or trauma patients

Policy: 2013
Revised:2013
Reviewed: 2022

COMPUTED TOMOGRAPHY ROTATION NMU Radiography Program Policy # 5004

All radiography students will complete clinical rotations in Computed Tomography. CT objectives are provided for this rotation on Trajecsys. A student must complete terms for one of the three rotations by the end of the first semester. The three rotations are Computed tomography, Mammography and Bone Densitometry.

Policy: 2013
Revised:2013
Reviewed: 2022



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1401 Presque Isle Avenue
Marquette, MI 49855-5301
906-227-2885 | FAX: 906-227-1309
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MAMMOGRAPHY ROTATION NMU Radiography Program Policy # 5005

All radiography students have the option to complete clinical rotations in Mammography. Mammography objectives are provided for this rotation on Trajecsys. A student must complete terms for one of the three rotations by the end of the first semester. The three rotations are Computed tomography, Mammography and Bone Densitometry. The radiography program sponsored by Northern Michigan University has revised its policy, effective August 2016, regarding the placement of students in mammography clinical rotations to observe and/or perform breast imaging.

Under the revised policy, all students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

Policy: 2013

Revised: 2013

Reviewed: 2022

BONE DENSITOMETRY NMU Radiography Program Policy # 5006

All radiography students will complete clinical rotations in Bone Densitometry. DEXA objectives are provided for this rotation on Trajecsys. A student must complete terms for one of the three rotations by the end of the first semester. The three rotations are Computed tomography, Mammography and Bone Densitometry.

Policy: 2013

Revised: 2013

Reviewed: 2022

ANCILLARY ROTATIONS NMU Radiography Program Policy # 5007

Students complete observational clinical rotations in advanced modality areas in their fourth and fifth semesters. The rotation schedule is determined by the clinical affiliate site. Advanced modalities have objectives and terms located on Trajecsys to be completed by the end of the fifth semester scheduled rotation.

Ancillary Rotations: Cardiac Catheterization, Nuclear Medicine, PET, Ultrasound, Cardiac Ultrasound, Magnetic Resonance Imaging, Radiation Therapy, and Vascular and Interventional Radiography. The student will need to pick a modality, and define the terms for that modality by the end of semester five. The terms to be defined and objectives are provided on Trajecsys.

Policy: 2013

Revised: 2013

Reviewed: 2022



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1401 Presque Isle Avenue
Marquette, MI 49855-5301
906-227-2885 | FAX: 906-227-1309
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CLINICAL ATTENDANCE NMU Radiography Program Policy # 5008

Clinical attendance for 5 semesters will consist of a schedule ranging from:

6:00 a.m. to 11:30 PM Sunday - Saturday

Clinical attendance times will be determined by the student's weekly clinical rotation. Some clinical sites may require 10-hour rotations. A student's scheduled school week shall not exceed forty (40) hours nor 10 hours in any one day. Hours exceeding these limitations must be voluntary on the student's part.

Students must attend all clinical rotations even if they have the required number of hours for the semester and required number of procedures.

Policy: 2013
Revised: 2013
Reviewed: 2022

CLINICAL ATTENDANCE RECORDS NMU Radiography Program Policy # 5009

A student in the clinical practicum will document their attendance by the use of an electronic entry system.

It is the student's responsibility to use their attendance record correctly to document arrival and departure times to and from the clinical practicum. A student is responsible to punch in at the start of a clinical rotation, out and in at lunch break when leaving the premises, and out at the end of each day. On a routine day, punching in or out early is not permitted.

A student will notify appropriate school officials should a reason to not attend or leave the clinical practicum during a normal day arise.

Falsification of a time card or punching in or out of another student's time card is cause for disciplinary action including dismissal.

Policy: 2013
Revised: 2013
Reviewed: 2022

Clinical Attendance NMU Radiography Program Policy # 5010

Clinical practice is regarded as an obligation as well as a privilege, and all students are expected to attend regularly and punctually. Failure to do so may jeopardize a student's scholastic standing. Clinical attendance is required for a student to meet the objectives of the course and to meet the required hours of clinical participation. Students will be required to make up the missed day(s) before the end of the current semester. If students fail to do so, an Incomplete will be recorded for the final clinical grade if the remaining time does not exceed the university's allotted time for receiving an incomplete grade. If extenuating circumstances occur (surgery, car accident, etc.), the Clinical Coordinator will make arrangements on an individual basis. *In the event that a physician imposes extended physical



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Marquette, MI 49855-5301
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restrictions, see the Program Director and/or Clinical Coordinator immediately. This includes any and all absences.

Tardies: Students are expected to arrive at the clinical education site on time. A student is counted as tardy after their assigned time. Students who are repeatedly tardy are subject to disciplinary action and must schedule a counseling session with the Clinical Coordinator. If you are more than 15 minutes late, do not clock in unless circumstances happen beyond your control and you receive approval from the Clinical Coordinator. **Absentee Reporting** If a student is to miss a day of clinic, they must notify the appropriate person and the clinical site of the absence prior to the scheduled time. In the email you must include your name, assigned clinical site, date of absence, and assigned rotation time. You must notify faculty and clinical site prior to your scheduled time.

Leaving Early: Students are expected to adhere to their clinical rotation time as scheduled at each facility. A student can only leave early, without penalty, if a NMU recognized clinical preceptor approves the student to leave due to site specific issues. The student is required to indicate the NMU faculty who approved them to leave early and the reason why in Trajecsyst using the time exception notification form which is completed simultaneously when clocking out as to record real time notification.

Bereavement Leave: Students may be given time off without loss of clinical time when attending the funeral or burial rites of a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grandparent, step-grandparent, or grandchild. Time off shall not exceed three days. Additionally, students must provide documentation.

Clocking In/Out Students must clock in and out at all clinical rotations. Students who do not clock in / out will be considered absent. Students should clock in upon immediate arrival at the clinical site and clock out at the end of the clinical shift. Any inaccurate recording of a students' time is considered falsification of records and will result in disciplinary action. Clinical attendance will be completed through the Trajecsyst Reporting system. Students are required to log-in to the system and clock in/out. The system will permanently record students' times at Clinical Education sites (verified by IP Address), and these times will be used to document attendance. Time records must be approved by the Clinical Coordinator. Students must clock in before the assigned time for arriving at clinic, and clock out at or after the assigned time for leaving clinic. Arriving to clinic at the last minute to find that a computer is unavailable due to another person using it does not constitute "internet unavailability." Any student found guilty of clocking in or out for another student (or having anyone else do so) will be referred to the proper University Authorities for sanctions as stated for Academic Cheating and Plagiarism in the current NMU Student Handbook. Clocking in/out from an unauthorized site (by cell phone, home, etc.; recognized by IP address), will constitute deliberate falsification of records, resulting in severe disciplinary action. **Back-Up System for Clocking In/Out** In the case of internet unavailability, students can use their smartphone to clock in or out as long as the student is physically onsite at their scheduled clinic education setting. The student must turn on the "Location" feature setting on their smartphone to demonstrate the actual location on Trajecsyst system maps. This exception should be very few in number. Repeated clocking in on personal cell phones will be flagged and considered misuse of this policy. If the Trajecsyst system is down altogether, the student may call or email the Clinical Coordinator and leave a



message. Each student must say his/her first and last name, and the clinical site at which the student is present.

Policy: 2013
Revised: 2022
Reviewed: 2022

ABSENCE FROM CLINICAL EDUCATION NMU Radiography Program Policy # 5011

Any hours missed during the clinical practicum must be made up. The following is a list of the clinical hours that should be logged by the student per semester.

Semester	Minimum Hours/Days	Calculation	Exceptions
Semester 1	130 hrs	Orientation: 40 hrs Clinic: 9 wks X 10 hrs = 90 hrs	No clinicals finals week (only make-up time)
Semester 2	140 hrs minimum Minimum 14 days	14 weeks X 10 hrs = 140 hrs	No clinicals spring break (only make-up time) No clinicals finals week (only make-up time)
Semester 3	540 hrs minimum Minimum 54 days	12 weeks X 40hrs week = 480 hrs 2 weeks X minimum of 30 hrs week = 60 hrs (4th and Memorial Day)	No clinicals 4th of July No clinicals Memorial Day
Semester 4	410 hours minimum Minimum 41 days	13 weeks X minimum 30 hrs week = 390 hours 1 week X minimum 20 hrs = 20 hours (Labor Day)	No clinicals Labor Day No clinicals Thanksgiving break (only make-up time) No clinicals finals week (only make-up time)
Semester 5	380 hours minimum Minimum 38 days	12 weeks X minimum 30 hrs week = 360 hours 1 week X minimum 20 hrs = 20 hours (MLK) 1 week X minimum 0 hrs = 0 hrs. (Kettering) = 0 hrs Two days of Kettering one day of travel	No clinicals MLK day No clinicals spring break (only make-up time) No clinicals finals week (only make-up time) Kettering Review



Total	1600 hours minimum Many students will have more		
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Absence:

The student requiring absence from a clinical site will provide:

1. A written request prior to the date. A student will notify the program faculty and clinical site of their absence.
2. A telephone call or email to the Program faculty prior to the scheduled time. If faculty is unavailable, a voice message will be placed in the Program messaging system. TEXT MESSAGE IS NOT ACCEPTABLE. Email is preferred to document the absence.
3. A student is to inform faculty of an absence no later than thirty (30) minutes prior to the scheduled time of attendance.
4. A student is to inform the clinical site no later than thirty (30) minutes prior to scheduled time of attendance.

No call no show.

A no call no show is defined as a student not informing the clinical site and program faculty of absence. No call no show may result in deduction in grade and or removal from the program.

Tardiness:

Late is defined as one minute after the scheduled beginning time, whether it is the beginning of a rotation shift or the resuming of the shift after a break such as lunch.

Tardy one per semester

- Verbal Warning - Documentation of verbal corrective action, filed in student's record
 - Demerit deduction from clinical portfolio

Tardy two per semester

- Written Warning – Documentation of written corrective action, filed in student's record
 - Demerit deduction from clinical portfolio

Tardy Three per semester

- Final Written Warning – Documentation of final written corrective action, filed in student's record
 - Last chance agreement regarding sustained performance or conduct
 - Demerit deduction from clinical portfolio

Policy: 2013
Revised: 2022
Reviewed: 2022



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Marquette, MI 49855-5301
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Absence and Clinical Grading: NMU Radiography Program Policy # 5012

A student that has not completed the hours of that semester will receive an “Incomplete” grade until those hours are made up.

Policy: 2013
Revised: 2013
Reviewed: 2022

Emergency Closing: NMU Radiography Program Policy # 5013

An emergency closing of Northern Michigan University will be announced to the student by email alerts and faculty directions. Emergent closing of NMU will not affect a student in the clinical practicum.

Policy: 2013
Revised: 2013
Reviewed: 2022

Hazardous Weather Conditions - Snow Days: NMU Radiography Program Policy # 5014

There may be instances of inclement weather, which would require the closing of NMU. Because of the distances to some of our affiliate clinical sites there may be a marked difference in weather, thus closures at affiliate sites will be at the discretion of the clinical instructor at that site. Hours will have to be made up, if a student does not go to clinical.

Policy: 2013
Revised: 2013
Reviewed: 2022

Leave of Absences: NMU Radiography Program Policy # 5015

A student may request a leave of absence for the following:

Bereavement:

Bereavement time for immediate family is considered an excused absence for a period of three (3) days with no effect on the clinical grade or use of make-up time. Immediate family would include: spouse, children, parents, siblings, grandparents, in-laws, step-parents, or step or half siblings. Documentation must be provided.

Jury Duty:



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1401 Presque Isle Avenue
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Time served as a juror is considered an excused absence with no effect to the clinical grade or use of make-up time. Documentation must be provided.

Military Training Leave:

A student who is a member of a Federal or State Reserve Military Organization may attend annual training sessions and will be allowed a leave of absence. Such leave will be made up at the end of program completion. The student must provide verification of dates of military duty to enact this policy. Military leave will not affect a student's clinical grade.

All leave of absence must be requested by the completion of a Leave of Absence form. All forms of leave of absence except bereavement must be submitted 1 month prior to leave.

Policy: 2013
Revised: 2013
Reviewed: 2022

Free Time: NMU Radiography Program Policy # 5016

Occasionally, free time presents itself during the clinical practicum. It is the student's responsibility to seek out additional educational opportunities in order to further strengthen his/her skills as a radiographer and make free time a learning experience. Non-productive time will not be tolerated and will be evaluated in the clinical portfolio.

Policy: 2013
Revised: 2013
Reviewed: 2022

Travel: NMU Radiography Program Policy # 5017

Traveling is a necessary and reasonable expectation when completing clinical practicum experience in a rural area. All students must have an operational vehicle. Students during the clinical practicum for semesters one and two will go to other sites and must have reliable transportation.

A clinical practicum may be assigned to a student at an affiliated clinical site for semesters three through five. Affiliate assignments will be completed as a 3-semester assignment unless supplemental rotations are necessary at UP HEALTH SYSTEM- MARQUETTE. Student affiliation preference forms are completed per the clinical portfolio policy. (Refer to Student Clinical Practicum Portfolio).

Travel time is not considered attendance.

Policy: 2013
Revised: 2022
Reviewed: 2022

Relief Breaks: NMU Radiography Program Policy # 5018

All relief breaks are to be taken at the discretion of the student's clinical practicum schedule, patient and procedure scheduling, direction of supervising diagnostic imager, or Diagnostic Imaging supervisor.



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Breaks: Students who are present for an eight-hour day are urged to take two 15-minute breaks, one during the first four hours of their clinical practicum, and the other in the second four hours. Relief breaks cannot be used to shorten a student's regular clinical practicum attendance.

Lunch: Lunch break is usually taken depending upon the clinical rotation schedule. Lunch breaks cannot be used to shorten a student's clinical practicum attendance.

CLINICAL Breaks Students enrolled in Clinical Education courses will be permitted to leave their assigned areas for breaks and/or lunch at the discretion of the Clinical Preceptor or Supervising Technologist. Breaks and lunches are to be taken onsite in appropriate designated areas. Fifteen minute breaks can be allowed when the workflow permits, but these breaks are not guaranteed. In no instance are students entitled to breaks. Students are allowed 30 minutes for lunch and dinner, unless otherwise stated by the clinical preceptor. Lunch is typically taken at the midpoint of the assigned clinical time. Students cannot skip lunch and take their lunch break at the end of their scheduled time thus leaving early. Students are not allowed to leave the clinical education setting for lunch, unless this is the practice of the site (example: clinics). Disciplinary action will follow if students do not adhere to this policy.

Policy: 2013
Revised:2022
Reviewed: 2022

COMPETENCY NMU Radiography Program Policy # 5019

A student is eligible to complete a radiographic procedure under direct supervision and evaluation by qualified personnel for proficiency after completion of corresponding didactic and lab instruction. A student will simulate all competencies in Radiographic Procedures labs. A student must complete at least the minimum requirements in mandatory and elective competencies to complete the program (Listed in the Clinical Practicum Portfolio).

To complete mastery and to demonstrate clinical competency, a student must do so under the direct supervision of a radiographer.

The following are the parameters of direct supervision:

1. A radiographer reviews the requisition for examination in relation to the student's achievement to date.
2. A radiographer evaluates the condition of the patient in relation to the student's achievements.
3. A radiographer must be physically present during the completion of the clinical competency procedure.
4. The radiographer and/or Quality Control supervisor reviews and approves the diagnostic images.

The steps for a clinical competency mastery of a procedure are as follows:

1. A student will have completed didactic instruction/simulation of procedure in Radiographic Procedures.



2. A student will have completed observation and participation of the procedure through clinical rotations.
3. A student will complete the procedure under direct supervision of a radiographer with the understanding of the radiographer that this is a clinical competency examination.
4. Clinical Competency of a procedure will be granted when a student's performance of an actual exam demonstrates proficiency with a minimum of 83% accuracy on the Clinical Competency.
5. All student Clinical Competencies will be recorded and are available for review by electronic data management.

Procedure competencies are not required in all imaging areas; therefore, a student must refer to the competency list.

All students will be under indirect supervision at all times in the clinical practicum. Qualified personnel shall be immediately available to assist students within the appropriate level of their achievement.

Policy: 2013
Revised: 2013
Reviewed: 2022

Developing Clinical Proficiency NMU Radiography Program Policy # 5020

Clinical skills can be developed by following a systematic step by step approach. The following sequence of steps will generally produce outstanding technologists:

1. Academic Preparation: You complete this step by studying radiographic physics, radiographic principles and techniques, anatomy and physiology, radiographic positioning, etc., in your didactic coursework.
2. Observation: Your initial activities in the hospital will consist primarily of observing registered technologists at work.
3. Assisting Registered Radiologic Technologist: Once you feel comfortable in the radiographic exposure room, you will be given an opportunity to assist the radiologic technologist in performing radiographic procedures.
4. Performance Evaluation: As you develop confidence and proficiency, you will be given the opportunity to complete entire examinations under the direct supervision of a registered radiologic technologist. The technologist will observe and assist you and step in whenever the need arises.
5. Competency Evaluation: When you feel certain that you are able to do a particular examination by yourself, ask the Clinical Preceptor to do a competency evaluation when the next patient for that examination arrives. Your performance will be documented on a Clinical Competency form. Students should give the competency form to the CP prior to starting the



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exam. If competency is achieved, it will be counted toward the requirement for that semester. If competency is not achieved, the competency must be repeated until competency has been achieved. All competencies may be reevaluated by the Clinical Coordinator or faculty for quality and completeness.

Competency forms are located in Trajecsys.

Policy: 2013
Revised: 2013
Reviewed: 2022

Venipuncture NMU Radiography Program Policy # 5021

Venipuncture is a procedure commonly performed at the Clinical Education Setting. Students enrolled in Clinical Radiography courses are permitted, under supervision*, to perform venipuncture and/or injections on patients. This practice is required as a clinical patient care competency checklist. Students will be required to obtain five competencies in venipuncture. The venipuncture competency forms are located in trajecsys. Students are given the theory of venipuncture in lecture and the opportunity to practice venipuncture on patient simulators in a controlled lab situation. Students are not allowed to perform the competency until after the theory and practice sessions have been completed. If the student is not performing the venipuncture, they should assist by setting up for the procedure and handling supplies to the qualified individual performing the injection.

*Supervision of students must be by an ARRT registered radiographer, a licensed RN, or licensed MD or DO. The supervisor must be present in the room during the procedure.

Policy: 2013
Revised: 2013
Reviewed: 2022

Clinical Supervision NMU Radiography Program Policy # 5022

During the professional curriculum, the students are under supervision of an ARRT registered technologist. Once a student has successfully performed a specific competency evaluation, the student is under indirect supervision of a radiographer.

Direct Supervision

1. Must occur for students before documented competency of any procedures.
2. The clinical preceptor or radiologic technologist will:
 - A. Review the patient's requisition in relation to the student's achievement.
 - B. Evaluate the condition of the patient in relation to the student's knowledge.
 - C. Be present during the examination.
 - D. Review and approve the radiographs.

Indirect Supervision

1. Must occur for students after documentation of competency for any given procedure.
2. The clinical instructor or radiologic technologist will: Review, evaluate, and approve the procedure as indicated above and is immediately available to assist students regardless of student achievement. The technologist is responsible for reviewing and approving images and releasing images to PACS.

Repeat Image Policy

When repeat exposures are necessary, a radiographer **must** be present in the examination room. No student will repeat an image unless a Clinical Preceptor or a licensed staff technologist is present in the radiographic room. This also applies to mobile examinations.

Failure to comply will result in:

- A written warning and a loss of 10% from Clinical Competency category of the clinical grade for the first offense.
- Dismissal from the program for the second offense.

It is the student's responsibility to ensure the proper clinical supervision prevails before performing a specific exam. To document that a radiographer was present during the repeat exposure, the student should report all repeated exams in the Trajecsyst system along with the technologist who directly supervised the repeats. The self-reported repeat records will be checked by the NMU faculty as they visit the clinic sites and verify supervision of repeats with reported technologists.

Students will be subject to dismissal from the program if this policy is not strictly followed.

Policy: 2013
Revised: 2013
Reviewed: 2022

DRESS CODE NMU Radiography Program Policy # 5023

It is a patient's right to be treated with dignity and care by clean individuals. Appearance as a healthcare provider is your first introduction to a patient and fellow worker. Your professional presentation to a patient will demonstrate cleanliness, dedication to their best care, and confidence. Although dress code policies may vary slightly for clinical site employees, a student will follow Program appearance policies at all times.

The student uniform is to be worn by all students in the Radiography program while in attendance at the Clinical Education Settings. When the assigned area requires something other than the student uniform, the student must arrive and leave the clinical education setting in the student uniform. Anytime the student uniform is required, the student must wear the entire student uniform. For example, students cannot wear the uniform to the clinical education setting and then change shoes prior to attending class on the same day. The student is expected to be neat and conservative in appearance at all times. Radical departures from conventional dress or personal grooming may be cause for disciplinary action.

An official radiography student uniform includes:

- An approved uniform, socks, and shoes
- Current radiation monitors
- ID name badge
- (R)(L) Markers
- Notebook (Pocket size)
- Student pager (Optional)

Dress code	
Hair	Fingernails/Fragrances/Makeup
1. Neat and clean at all times 2. Style and color appropriate at all times 3. Long (length past the nap of the neck) hair will be tied back at all times 4. Facial hair will be neat and trimmed 5. Hair accessories must be colored coordinated to scrub uniform and must not be excessive in size and bling.	1. Will be cut short 2. Only clear nail polish is acceptable 3. Artificial nails will not be worn 4. Underarm deodorant may be used but no colognes, perfumes, scented lotions or aftershave lotions are allowed. Strong fragrances may be offensive to ill patients. Body odor is offensive to everyone. 5. Any other odors (cigarette smoke, body odor) viewed as offensive or unprofessional will be viewed as out of uniform 6. Makeup must be conservative
Top	Pants/Undergarments



<p>Uniform top in the designated color. The tops must be long enough such that when the arms are raised or one bends over, no skin is visible below the top Clean, neat, and pressed No rips, tears, or holes A white crew-neck or turtleneck is to be worn under the uniform top. T-shirts must be tucked in. NMU RAD Program patch will be worn on the left shoulder Clinical site name badge will be worn on the left chest</p>	<p>Uniform pants in the designated color Clean, neat, and pressed No rips, tears, or holes Pants will not drag on the ground or be rolled up Undergarments must be appropriate in style and color Undergarments will not show through uniform</p>
Socks/Shoes	Cover Coat
<p>Only clean standard white, navy, black or gray duty or athletic shoes may be worn. 25 % of the shoe may have color. Fully enclosed toe and heel Slip resistant sole Shoe laces must be clean, laced to the top, and tied Socks worn must be white and above the ankle</p>	<p>Cover coats in designated color If cover coat is worn program patch and name badge must be worn as outlined under tops</p>
Accessories	Jewelry/Tattoos
<p>Identification Badge A current radiation monitor will be worn at the level of the collar. R and L markers A pocket notebook Student pager (operating room and mobile clinical rotations) Gum chewing is not allowed at the clinical site during clinical practice</p>	<p>Plain wedding band and post type earrings are the only acceptable jewelry A watch Piercing of the ears is the only acceptable visible piercing- Limit 1 piercing One in each ear . All tattoos must be covered</p>
<p>The Faculty of Northern Michigan University Radiography Program reserves the right to judge any issue of appearance not specifically addressed above as inappropriate for clinical education. Program faculty reserves the right to request a student to leave the clinical setting if the student is not in</p>	

compliance with dress code requirements. This time will be deducted from the student's clinical portfolio grade as a demerit.

An official uniform does not include personal items such as: a cell phone, e-reader, MP3 or iPod, I touch, books, book bags, or laptops. Any information sent on the hospital's Wi-Fi system is considered property of the hospital. Even sending personal information on your lunch using the hospital Wi-Fi. Anything sent on the hospital Wi-Fi is property of the hospital.

Mandatory Clinical Supplies Policy NMU Radiography Program Policy # 5024

The following is a list of items the student is required to carry to clinic each day:

1. Photo Identification
2. Lead Markers (2 sets)
3. Pen
4. Technique Notebook Bontrager handbook
5. Clinical Competency List
6. Registration in Trajecsyst system

Clinical instructors will be checking for the presence of these items. If the student does not have these items at the time of the clinical instructor's inquiry, the student will be subject to disciplinary actions.

Policy: 2013
Revised: 2022
Reviewed: 2022

Trajecsyst Reporting System



Students are required to utilize the Trajecsyst Reporting System. Students will be required to pay the full registration fee prior to starting Clinical Rotations (date specified by Clinical Coordinator). The fee includes system access for the length of the professional program.

Throughout the clinical requirements of this handbook, specific mention of the Trajecsyst Reporting System can be found. Students will utilize this system to:

1. Access the system daily for clinical announcements / updates, clinical documents, etc.
2. Clock In/Out from clinic to include time exception notification form if needed
3. Enter Daily Log Sheets of all work/exams done in the clinical setting
4. Report all repeated exams per day and technologist who directly supervised repeated exam



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Marquette, MI 49855-5301
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5. View competency attempts and view graded competencies once validated by NMU faculty

The Trajecsyst Reporting System website can be found at <https://www.trajecsyst.com/>. The program log-in page can be found at <https://www.trajecsyst.com/programs/login.aspx>.

Using Trajecsyst

All users must first register in the system by selecting the “Registration” link on either of the web pages above and completing the required information. Once this has been entered, the Clinical Coordinator will add each Registrant to the system. Following this step, complete access will be granted. Orientation for this system will be completed prior to attending clinic during the first semester.

Students must complete payment following registration before the first day of clinicals; if payment is not completed, access to the system will be denied and the student will not be allowed to attend the clinical assignment.

Clocking In/Out

Clinical attendance will be completed through the Trajecsyst Reporting system. Students are required to log-in to the system and clock in/out. The system will permanently record students times at Clinical Education sites (verified by CES IP Address), and these times will be used to document attendance. All time records must be approved by the Clinical Coordinator.

Students must clock in before the assigned time for arriving at clinic, and clock out at or after the assigned time for leaving clinic. Arriving to clinic at the last minute to find that a computer is unavailable due to another person using it does not constitute “internet unavailability”.

Any student found guilty of clocking in or out for another student (or having anyone else do so) will be referred to the proper University Authorities for sanctions as stated for Academic Cheating and Plagiarism in the current Student Handbook. Clocking in/out from an unauthorized site (by cell phone, home, etc.; recognized by IP address), will constitute deliberate falsification of records, resulting in severe disciplinary action.

Back-Up System for Clocking In/Out

In the case of internet unavailability, students can use their smartphone to clock in or out as long as the student is physically onsite at their scheduled clinic education setting. The student must turn on the “Location” feature setting on their smartphone to demonstrate the actual location on trajecsyst system maps. This exception should be very few in number. Repeated clocking in on personal cell phones will be flagged and considered misuse of this policy. If the Trajecsyst system is down altogether, the student may call or email the Clinical Coordinator and leave a message. Each student must say his/her first and last name, and the clinical site at which the student is present.



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Marquette, MI 49855-5301
906-227-2885 | FAX: 906-227-1309
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Daily Log Sheets

Students are required to enter all exams performed at clinic in the Daily Log Sheet section of Trajecsys. Students are encouraged to maintain an unofficial log sheet, preferably the daily log sheet form, so that entries can be made at a later time. Students are advised to complete this immediately following clinic outside of the CES. When completing these log sheets, students are also required to enter supervising technologist for repeats. Instances of entering false data will be considered falsification of records, resulting in disciplinary action, including possible dismissal from the professional program.

Policy: 2022
Revised:2022
Reviewed: 2022

Clinical Documentation NMU Radiography Program Policy # 5025

The following electronic actions should be completed in Trajecsys within one week after each clinical assignment:

1. Student affective Performance Evaluation (completed by the technologist)
2. Daily Procedure and Repeat Exposure Log
3. Daily Attendance log for clocking in and out
4. Patient/Repeat Exposure Log

The student is to maintain a log of exams performed daily in Trajecsys and indicate whether the exam was observed, assisted, or performed. The student is required to report every repeated exam and the registered technologist who directly supervised the repeated exam while present in the examination room daily.

Policy: 2013
Revised:2022
Reviewed: 2022



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HEALTH SYSTEM INFORMATION NMU Radiography Program Policy # 5026

Confidentiality:

Information pertaining to a patient is legally and ethically considered as "privileged information." Patient information may come to a student directly or indirectly. Disclosure to other than appropriate health care professionals is in violation of this rule and may result in a student's dismissal. (A breach in patient confidentiality could also result in legal action being brought against a person as an individual by the patient or other interested parties).

Occasionally, the use of health information pertaining to a patient is needed to complete the requirements for a particular course (i.e. RAD 365 Radiographic Pathology). This information may be taken from the patient's records (i.e. medical records, radiographic films and reports, etc.); however, this information is to be de-identified prior to use, used strictly for the purpose of the course, and remain confidential outside of the clinical/classroom setting.

Absolutely no patient demographic and health information being used for educational purposes shall leave the healthcare setting. The classroom is not considered the healthcare setting. Students are directed to review the HIPAA document at

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>

A confidentiality agreement is signed and placed in the student's file.

Witnessing Documents: At no time shall a student act as a witness to the execution of a legal document. If a student is asked to witness a document, they are to refer the matter to a diagnostic imaging supervisor.

Policy: 2013
Revised: 2022
Reviewed: 2022

STUDENT ACCESS/USE OF COMPUTERS, INFORMATION SYSTEMS, AND NETWORKS

NMU Radiography Program Policy # 5027

Clinical Sites:

Only authorized users shall have access to health system computers, systems, and networks on a need to know basis for the purpose as necessary to complete their professional duties. A student will use computers, systems, and networks for educational and professional functions only. A student will access data only on a need to know basis or if granted access by an approval process. Only authorized software or hardware may be utilized on computer equipment.

Policy: 2013
Revised: 2013
Reviewed: 2022

Patient Confidential Information NMU Radiography Program Policy # 5028

All hospital and patient records are confidential in nature. Requests for information concerning a patient should be referred to the supervising technologist or the clinical preceptor. Students are expected to maintain confidentiality in a professional manner. In accordance with Health Insurance Portability and Accountability Act (HIPAA) of 1996, all patient information will be confidential. Students will maintain the privacy of protected health information by: limiting discussion of protected health information to private areas and conference rooms; not discussing health information outside the health care facility unless such discussion is with an appropriate faculty member and in private; not discussing protected health information with other students; refraining from copying any part of the medical record for use outside of the health care facility; refraining from putting any personal identifier on any paperwork associated with the Radiologic Sciences Program; client initials may be used as an identifier, however, no room number or health care facility name/unit. Students will be expected to adhere to the HIPAA policies at each clinical education setting. Any violation of these policies will result in disciplinary action.

Policy: 2013
Revised: 2013
Reviewed: 2022

Telephone Courtesy: NMU Radiography Program Policy # 5029

Business communication will be completed by providing your identity, the department's identity, asking how you may help the caller, and a smile.

Policy: 2013
Revised: 2013
Reviewed: 2022

Personal Communications: NMU Radiography Program Policy # 5030

Personal communication by cell phone, pager, electronic mail, or hospital communication systems is not tolerated during the clinical practicum. Emergency calls are acceptable. Cell phones are not permitted in clinical practicum for any reason. Any information sent on the hospital's Wi-Fi system is considered property of the hospital. Even sending personal information on your lunch using the hospital Wi-Fi.

- First offence Verbal Warning - Documentation of verbal corrective action, filed in student's record
 - Demerit deduction from clinical portfolio
- Second offence Written Warning – Documentation of written corrective action, filed in student's record



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Marquette, MI 49855-5301
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- Demerit deduction from clinical portfolio
- Third offence Final Written Warning – Documentation of final written corrective action, filed in student's record
 - Last chance agreement regarding sustained performance or conduct
 - Demerit deduction from clinical portfolio

Studying for classes while at clinical is allowed, but should be kept to a minimum and only during 'down time'. Clinical time should be focused on learning and performing exams. The clinical site reserves the right to determine where students can study and restrict or prohibit studying if it interferes with student clinical participation.

Policy: 2013
Revised: 2013
Reviewed: 2022

Telephones and Computers

Personal telephone calls are not allowed while in the CES. No one will make personal calls except on breaks, lunch, or dinner and then the call must be made from a phone other than the phone in the department.

Cellular telephones are prohibited in the clinical site. Students are not permitted to make or receive phone calls or text messages while in the classroom or clinical setting. This policy will be strictly enforced.

There is no reason for a student to access information contained within any of the networks or computers at any of the clinical education settings. Students are not allowed access to computers at any clinical sites, this includes the internet. Students "surfing" the internet are subject to dismissal from the program.

Computer access will only be allowed to clock in and out on-site or when access is required to complete the examination and the associated paperwork. **Any misuse of this access is in direct violation of this policy.** Failure to comply with any policy in the student handbook will result in disciplinary action, including, but not limited to, a loss of clinical personal time, probation, suspension, reduction in course grade, course failure, or dismissal from the program. Students are also expected to be aware of and follow the policies and procedures of the clinical education setting. Each infraction will be discussed on a case by case basis. See policy 205: Professional Behavior and Conduct.

Policy: 2013
Revised: 2013
Reviewed: 2022



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Post-Processing Policy NMU Radiography Program Policy # 5031

Digital image manipulation by students following image processing should be limited, if not avoided. The following are examples of practices that are not allowed following the processing of an image.

- Under no circumstances should students manipulate the brightness or contrast of an image.
- The act of “post-collimation”, which is collimating or cropping an area of the image after processing to give the appearance of collimation during the exposure, is an unethical and intolerable practice.
- Images are not to be re-centered to give the appearance of correct longitudinal and/or transverse centering.
- Parts of an image must not be cropped, then copied/pasted into another location.
 1. Markers cannot be “cut” from an image and moved to another location.
 2. Anatomy cannot be “cut” from an image and saved as another projection.
- Images may not be deleted without approval from the supervising technologist. These practices are unethical and violate the ARRT’s Code of Ethics.

Policy: 2022
Revised:2022
Reviewed 2022



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Fluoroscopy Guided Positioning NMU Radiography Program Policy # 5032

Northern Michigan University students will not use fluoroscopy for the purpose for “checking the positioning” of a patient for any clinical radiography course. Not only is this a radiation safety issue and does not abide by the ALARA principle, but it is also an ethical violation as noted in the position statement of the American Society of Radiologic Technologists. Northern Michigan University students may perform selected fluoroscopic procedures in keeping with the policy of the Clinical Education Setting if the student has previously demonstrated competency in the procedure and/or is under the direct supervision of the Clinical Instructor or Supervising Technologist or Physician.

The American Society of Radiologic Technologists (ASRT) adopted the following position statement at the National Conference in June 2006:

Resolution 06-3.14 - ASRT Position Statement on Fluoroscoping for Positioning

Resolved, The ASRT adopted the position statement "The American Society of Radiologic Technologists (ASRT) recognizes that the routine use of fluoroscopy to ensure proper positioning for radiography prior to making an exposure is an unethical practice that increases patient dose unnecessarily and should never be used in place of appropriate skills required of the competent radiologic technologist."

Any violation of the above policy will result in disciplinary action, which may include dismissal from the program.

Policy: 2022
Revised: 2022
Reviewed 2022

INCIDENT REPORTS NMU Radiography Program Policy # 5033

In the event of an injury to a person other than the student after informing the Diagnostic Imaging Manager, all individuals involved must complete an Incident Report. The Incident Report form is obtained in the Imaging Department, completed, and sent to the clinical sites appropriate department.

All accidents or unusual occurrences in the clinical setting must be reported in writing to the Clinical Coordinator. Whether these accidents involve the student, patient, or any other person, ALL INCIDENTS MUST BE DOCUMENTED. Students involved in the incident will be held responsible for notifying the clinical instructor or chief technologist at the site. The clinical preceptor at the clinical site needs to complete an incident report and file it according to their policy and forward a copy to the clinical coordinator.

Policy: 2013
Revised: 2013
Reviewed: 2022

SECTION SIX: RADIATION PROTECTION

All students complete a radiation protection introduction during orientation and RAD 261 Principles of Radiation Biology and Protection in the first year first semester of the program.

Radiation Dosimetry Monitoring NMU Radiography Program Policy # 6001

Radiation safety is an individual attitude and reflects each student's motivation toward protecting himself /herself. Students will be expected to practice proper radiation safety procedures at all times when present in clinical assignments and in laboratory activities. The radiation monitoring reports will be made available to the student within 30 school days of returning the dosimeter.

Students will always wear a dosimeter while attending clinical assignments and energized laboratory sessions; the student is not allowed to attend either without their dosimeter. If a student arrives without the dosimeter, the student will be sent home to retrieve the dosimeter. The dosimeter is the responsibility of the student. If a student loses a dosimeter, the student must contact the Program Director immediately for a replacement badge before returning to clinical. There is a form on trajecsys.

Declared pregnant students will have collar and fetal dosimeters assigned for more thorough monitoring. All radiation monitoring records are kept on file in the Program directors office.

All students will be expected to:

1. Wear a dosimeter attached to the collar when in clinic or the energized laboratory.
2. Prevent dosimeter from exposure to moisture, washing machines, dryers, microwave ovens, and color televisions.
3. Prevent dosimeter from receiving excessive exposure from radiation when not worn.
4. Exchange dosimeter by the fifth day of every month.
5. Students who arrive at their clinical education classes without their dosimeter will be asked to return home to get their dosimeter.
6. In the event a dosimeter is lost or destroyed, it is the student's responsibility to inform the RSO immediately so that a replacement dosimeter can be obtained.
7. If an excessive reading is obtained (a reading higher than the monthly limit), the RSO will discuss the excessive reading with the student.
8. Refrain from holding patients during radiographic procedures.
9. Refrain from holding Image Receptor (IR) during radiographic procedures.

Policy: 2013
Revised:2022
Reviewed: 2022

GENERAL RADIATION SAFETY PRACTICES NMU Radiography Program Policy # 6002

1. Students will follow the Cardinal Principles of radiation protection: Time, Distance, and Shielding.
2. Students shall wear their radiation monitors in the clinical practicum and comply with the radiation monitoring rules and procedures established by the Michigan Department of Public Health and the NCR Standards for Protection against Radiation.
3. Students will be in the lead lined control area when making an exposure.
4. The x-ray tube is not positioned in such a way as to direct the central ray toward the control area.
5. No one is to be occupying the procedure room during the time of non-fluoroscopic exposure except the patient.
6. All doors must be closed in each radiographic room for all procedures.
7. When assisting for fluoroscopic procedures, the student must wear a lead apron and should remain at least two feet away from the table during fluoroscopy. Additional radiation protection devices such as thyroid shields, leaded gloves, glasses, and portable lead shields are available and should be utilized whenever applicable.
8. During an exposure, the student will not place themselves in direct line with the Central Ray, even though they are wearing a lead apron.
9. When performing mobile examinations, the student must stand at least six feet from the x-ray tube and wear a lead apron when the exposure is being made. If the student is not making the exposure they must leave the room.
10. When performing mobile examinations, the mobile unit is positioned in such a way that it is between the patient and the student. The central ray must be pointed away from the student.
11. Students will not perform radiographic exposures on any person that has not been ordered by a physician. A student will not irradiate themselves or a fellow student as a test, joke, or for medical reasons without a medical requisition.

Failure to follow radiation protection principles for the patient, staff, and self will warrant a student review of practices in their clinical practicum with possible disciplinary actions.

Students must understand basic safety practices prior to assignment to clinical settings. As students progress in the program, they must become increasingly proficient in the application of radiation safety practices.

- Students must not hold image receptors during any radiographic procedure.
- Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.
- Programs must develop policies regarding safe and appropriate use of energized laboratories by students. Students' utilization of energized laboratories must be under the supervision of a qualified radiographer who is available should students need assistance. If a qualified radiographer is not readily available to provide supervision, the radiation exposure mechanism must be disabled.

Policy: 2013

Revised: 2022

Reviewed: 2022



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1401 Presque Isle Avenue
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906-227-2885 | FAX: 906-227-1309
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Patient Radiation Safety: NMU Radiography Program Policy # 6003

1. Students will perform radiologic examinations only when a written order for radiologic services that includes: the patient name, ordering physician, examination to be performed, and indications are provided. Any question about the order should be directed to a qualified healthcare professional.
2. Female patients of childbearing age are to be questioned for possible pregnancy.
3. The radiation field is to be limited to include the anatomical part being radiographed and should never exceed the image receptor size.
4. Exposure factors used must produce the minimum amount of radiation necessary to obtain a diagnostic image.
5. All repeated images will be performed under the direct supervision of a qualified imager.
6. Patient shielding shall be conducted during all radiographic procedures with the exception of those procedures where shielding would interfere with the area of interest.

Policy: 2013
Revised: 2013
Reviewed: 2022

RADIATION MONITORS NMU Radiography Program Policy # 6004

Radiation monitors register the amount of radiation exposure received by a student on a bimonthly basis.

Each student shall be provided one radiation monitor that will be properly worn in the clinical practicum at all times. Monitors are worn on the uniform collar outside of the apron.

A student is responsible for the care and handling of their radiation monitors. At the end of each day a student's monitors must remain at their clinical site. If a student damages or loses a monitor, Program faculty and the Radiation Safety Officer must be notified immediately. In the event of monitor loss, the student may not attend clinical education until a replacement monitor has been issued.

A student is responsible for exchanging radiation monitors each month/quarter. Exchange will occur on a designated day.

Please note: NMU Radiography students are charged a "Radiography Clinic Fee" of \$50 per clinic course to cover the radiation monitor cost.

Policy: 2013
Revised: 2022
Reviewed: 2022



Radiation Safety in Energized Laboratory Setting NMU Radiography Program Policy # 6005

Students will **always** wear a dosimeter while attending energized laboratory sessions. Student utilization of energized laboratories must be under the **direct** supervision of a qualified radiographer who is readily available. At no time are students allowed to be in the energized laboratory without a faculty member. A violation of this policy will result in disciplinary action.

Policy: 2022

Revised:2022

Reviewed:2022

Radiation Exposure Reports: NMU Radiography Policy # 6006

The program faculty will complete an evaluation of a student's bi-monthly occupational exposure. Bimonthly monitor report will be available for the student's review. If an overexposure occurs please complete Addendum one, overexposure report.

At each semester evaluation and exit evaluation the student is given a report on their status.

Student Radiation Exposure Limits:

In accordance with NCRP Report #116:

- Student dose limits for students under the age of 18:
- 100 mrem (1mSv) Whole Body Exposure Annually
- 1500 mrem (15 mSv) Lens of the Eyes
- 5000 mrem (50 mSv) Skin, Hands, and Feet

Student dose limits for students over the age of 18:

- 5 rem (5000 mrem, 50 mSv) Whole Body Exposure Annually
- 15 rem (15,000 mrem, 150 mSv) Lens of the Eyes
- 50 rem (50,000 mrem, 500 mSv) Skin, Hands, and Feet

A student report exceeding 20 mrem for a single month will be advised.

Carelessness in radiation protection is not tolerated. Repeated offenses will result in removal from clinical education.

Patient Holding for Radiographic Procedures:

Under no circumstances should a radiography student hold a patient during a radiographic exposure.

Normal patient contact during a fluoroscopic procedure does not constitute patient holding.

Policy: 2013

Revised:2022

Reviewed 2022

MRI Safety Policy: NMU Radiography Program Policy # 6007

The MRI system has a very strong magnetic field that may be hazardous to individuals entering the MRI environment if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects.

To assure the Radiology Technology students potentially entering the MRI environment are safe, an appropriate "MRI Safety" training will be required. This assures that all students are appropriately screened for magnetic wave or radiofrequency hazards. Each student will answer an MRI Screening Questionnaire. Questionnaire can be found on Trajecsys.

In addition, the students will be directly supervised at all times by the MRI technologist during their rotation in the MRI suites.

The MR system has a very strong magnetic field that may be hazardous to individuals entering the MR environment or MR system room if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. Therefore, all individuals are required to fill out this form BEFORE entering the MR environment or MR system room. Be advised, the MR system magnet is ALWAYS on.

Policies should reflect that students are mandated to notify the program should their status change.

Policy: 2022
Revised:2022
Reviewed: 2022

PREGNANCY NMU Radiography Program Policy # 6008

Prospective students are advised that due to the increased radiosensitivity of the human fetus, a pregnancy policy has been established to reduce the potential risk of overexposure to the unborn child.

Pregnancy notification is strictly voluntary. In the event of pregnancy, a student radiographer has the right to declare, not declare, or un-declare her pregnancy.

Upon written declaration (form is on Trajecsys) of pregnancy she may choose from the following options:

1. Withdraw from the program in good standing, which will allow the student to re-apply for future admission.
2. Continuation of the program with no rotations through fluoroscopy including IR/Cardiac Cath, Mobiles, Surgery, and Nuclear Medicine. Depending on competency completion, the student may or may not graduate at the originally scheduled cohort date.
3. Continuation in the program with no schedule modifications under the following circumstances:
 - a. The student will immediately obtain and provide a physician's written approval stating that the student may complete all clinical rotations.



- b. The student will meet with the Program Director to review the student's radiation monitor reports and receive a fetal monitoring badge.
 - c. Close radiation monitoring will be followed according to the radiation protection practices set forth in the National Council on Radiation Protection Report # 116 titled, Recommendations on Limits for Exposure to Ionizing Radiation. "The NCRP recommends a total dose equivalent limit (excluding medical exposure) of 5 mSv (500 mRem) for the embryo-fetus. Once a pregnancy becomes known, exposure of the embryo-fetus shall be no greater than 0.5 mSv. (50 mRem) in any month (excluding medical exposure)."
 - d. If during any month the pregnant student exceeds 50 mRems to her collar monitor, the faculty will document. The student is then counseled on her radiation protection practices. If in the following months, the dose does not exceed 50 mRems no further action will be taken.
 - e. If in the remaining months, a monitor report is over 50 mRems for the second time, a counseling session will be immediately conducted with the student, the Program Director.. An action plan will be implemented.
4. A student may submit written withdrawal of her declaration of pregnancy

If the student elects to remain in the program, they are expected to maintain satisfactory didactic and clinical progress.

:

Policy: 2013
Revised:2013
Reviewed: 2022



**Addendum Number One
Overexposure Report**

Student Name: _____

Monitoring Period _____

Clinical Site: _____

Exposure Reading: _____

Northern Michigan University has set the ALARA limits for the program at 10% of the annual allowable dose for professional radiation workers. Limits for NMU students are:

- 500 mrem DDE (Whole Body);
- 1500 mrem LDE (lens of the eye);
- 5000 mrem SDE (skin/extremity) per quarter.

1. Where did you store your monitor when not wearing it? _____
2. Were you accidentally exposed to ionizing radiation? _____
3. Has your monitor been misplaced during this monitoring period? _____
4. Have you held a patient during any procedure? _____
5. What clinical site and fluoroscopy room # Were you in during this period? _____
6. How many fluoroscopic exams did you participate in during this period? _____
7. Where did you typically stand during fluoroscopy? _____
8. Did you wear an apron and thyroid collar during these exams? ____Y ____N
9. How many mobile exams did you participate in during this period? _____
10. Where did you typically stand during mobile exposures? _____
11. Did you wear an apron and thyroid collar during these exams? ____Y ____N
12. How many C-arm exams did you participate in during this period? _____
13. Where did you typically stand during exposures utilizing the C-arm? _____
14. Did you wear an apron and thyroid collar during these exams? ____Y ____N
15. What other factors may have contributed to the higher than acceptable dose?

Action plan discussed by the program officials and student to reduce the amount of exposure received by the student in the future: _____

Follow up date: _____ Student Signature _____

Date _____ Program Director Signature _____

Policy:

Revised:

Reviewed:



Addendum Two
Student Injury Exposure Continued Infectious Diseases

Each clinical facility is expected to practice Standard Precaution procedures in the care of patients with infectious diseases. The student medical imaging professional is educated in, and is expected to be knowledgeable in the practice of these precautions and care for these patients. Clinical grades are awarded according to student performance. Refusal to render care to any patient in a manner which follows the hospital guidelines may result in dismissal from the program. Procedure for Accidental Exposure to Blood or Body Fluid. All contaminated needle sticks or bloody body fluid splash to mucous membrane or open skin should be treated as if there is a potential risk of pathogen exposure.

1. If the student sustains a puncture wound:
 - A. Withdraw needle or other object immediately
 - B. Immediately wash hands/area of puncture wound using soap and water; follow application of povidone iodine and/or alcohol.
 - C. Do not encourage increased bleeding due to contamination and damage to the capillaries at the puncture site
 - D. Wipe away any blood.
2. If the student receives a spray or splash of body fluids:
 - A. To eyes, nose or mouth - irrigate with a large amount of water
 - B. To a break in the skin, follow procedure for puncture wound (#1 above)
3. The student will report the incident immediately to the site coordinator, to the agency clinical supervisor, and to the agency Infection Control Practitioner/Safety Office/Employee Health Services. The student must complete an exposure form according to the policy of the clinical agency.
4. The student will follow the clinical agency's procedures for reporting and follow-up of the exposure. Any required incident report should be completed before leaving the facility.
5. The student will seek a risk assessment and determination of recommended screening, treatment and/or follow up from the Infection Control Practitioner, or clinical supervisor.

Student Name: _____ Date: _____

Clinical Facility: _____

Description of Injury - Exposure:

Faculty Responsibilities: _____

Assist the student in completion of required reports and evaluation as required by the clinical agency policy. _____

Assist the student accessing risk assessment. _____



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1401 Presque Isle Avenue
Marquette, MI 49855-5301
906-227-2885 | FAX: 906-227-1309
cls@nmu.edu | nmu.edu/cls

Inform the student of his/her rights, responsibilities and required procedures. _____

Inform the student regarding resources for risk assessment, screening, and advice, referral for testing, treatment and counseling. _____

Assist the student to analyze the occurrence regarding implications, if any, for future practice.

Student Signature Date _____

Clinical Coordinator Signature Date _____

Program Director Signature Date _____

Upon completion, this form will be placed in the student's permanent program file.

Policy:
Revised:
Reviewed



POLICY COMPREHENSION FORM

Northern Michigan University Radiography Program provides students with educational/training materials to explain its policies. NMU requires all students to certify receipt of these materials. Refusal to sign this form upon receipt of the materials will be grounds for non-admittance.

By signing this receipt, you agree that you have received and read and are responsible to understand the Radiography Program policies and any training materials included with or referenced in this material. Any questions you have regarding the above materials or this certification form may be addressed to Program faculty.

CERTIFICATION OF RECEIPT

I certify that:

- I have received and reviewed a copy of Northern Michigan University Radiography Program's Student Policy Manual and Clinical Competency Portfolio.
- I have reviewed the ARRT Code of Ethics.
- I have had my questions satisfactorily answered and understand each policy and procedure fully. I agree to abide by these policies and procedures.
- I understand my attendance will require twenty-one months of instruction, the passing of all courses, and required clinical competencies to graduate from Northern Michigan University Radiography Program.
- I understand that I will also be responsible to abide by the policies and procedures of the clinical affiliate site during the completion of my clinical practicum education.
- I have received and reviewed a copy of the Drug and Alcohol Testing Policy for participation in the clinical practicum.
- I further understand and agree that I may be subject to disciplinary action up to and including discharge for violating the Drug and Alcohol Testing Policy.
- I understand that the Program reserves the right to change policies or objectives.

Student signature: _____ Date: _____

Program Director Signature: _____ Date: _____



Direct/Indirect Supervision Agreement

To assure patient safety and appropriate educational practices all students are under a qualified practitioner's supervision. Depending upon the student's level of education and competency, a student will be considered under direct or indirect supervision.

Direct Supervision:

Definition: Supervision of a student in the presence of a qualified practitioner 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 present during the procedure, and reviews and approves the procedure and image/s.

- A student must be under the direct supervision of a qualified practitioner until clinical competency is achieved.
- A student must be under direct supervision during a repeated image.

Indirect Supervision:

Definition: Supervision of a student by a qualified practitioner in the immediately available area (area adjacent to the room where the procedure is being performed) regardless of the level of student achievement.

- All students are under indirect supervision.

A student who has completed the section of Radiographic Procedures and a corresponding clinical competency for a specific procedure with a passing score may complete this procedure from that point on under indirect supervision.

I understand and agree to abide by this policy. A student who does not shall receive a demerit and deduction from their clinical portfolio grade for the first offence. Repeated disregard of this policy will place the student in review for continuance in the program.

(Student's Signature) _____ Date: _____

(Program Director Signature) _____ Date: _____



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ACADEMIC HONESTY ATTESTATION STATEMENT

I understand that Northern Michigan University and the School of Clinical Sciences and Radiography Program have academic honor codes. The academic work I submit will be my own and I will not receive any unauthorized assistance with any work I submit for this program.

PRINT NAME: _____

Student Signature: _____

Date of Signature: _____



Academic/Behavioral Contract

Student: _____

Date: _____

Assigned Faculty/Advisor: _____

By signing this contract, I _____ agree to the terms of this academic/behavioral contract, and fully acknowledge and understand ANY breach of the listed expectations will be grounds for immediate dismissal from the Radiography program. This will serve as my final opportunity to correct the necessary noted areas of academic/professional behavior deficiencies.

Identification of Deficiencies: (the following are examples)

1. Violation of following existing set program policies (see Student Handbook) as presented both online and orally to student during program orientation and in each semester course syllabi.
2. Remediation policy and instructor tutor assignment not fulfilled.
3. Failure to report absence with faculty/technologist regarding attendance as stated in handbook. Texting will not be acceptable. This applies to the clinical environment, didactic courses, and all other required program functions.
4. Need to refrain from discussing inappropriate conversations in all program settings.
5. Time management identified as problematic to meeting required program expectations.
6. Anger Management identified by student (witnessed by faculty) as a problem complicated by outside personal/family concerns.
7. Need for improvement in expected professional behaviors.

Expectations for Deficiencies:

1. Student will review and adhere to all existing program and course policies as listed in the student handbook and syllabi. Participation in weekly tutoring will be required and documented.
2. Student will communicate to faculty/technologist all attendance concerns. Making outside scheduled appointments at times that will not interfere with program requirements. Extenuating circumstances will be individually addressed and require prior faculty approval. Failure to do so is considered a violation of this contract.
3. Student will commit to managing time to accommodate all required program functions.



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4. Student will always display professional behavior during clinical and didactic course work.
(verbal and non-verbal)

5. Student will refrain from discussing any personal feelings/family issues/politics/ inappropriate conversations during both program courses and clinical scheduled settings.

6. Student will see Student Success Coordinator on a weekly basis until deemed unnecessary by the Student Success Coordinator.

7. Student will not display/verbalize any program discontent/concerns outside of scheduled weekly meetings. If necessary, the student will make appointments with program faculty to discuss such discontent/concerns.

I, _____ acknowledge a discussion addressing the above list of deficiencies and expectations. I fully understand all contained in this contract and have no questions. _____
Signing of this form will serve as consent for the release of information to all interested parties involved in the Radiography program and Northern Michigan University. This signature will also bind this contract with the named Northern Michigan University representatives.

Student: _____ Date: _____

Clinical Coordinator: _____ Date: _____

Program Director: _____ Date: _____

Thriving... Not Just Surviving Making the decision to enter the Radiography Program took much thought and consideration. Many of you waited years for your opportunity to enter the program. The next 5-semesters will be filled with challenges, laughter, tears, new friends, stress, and feelings of accomplishment. Our hope is that years from now you will look back at your experience at Northern Michigan University and realize that these were some of the best years of your life. Our experience has shown that you are more likely to succeed if you:

- ◆ Remain open to new experiences. College courses, if done right, will challenge you to expand your horizons.
- ◆ Have a positive attitude. It's been proven that the ability to learn is improved with a positive attitude. Having a positive attitude will make it easier for you and your peers/instructors to work together.
- ◆ Practice good time management. Get in the habit now of using your time wisely and efficiently. Waiting until the night before the test to study is a good way to fail an exam. You will be asked to do many papers and projects during your ...take that project and break it down into small chunks and work on it slowly but surely. The radiography skills that you learn will require practice on your part so that you can gain a level of proficiency sufficient to treat patients. Work to balance your time, many of you are juggling not only school but work and family as well. Make time to play, you are more likely to retain the information that you are studying if your stress level is lower. Never underestimate the power of a good laugh.
- ◆ As best you can, keep stress to a minimum. Eat...get adequate sleep...take time to play...practice relaxation skills.... practice good time management. Have a support system in place and don't forget about exercising. The Wellness Center is available for student use...or even a walk around the block is helpful. Take time to smell the roses.
- ◆ Study Wisely. Use good time management. Identify your learning style (something we'll do in class). Choose your study partners carefully (just because you really like your classmates doesn't mean you are compatible study partners). If your studying doesn't seem to be paying off...be willing to seek assistance from others (faculty/academic success center) for ideas of changes to make.
- ◆ Take ownership for your behavior and performance. It is our job as faculty to provide information to you and guide you in the application of the new information. How you choose to receive, study, and practice with the information will be totally up to you. As faculty, we won't take responsibility for the grade you get...but will take responsibility for assisting you in any way we can...provided you are open and responsive.
- ◆ Communicate. The more the better. As instructors, we'll strive to let you know what is expected in the course. You should at all times know where you stand as far as how you are doing in the course. If you aren't sure...ask! Share with the instructor's information that you think is relevant.
- ◆ Seek help before it is too late! The time to seek help is before you reach crisis mode. Many people on campus are committed to assisting you in successfully completing the program. Use the Learning Commons and remember that counselors are available free of charge for assistance with personal issues. Don't be afraid to seek help!