Radiologic Sciences and Therapy

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Radiologic Sciences and Therapy

Section 1 – General Program Policies
Division Overview

The Ohio State University's Division of Radiologic Sciences and Therapy, which has been in existence since 1971, offers a traditional undergraduate program in the radiologic sciences that is fully institutionally accredited by the North Central Association of Colleges and Schools. The Division offers three primary areas of specialization: Radiography, Radiation Therapy, and Diagnostic Medical Sonography. The Radiation Therapy program is programmatically accredited by the Joint Review Committee on Education in Radiologic Technology and the Sonography program is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs. Graduates of the program are eligible to apply to sit for the national certification examination through the American Registry of Radiologic Technologists or the American Registry of Diagnostic Medical Sonography and may be licensed to practice in Ohio.

The division also offers a Radiologist Assistant program housed under the School of Health and Rehabilitation Sciences Master of Science program. The Radiologist Assistant program is fully accredited by the American Registry of Radiologic Technologist and is one of ten RA programs in the United States. Graduates of the RA program are eligible to apply to sit for the national certification examination through the American Registry of Radiologic Technologists and may be licensed to practice in Ohio.

The division has an excellent national reputation. Approximately 50-75% of program graduates stay in clinical practice and many progress to other post-primary imaging areas; others continue their education at the graduate level and move into positions in administration or education; while still other continue their education at the professional level. Graduates have assumed positions as radiologists, physician assistant, nurse practitioner, physical therapists, chiropractors, radiology department directors and managers, health physicists, radiologic science educational program directors and faculty, clinical researchers, dosimetrists, and clinicians in radiography, nuclear medicine, radiation oncology and sonography.
Mission Statement
Prepare graduates for professional level careers in the radiologic sciences, in advanced clinical practice, in research and in life-long scholarly activity.

The mission of the Radiologic Sciences and Therapy Division is aligned with the School of Health and Rehabilitation Sciences and The Ohio State University’s mission and is realized by students and graduates striving to reach and even exceed the following Program Goals.

Students will be able to:

1. Demonstrate critical thinking through evidence-based practice and professional decision making in the care of patients.

2. Demonstrate clinical competency through mastery of knowledge, psychomotor skills and clinical reasoning while providing high quality patient care.

3. Communicate in a clear and effective manner, both verbally and in writing with people of diverse backgrounds.

4. Cultivate a professional work ethic, demonstrating a positive attitude and leadership skills.
Academic Standing and Adequate Academic Progress

“The academic standards controlling warning, probation and dismissal of professional and graduate students shall be established by rule of the faculties of the college in which the professional students is registered…” (Faculty Rule 3335-9-23 through 3335-9-28)

Academic Warning, Probation, Disenrollment, and Dismissal

1. A student whose *cumulative* point-hour ratio is below 2.50 will be placed on probation. Conditions for removing probation will be specified at the time of probation and sent in writing to the student. A student with a *semester* point-hour ratio of below 2.50 will be warned and placed on probation if two out of three semesters are below a 2.50 point-hour ratio.

2. All major courses that are required as part of the Radiologic Sciences and Therapy curriculum must be passed with a C- grade or better. A student who receives less than the required grade in a major course shall be placed on probation and shall be required to repeat the course prior to graduation. Conditions for removing probation will be specified at the time of probation and sent in writing to the student. Students may not receive an incomplete in a clinical course for two consecutive semesters. If adequate progress is not made within one semester, a failing grade will be issued for the sequential clinical course. A list of major courses can be found in Policies 1.03, 1.04, and 1.05 of this manual.

3. A student may be warned if he or she performs at a minimally acceptable level for didactic courses or clinical performance and shall be placed on probation if two or more causes of warning occur in two out of three semesters. Probationary status shall continue until either the requirements for removing probation have been achieved, or the student has been *disenrolled* from the School of Health and Rehabilitation Sciences or *dismissed* from the University.

4. The student who is “*disenrolled*” from the Radiologic Sciences and Therapy Division program has not been dismissed from the University and is free to enroll in classes outside the division. The student who is “*dismissed*” may not enroll in any Ohio State University classes without going through a formal reinstatement
process. No student shall be subject to *dismissal* from the University unless he or she is currently on probation. (Faculty Rule 3335-9-26)

5. Generally, no student will be *disenrolled* for academic reasons unless he or she has been on academic probation at some time during enrollment in the School. However, a student who receives less than the minimum acceptable grade in two or more required courses in a single semester may be recommended for *disenrollment* from the School whether or not he or she has been on probation previously. Similarly, students who fail to meet the conditions of their admission during their first semester of enrollment may be recommended for *disenrollment*. The Executive Committee of the School will review all *disenrollment* recommendations and will decide the appropriate action to be taken.

6. Students who voluntarily leave the Radiologic Sciences and Therapy Division while on academic probation and who are subsequently permitted to reenroll in the program will resume their probationary status when they return.

7. A student is ineligible for reinstatement to the School of Health and Rehabilitation Sciences for three consecutive semesters following *dismissal* or *disenrollment*. To apply for reinstatement, the student must petition in writing for readmission to the Radiologic Sciences and Therapy Division. The petition will be reviewed by the Executive Committee, which will decide whether or not to readmit the student taking into consideration the recommendation of the division director.

**Professional Probation**

1. Any student whose professional behavior or interpersonal skills are judged unsatisfactory or unethical may be placed on professional probation by the Executive Committee. This probation may be lifted by demonstration of behavior specified in the conditions of probation. Professional probation must be lifted behaviorally, not cognitively, and may constitute reason for *disenrollment*, just as does the academic probation.

2. The student will first receive an official oral warning regarding the unprofessional behavior. If the behavior does not improve within 4 weeks, the student will be placed on professional probation and receive notification of this status via a written letter. If the student fails to meet the criteria established in the written notification, the Department will move to disenroll the student from the program.
Appeal Process

1. The student may appeal a specific grade or academic practice by following procedures outlined in The Ohio State University Code of Student Conduct.

2. Responsible individuals in the Radiologic Sciences and Therapy Division should be: first, the instructor; then, if necessary, the division director; and finally, Director of the School of Health and Rehabilitation Sciences, in that order.

3. The student has the right to appeal professional probation to the Director of the School of Health and Rehabilitation Sciences. An appeal of a decision must be submitted in writing and postmarked or hand delivered within ten (10) calendar days after the date on which written notice of the decision is sent to the student. Each student shall be limited to one appeal. The decision of the Director of the School of Health and Rehabilitation Sciences is final.
Radiography

Program Prerequisites

1. Students applying for sophomore year admission should have completed approximately 30 credit hours and a plan for completing all of the prerequisite courses or their equivalent prior to enrollment in the professional program must be included with the application. All program prerequisite courses must be completed with a grade of C- or better by the end of spring semester prior to enrollment in the professional program courses. Maximum admission consideration will be given to applicants who have completed the majority of the science prerequisites prior to application.

2. Prerequisite courses include:
   A. Anatomy 2300.04
   B. Biology 1101 or 1113
   C. EEOB 2520
   D. English 1110 and a 2nd writing course
   E. Health & Rehabilitation Sciences 2500, 5370 (or PUBHHMP 4650), 5500
   F. Math 1150
   G. Physics 1200 and 1201
   H. Psychology 1100
   I. Radiologic Sciences 3200
   J. Sociology 1101
   K. Statistics 1350 or 1450
   L. Chemistry 1110

3. The following plan allows the student to complete prerequisite courses as well as the General Education requirements prior to enrollment in the professional coursework. It is presumed that students following the plan will enter the University with sufficient preparation to begin Math 1150 and have completed at least one high school level chemistry course. Courses to fulfill the remaining general education requirements may be selected from the School of Health and Rehabilitation Sciences approved list.
Suggested Scheduling Plan - Preprofessional

<table>
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<tr>
<th>FIRST YEAR</th>
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<th>Cr Hr</th>
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Professional Curriculum

1. The professional program is twenty-one months in length, including the summer between the third and fourth year. There is no provision for part-time or evening-only enrollment. During the final two years, students perform imaging procedures on patients during clinical education rotations. As the program progresses, students work with more difficult cases and during the final year, students choose to specialize in a post-primary clinical or non-clinical practicum. Students elect to enroll in one of five areas of specialization: professional practice, education, management, quality management, or radiology informatics. Students will enroll in the appropriate course specific to the area of specialization for 2 semesters during the senior year. Students must maintain a passing grade in RadSci 4189 and 4289 in order to continue in the specialty practicum.

2. Following graduation, students are eligible to apply to sit for the national primary examination in Radiography from the American Registry of Radiologic Technologists and passing the primary examination will qualify the graduate to apply for an Ohio Radiographer License. The Ohio State University Radiologic Sciences and Therapy Division Radiography program is accredited by the North Central Association of Colleges and Schools and The Ohio Department of Health.
## Scheduling Plan – Radiography Professional Program

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Radiologic Sciences and Therapy Policy Manual  
School of Health and Rehabilitation Sciences  
The Ohio State University

Policy #: 1.04  
Page 1 of 3  
Category: General Program Policies  
Effective Date: January 1, 2007  
Revised Date: August 11, 2014

**Radiation Therapy**

**Program Prerequisites**

1. Students applying for sophomore year admission should have completed approximately 30 credit hours and a plan for completing all of the prerequisite courses or their equivalent prior to enrollment in the professional program must be included with the application. All program prerequisite courses must be completed with a grade of C- or better by the end of spring semester prior to enrollment in the professional program courses. Maximum admission consideration will be given to applicants who have completed the majority of the science prerequisites prior to application.

2. Prerequisite courses include:
   A. Anatomy 2300.04  
   B. Biology 1101 or 1113  
   C. EEOB 2520  
   D. English 1110 and a 2nd writing course  
   E. Health & Rehabilitation Sciences 2500, 5370 (or PUBHHMP 4650), 5500  
   F. Math 1150  
   G. Physics 1200 and 1201  
   H. Psychology 1100  
   I. Radiologic Sciences 3200  
   J. Sociology 1101  
   K. Statistics 1350  
   L. Chemistry 1110

3. The following plan allows the student to complete prerequisite courses as well as the General Education requirements prior to enrollment in the professional coursework. It is presumed that students following the plan will enter the University with sufficient preparation to begin Math 1150 and have completed at least one high school level chemistry course. Courses to fulfill the remaining general education requirements may be selected from the School of Health and Rehabilitation Sciences approved list.
**Suggested Scheduling Plan - Preprofessional**

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**Professional Curriculum**

1. The professional program is twenty-one months in length, including the summer between the third and fourth year. There is no provision for part-time or evening-only enrollment. During the two professional years, students perform therapy procedures on patients during clinical education rotations.

2. Following graduation, students are eligible to apply to sit for the national primary examination in Radiation Therapy from the American Registry of Radiologic Technologists and passing the primary examination will qualify the graduate to apply for an Ohio Radiation Therapist License.

3. The Ohio State University Radiologic Sciences and Therapy Division Radiation Therapy Program is accredited by the Joint Review Committee on Education in Radiologic Technology, North Central Association of Colleges and Schools, and The Ohio Department of Health. The program follows the standards set forth by the JRCERT (20 North Wacker Dr. Suite 2850, Chicago, IL, 60606-3182; (312) 704-5300, mail@jrcert.org) for accredited Radiation Therapy Programs. The Standards may be found at [http://www.jrcert.org/programs-faculty/jrcert-standards/](http://www.jrcert.org/programs-faculty/jrcert-standards/). Students, faculty and staff have the right to contact the JRCERT to report any standard the program is not in compliance with. The Radiologic Sciences and Therapy Division will then resolve the noncompliance issue with the JRCERT immediately upon notification.
### Scheduling Plan – Radiation Therapy Professional Program

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Diagnostic Medical Sonography

Program Prerequisites

1. Students applying for sophomore year admission should have completed approximately 30 credit hours and a plan for completing all of the prerequisite courses or their equivalent prior to enrollment in the professional program must be included with the application. All program prerequisite courses must be completed with a grade of C- or better by the end of spring semester prior to enrollment in the professional program courses. Maximum admission consideration will be given to applicants who have completed the majority of the science prerequisites prior to application.

2. Prerequisite courses include:
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   B. Biology 1101 or 1113
   C. EEOB 2520
   D. English 1110 and a 2nd writing course
   E. Health & Rehabilitation Sciences 2500, 5370(or PUBHHMB 4650), 5500
   F. Math 1150
   G. Physics 1200 and 1201
   H. Psychology 1100
   I. Radiologic Sciences 3200
   J. Sociology 1101
   K. Statistics 1350
   L. Chemistry 1100

3. The following plan allows the student to complete prerequisite courses as well as the General Education requirements prior to enrollment in the professional coursework. It is presumed that students following the plan will enter the University with sufficient preparation to begin Math 1150 and have completed at least one high school level chemistry course. Courses to fulfill the remaining general education requirements may be selected from the School of Health and Rehabilitation Sciences approved list.
Policy #: 1.05
Page 2 of 3
Category: General Program Policies
Effective Date: January 1, 2007
Revised Date: August 11, 2014

**Suggested Scheduling Plan - Preprofessional**

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>Cr Hr</th>
<th>SECOND YEAR</th>
<th>Cr Hr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Semester</td>
<td></td>
<td>Autumn Semester</td>
<td></td>
</tr>
<tr>
<td>HTHRHSC 1100</td>
<td>1</td>
<td>RadSci 3200</td>
<td>2</td>
</tr>
<tr>
<td>Math 1150</td>
<td>5</td>
<td>Physics 1201</td>
<td>5</td>
</tr>
<tr>
<td>Psychology 1100</td>
<td>3</td>
<td>EEOB 2520</td>
<td>3</td>
</tr>
<tr>
<td>Biology 1101 or 1113</td>
<td>4</td>
<td>Second Writing Course</td>
<td>3</td>
</tr>
<tr>
<td>GE</td>
<td>3</td>
<td>GE</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>Spring Semester</td>
<td></td>
<td>Spring Semester</td>
<td></td>
</tr>
<tr>
<td>English 1110</td>
<td>3</td>
<td>HTHRHSC 5500</td>
<td>4</td>
</tr>
<tr>
<td>Physics 1200</td>
<td>5</td>
<td>HTHRHSC 5370</td>
<td>3</td>
</tr>
<tr>
<td>Anatomy 2300.04</td>
<td>4</td>
<td>(or PUBHMP 4650)</td>
<td></td>
</tr>
<tr>
<td>Statistics 1350 or 1450</td>
<td>3</td>
<td>Chemistry 1100</td>
<td>5</td>
</tr>
<tr>
<td>HTHRHSC 2500</td>
<td>3</td>
<td>Sociology 1101</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>GE</td>
<td>3</td>
</tr>
</tbody>
</table>

**Professional Curriculum**

1. The professional program is twenty-one months in length, including the summer between the third and fourth year. There is no provision for part-time or evening-only enrollment. During the two professional years, students perform therapy procedures on patients during clinical education rotations.

2. Following graduation, students are eligible to apply to sit for the national examination in sonography from the American Registry of Radiologic Technologists and The American Registry of Diagnostic Medical Sonography.

3. The Ohio State University Radiologic Sciences and Therapy Division Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs, and the North Central Association of Colleges and Schools, and The Ohio Department of Health. The program follows the standards set forth by the JRC-DMS (6021 University Blvd., Suite 500, Ellicott City, MD 21043). The Standards may be found at [http://www.jrcdms.org/pdf/Standards2011.pdf](http://www.jrcdms.org/pdf/Standards2011.pdf). Students, faculty and staff have the right to contact the JRC-DMS to report any standard the program is not in compliance with. The Radiologic Sciences and Therapy Division will then resolve the noncompliance issue with the JRC-DMS immediately upon notification.
Scheduling Plan – Sonography Professional Program

<table>
<thead>
<tr>
<th>THIRD YEAR</th>
<th>Cr Hr</th>
<th>FOURTH YEAR</th>
<th>Cr Hr</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Autumn Semester</strong></td>
<td></td>
<td><strong>Autumn Semester</strong></td>
<td></td>
</tr>
<tr>
<td>RadSci 3430</td>
<td>3</td>
<td>RadSci 4520</td>
<td>3</td>
</tr>
<tr>
<td>RadSci 3486</td>
<td>3</td>
<td>RadSci 5389</td>
<td>3</td>
</tr>
<tr>
<td>RadSci 3310</td>
<td>3</td>
<td>RadSci 4689</td>
<td>7</td>
</tr>
<tr>
<td>RadSci 3489</td>
<td>4</td>
<td>RadSci 4530</td>
<td>3</td>
</tr>
<tr>
<td>HTHRHSC 5900</td>
<td>3</td>
<td>RadSci 4889</td>
<td>7</td>
</tr>
<tr>
<td>RadSci 3200*</td>
<td>2</td>
<td>RadSci 4432</td>
<td>3</td>
</tr>
<tr>
<td>(transfer students)</td>
<td>16-18</td>
<td>RadSci 3689</td>
<td>8</td>
</tr>
</tbody>
</table>

**Spring Semester**

| RadSci 3431                         | 3     | RadSci 4630                         | 2     |
| RadSci 3672                         | 3     | RadSci 5389                         | 2     |
| RadSci 3487                         | 3     | RadSci 4789                         | 7     |
| RadSci 3589                         | 7     | RadSci 4521                         | 3     |
|                                   | 16    |                                   | 14    |

**May/Summer Semester**

| RadSci 4530                         | 3     | RadSci 4432                         | 3     |
| RadSci 4488                         | 3     | RadSci 3689                         | 8     |
| RadSci 4432                         | 3     |                                   | 17    |

**Summer Semester (optional)**

| RadSci 4889                         | 7     |
Baccalaureate Degree Completion Program

Program Overview

The Radiologic Sciences & Therapy Baccalaureate Degree Completion Program is designed for students who are registered in good standing with The American Registry of Radiologic Technologists (ARRT), the American Registry of Diagnostic Medical Sonography (ARDMS), or the Nuclear Medicine Technology Certification Board (NMTCB) and allows radiologic science professionals to earn credit for their previous medical imaging/therapy and college education. Credit may be earned by either the transfer of college credit or by providing documentation verifying completion of an AMA approved educational program in a medical imaging field and examination credit.

Students who are graduates from an accredited Associate Degree Radiography, Radiation Therapy, Nuclear Medicine, or Sonography Program will be recommended to receive transfer credit for coursework specific to the stated modality. Students who are graduates from an accredited Certificate Program in Radiography, Radiation Therapy, Nuclear Medicine or Sonography may receive EM and special technical transfer credit up to a maximum of 45 quarter hours.

Program Prerequisites

1. Students must apply by January 31 be considered for acceptance into the program for an autumn semester admission. Course work may be completed through enrollment in the School of Health and Rehabilitation Sciences (HRS) prior to enrollment in the Division. Students must enroll in OSU courses the first semester of enrollment in the Division.

2. In order to be eligible for full acceptance into the Radiologic Sciences & Therapy Program the applicant must:
   A. Satisfactorily demonstrate academic success at the post-secondary level as evidenced by achieving a minimum cumulative point hour ratio of not less than 2.5 on all work taken at all accredited academic institutions.
   B. Complete all OSU GE courses and program perquisites.
University General Education (GE) Requirements

1. Courses to fulfill the GE requirements must be selected from the HRS approved list. Credit must be earned by enrollment, transfer credit, or EM credit. The OSU Professional Admissions Office will evaluate for credit all non-Radiologic Sciences & Therapy courses.

2. University GEC Requirements
   A. Writing and Related Skills (6 credits)
      Eng. 1110; second writing course
   B. Quantitative and Logical Skills (6 – 8 credits)
      Math 1150; Statistics1350
   C. Natural Science (10 credits)
      Physiology, Anatomy, Physics, Chemistry
   D. Social Science (6 credits)
      Psychology 1100; Sociology 1101
   E. Literature (3 credits)
   F. Historical Study (3 credits)
   G. Cultures & Ideas or History (3 credits)
   H. Visual & Performing Arts (3 credits)

Professional Curriculum

1. Students must earn a total of 120 credit hours to graduate with a baccalaureate degree and a minimum of 30 credit hours must be earned at The Ohio State University to establish residency. Students should enroll in at least one course per semester to show adequate progress toward completion; however, the Division must be notified if circumstances arise that make it necessary for a student to drop a course or to not enroll for a particular semester. Non-enrollment of two consecutive semesters will be grounds for disenrollment from the BS Degree Completion Program and the Division.

2. All students must complete the following core curriculum course work:
   A. RadSci 4530- Quality Management (3)
   B. RadSci 5389- Admin & QM in RadSci (2)
   C. HTHRHSC 5900- Research Design in Biomed Sciences (3)
   D. Radiography students must complete Advanced Radiography Practicum (2-sequential semesters) (6)

3. The chosen advanced radiography practicum for radiography students cannot be completed in a specialty area in which an individual already holds a post-primary certification.
Honors Programs

School of Health and Rehabilitation Sciences Honors and Research Distinction Programs

The HRS Honors Programs offers undergraduate students the ability to distinguish themselves through academic achievement, research, and service. The Honors opportunities available in the School consist of three components which may be pursued separately, or combined. Details of Honors programs are provided in a separate manual, on-line at: http://medicine.osu.edu/SHRS/current-ohio-state-students/honorsopportunities/pages/index.aspx/.

1. Comprehensive Honors Program
   A. Leads to Graduation with Honors in Health and Rehabilitation Sciences
   B. Students who wish to maintain Honors status throughout their undergraduate program have the opportunity to create their own plan to combine honors courses, research, scholarship, leadership, and community service over and above the requirements of their major.
   C. Assessed on a points scale, successful completion of the Honors Plan entitles the student to graduate with Honors in Health and Rehabilitation Sciences.

2. Senior Research Thesis Project
   A. Leads to Graduation with Research Distinction
   B. Junior level students may elect to complete a Senior Research Thesis Project during their senior year and graduate “with distinction” in their field of study.

3. Latinate Honors - Latinate honors designations are based solely on cumulative GPA with a minimum of 60 semester credit hours completed at OSU. These honors are conferred at graduation, and HRS awards these honors as follows: cum laude (3.50-3.69); magna cum laude (3.70-3.89); summa cum laude (3.90-4.00).
**Lambda Nu**

The Ohio State University is the Alpha Ohio Chapter of Lambda Nu is a National Honor Society for the radiologic and imaging sciences. The purpose of this Chapter is to foster academic scholarship; promote research and investigation in the radiologic sciences; and to recognize exemplary professionalism and ethics.

Introduction into the Lambda Nu Honor Society, sponsored by the Radiologic Science and Therapy Division, begins with students nominated throughout their senior year. Nominations are made by Division faculty and are reviewed by a strict criterion that reflects the Lambda Nu’s national guidelines and those agreed upon by the faculty. Lambda Nu objectives are: qualify for membership during their senior year or upon graduation from the program according to the following standards:

- Foster academic scholarship at the highest academic levels
- Promote research and investigation in the radiologic and imaging sciences
- Recognize exemplary scholarship

Lambda Nu’s colors are maroon for the radiologic sciences, forest green for the health professions, and gold the ancient color of honor.

OSU Nominees must satisfy the following criteria to be eligible for induction:

1. Professional course GPA above 3.5 on a 4.0 scale at the time of nomination and induction.
2. Participation in independent scholarship/research that originates outside of normal classroom activities. (ex. Completion of an honors project; submission of a scientific poster to the Denman Undergraduate Forum; submission of a scientific poster to a State, Regional, or National Professional Conference; submission of a scholarly paper to a State, Regional, or National Professional Conference, or a journal for publication.
3. Active participation in service activities that foster leadership at the National, State, Regional, University, School or Divisional level (ex. Professional society service, Divisional committee service, etc.)

Nominees who have met these criteria but lack consistent professionalism in the classroom and or the clinic will likely be held for further consideration. The expectations of our Lambda Nu members is an ongoing commitment as an ambassador for the Radiologic Sciences and Therapy programs.
Academic Misconduct

1. Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University’s Code of Student Conduct, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University’s Code of Student Conduct and on program course syllabi may constitute “Academic Misconduct.”

2. The Ohio State University’s Code of Student Conduct (Section 3335-23-04) defines academic misconduct as: “Any activity that tends to compromise the academic integrity of the University, or subvert the educational process.” Ignorance of the University’s Code of Student Conduct is never considered an “excuse” for academic misconduct, so each student is highly encouraged to review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct. This can be accessed via a link on the program web page or at http://studentaffairs.osu.edu/resource_csc.asp.

3. Academic misconduct includes a wide scope of student behaviors, which include, but are not limited to:
   A. Violation of program regulations;
   B. Violation of course rules;
   C. Knowingly providing or receiving information during a course exam or program assignment;
   D. Possession and/or use of unauthorized materials during a course exam or program assignment;
   E. Knowingly providing or using assistance in the laboratory or on a course assignment, unless such assistance has been authorized specifically by the course instructor;
   F. Submission of work not performed in a course: This includes (but is not limited to) instances where a student fabricates and/or falsifies data or information for a laboratory experiment or other academic assignment. It also includes instances where a student submits data or information (such as a lab report or term paper) from one course to satisfy the requirements of another course, unless submission of such work is permitted by the instructor of the course for which the work is being submitted;
G. Submitting plagiarized work for a course/program assignment;
H. Serving as or asking another student to serve as a substitute while taking an exam;
I. Alteration of grades in an effort to change earned credit or a grade;
J. Alteration and/or unauthorized use of University forms or records.

4. If a faculty or staff member suspects that a student has committed academic misconduct in any course, they are obligated by University Rules to report suspicions to the Committee on Academic Misconduct (COAM). If COAM determines the student has violated the University’s Code of Student Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in the course and suspension or dismissal from the University.
Students with Special Needs

1. The Office for Disability Services (ODS) provides services, auxiliary aids, and accommodations for students with documented disabilities. Their mission is to collaborate with and empower students who have disabilities in order to coordinate support services and programs that enable equal access to an education and university life. Any student who may need an accommodation based on the impact of a disability should contact the ODS at 292-3307 or visit them at 150 Pomerene Hall. Students are also requested to arrange a private meeting with their faculty advisor to discuss their specific needs.

2. There are two legal mandates that protect students from discrimination and ensure equal access to all aspects of university life. These laws include Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The ODS works with faculty, staff, and students to make sure services are in compliance with the law by offering the following six main services areas:

   a. Exam Accommodations
   b. Alternative Media
   c. Sign Language Interpreting/Transcribing Services
   d. Assistive Technology and Training Center (ATTC)
   e. Note Taking Assistance
   f. Counseling and Auxiliary Aids Staff Support
   g. Adaptive Transportation
   h. Disability Parking

3. Upon admittance to the Division of Radiologic Sciences and Therapy, students will receive, sign and return a Technical Standards statement prior to the commencement of the didactic program. The Technical Standards are cognitive and psychomotor skills that are expected of individuals practicing as imaging professionals. If these Technical Standards can not be met by the student, the Division will work with the student and the Office of Disability Services to determine reasonable accommodations for both classroom and clinical education needs. The student will be notified as to whether the necessary accommodations can be reasonably met by the didactic and clinical program.
**Radiologic Sciences and Therapy Policy Manual**  
School of Health and Rehabilitation Sciences  
The Ohio State University

Policy #: 1.10  
Page 1 of 2  
Category: General Program Policies  
Effective Date: January 1, 2007  
Revised Date: August 11, 2014

**Attendance**

**Didactic Courses**

1. Students are expected to attend all regularly scheduled lectures, laboratories and recitations unless illness or a legitimate excuse such as religious participation makes it inadvisable or impossible to be present. The student is required to inform the Division of any event which will prevent attendance at regularly scheduled academic assignments. Students are responsible to the instructor for each course regarding the instructor's policy concerning absences. Repeated absences in any course may lead to failure of the course and disciplinary action.

2. Didactic courses within the Division are intended to function as a work group in which every member is responsible to provide insights and questions about the course content and readings for the shared discussion. Students are expected to be prepared by carefully reading the material prior to class and to be fully engaged in the discussion. The student will be responsible for obtaining, understanding, and completing the material covered during an absence. Specific attendance policies for each course are listed on the course syllabus.

3. In accordance with University Faculty Rule 3335-8-21, marking of non-attendance may also accompany marks for all course grading options. A numeral is given to indicate the week a student stopped attending class. For a student who does not attend class for three or more weeks, an “EN” will be entered as the Fn/Alt grade.

**Clinical Courses**

1. Students are scheduled for clinical rotations during each semester of their professional program. These rotations are designed to assist the student in developing the skills, values and attitudes that are essential in all radiologic science professions, therefore students are expected to attend all regularly scheduled clinical assignments unless illness (see Policy 3.03) or a legitimate excuse such as religious participation makes it inadvisable or impossible to be present. The student is required to inform both the Division and the clinical site of any event which will prevent attendance at regularly scheduled clinical assignments as stated in the course syllabus, prior to the scheduled start of the rotation. All students not calling in by phone and reporting a clinical absence prior to the scheduled time shall be subject to official warning. Future occurrences may lead to professional probation, failure of the course and disciplinary action.
2. Students are required to follow the attendance policy stipulated on the clinical course syllabus. All make-up time must be completed by the deadline published in the course syllabus.

3. In accordance with University Faculty Rule 3335-8-21, marking of non-attendance may also accompany marks for all course grading options. A numeral is given to indicate the week a student stopped attending class. For a student who does not attend class for three or more weeks, an “EN” will be entered as the Fn/Alt grade.

**Extended Periods of Absence**

1. Students missing an extended period of time due to a legitimate excuse such as pregnancy, military duty, or an issue covered by ADA must meet with the program director and faculty members to jointly determine the acceptable period of absence. All students returning to the program after an extended leave must demonstrate continued competency in both didactic and clinical courses through examination and clinical simulations. Remedial coursework may be required to ensure adequate progression through the program. For additional information, see Policies 1.09 (Students with Special Needs) and 1.11 (Military Leave).

2. Enrollment of a pregnant student requires careful planning of both the didactic and clinical components of the Radiologic Sciences and Therapy curriculum. For further information refer to Policy 1.15 Radiation Safety.

A. The Radiologic Sciences and Therapy curriculum is cumulative, requiring completion of coursework in sequential order. Therefore it does not allow for program interruptions and withdrawal usually results in a student being unable to continue the program until the following year. If the pregnant student is in good academic standing she may withdraw from the program, she will be eligible for reinstatement at the completion of her pregnancy with health clearance from her physician. Maintaining communication with the division director throughout the pregnancy is extremely important.
Military Duty

Reserve Duty

1. Students who are called to report for reserve duty for less than 4 weeks should present their military orders to the division director and program faculty as soon as the notice is served. Arrangements will be made on an individual basis regarding missed course work and clinical education time.

Active Duty

1. In accordance with the University Registrar’s policy regarding students called to active military duty, you are encouraged to withdraw from all OSU courses. It is anticipated that if you are recalled you may be required to serve for up to 24 months and it will be virtually impossible for you to try to continue your course work from afar and be successful.

2. Students called to active duty must present their military orders. They shall coordinate with the HRS Student Affairs Office and their academic advisor to formally withdraw from the university. The University will refund 100% of the instructional fees paid by student for courses they cannot complete, however refunds will only be made after the student has provided a copy of the military order directing the student to active military duty.

3. The Office of Information Technology will delete an OSU e-mail account if it is inactive and they will send warning e-mails to notify the student of the deactivation. If the student responds to the warning e-mail letting OIT know that they have been called to active duty the account will not deactivated. The e-mail warning is sent to all affected accounts 6 weeks before the actual deletions. If the student fails to respond to these warning e-mails the account will be deactivated.
4. The Radiologic Sciences and Therapy curriculum is cumulative, requiring completion of coursework in sequential order. Therefore it does not allow for program interruptions. If the student is in good academic standing they will be eligible for reinstatement upon returning from active duty. The returning student must contact the division director. The division director will contact Student Affairs and request an update in the student database, thus giving the student a segment and a window to schedule classes the following semester. Please consult the OSU Registrar’s Public Support Web-site for more information.
Codes of Ethics

1. Students are required to abide by the following Codes of Ethics while enrolled in the Radiologic Sciences and Therapy Division. Ethics violations will result in professional probation and may lead to disenrollment from the Division. Students are required to uphold the standards of the:

   A. OSU HRS Student Codes of Ethics
   B. The American Registry of Radiologic Technologists Code of Ethics
   C. The American Registry of Diagnostic Medical Sonography Code of Ethics

2. Students are expected to follow practice standards and scopes of practice identified by radiologic science professional organizations in accordance with State and Federal agencies requirements.

3. In order to remain in the Radiologic Sciences and Therapy Division, students are required to meet certification eligibility requirements. Students must meet basic requirements in ethics and education to apply to sit for the certification examination. Items which require an ethics investigation into eligibility include conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the exception of speeding and parking violations. All alcohol and drug related violations must be reported. If a student is in violation of the ethics requirement, they must immediately inform the division director. If a student is deemed ineligible for certification, they will be disenrolled from the Division.
Information Technology System Security

Clinical Information and Data Systems

1. It is the policy of The Radiologic Sciences and Therapy Division that patient-identifiable information and management information is confidential and shall be protected. The security and confidentiality of the clinical site Hospital, Radiation Therapy Information Systems, and Radiology Information Systems are maintained through controlled access and distribution of reports, and authorized release of confidential information. Any individual obtaining information through the Hospital, Radiation Therapy Information Systems, and Radiology Information Systems must adhere to the Division and the specific clinical site guidelines regarding confidentiality.

2. Access to information shall be limited to situations in which a legitimate need and purpose can be demonstrated. Access to computer files shall be controlled through security codes known only to authorized users. Passwords are intended for individual use only, are confidential and should not be posted, shared, or distributed, and should be changed every ninety days.

3. In order to obtain an authorized password for clinical use, the student must complete the appropriate Security Authorization Request Forms and sign the Confidentiality Statement.

4. All students involved in the creation, use, maintenance, transport and/or destruction of patient data shall be aware of the obligation to preserve the confidentiality of the data and shall complete four confidentiality computer-based training modules. Your hospital student ID badge number is required to access the system.
   A. The CBL’s address issues related to protecting patient information, thus meeting HIPAA training requirements relating to specific knowledge and behaviors to protect patients’ rights, and to implement certain provisions. The modules cover both hospital and offices issues and are intended to help in everyday practice.
B. Contents include: a general overview of HIPAA; specific patient rights; administrative requirements and office practice issues; special situations, disclosures by law, marketing, and fundraising. Tests at the end of each module are designed assess mastery of the information presented, and are recorded on your transcript. Please print a copy of this page and return it to your advisor at the completion of the modules.

School of Health and Rehabilitation Sciences Student Computers and Internet Service

1. Students will need an account to access the computer labs in Atwell Hall. The online request form is available at: http://medicine.osu.edu/hrs/current-ohio-state-students/information-systems/computer-resources/pages/index.aspx.
2. Students are prohibited under any circumstances to install any software on the computers.
3. Students are responsible for saving their work on flash drives which they must supply. Students may save data on their personal "User (U:)" network drive which only they have access. Students can also save data to the Shared Student (S:) drive, but this is a public domain and files can be copied, edited, deleted at anytime by anyone.
4. Food and drink are not permitted in the computer labs at any time. All computer lab areas are to be left clean and free of debris (paper, old disks, etc.).
5. Violations of the rules of use will result in suspension of the student's use of the computer lab facilities.
6. Wireless Internet service is available to all students within Atwell Hall. Please register to access the wireless system via the main OSU webpage.
7. Please report any problems to the Director of Information Systems for Atwell Hall: phone 688-5487; pager 731-3817.
Release of Student Information

1. The Ohio State University policies and procedures regarding FERPA can be found online at: http://registrar.osu.edu/policies/releaseinfo.asp. FERPA creates certain problems for seniors and for all students who may be subjects of news stories. The School of Health and Rehabilitation Sciences cannot release names and addresses or certain other data without prior student permission. Faculty and staff are also prohibited from releasing student/graduate credentials to prospective employers without a written request or permission.

2. Students who want to authorize release of information by faculty/staff members (for letters of recommendation, news releases, job references, etc.) should complete a "Consent for Release of Education Records" authorization form available on the School’s website on the “Current Students” page. The form may be completed at any time, but the graduate who expects to have prospective employers or graduate schools request information should have this form on file on or before she/she files an application to graduate.

3. If you have questions about FERPA or completing release forms, consult the Student Affairs Office at (614) 292-1706.
Radiologic Sciences and Therapy Policy Manual  
School of Health and Rehabilitation Sciences  
The Ohio State University

Policy #: 1.15  
Page 1 of 6  
Category: General Program Policies  
Effective Date: January 1, 2007  
Revised Date: July 24, 2014

Radiation Safety

1. **General Standards:** Students are required to become familiar with each clinical site’s safe operating procedures. In addition, the Radiologic Science and Therapy Division has developed general standards itemized in this policy that is presented to students prior to working with radiation at clinical sites. Failure to follow established radiation safety techniques may lead to warning, probation or disenrollment.

   A. All students are required to become familiar with the Ohio Department of Health standards for Radiation Protection. These documents are available electronically at [http://www.odh.ohio.gov/odhprograms/rp/radprot/radpprg1.aspx](http://www.odh.ohio.gov/odhprograms/rp/radprot/radpprg1.aspx).

   B. Prior to the brachytherapy rotation, radiation therapy students are responsible to read the Ohio Department of Health, Notice to Employees ([http://www.odh.ohio.gov/~/media/ODH/ASSETS/Files/rp/x-ray%20equipment/Notice%20to%20Employees.ashx](http://www.odh.ohio.gov/~/media/ODH/ASSETS/Files/rp/x-ray%20equipment/Notice%20to%20Employees.ashx)), which is also posted in the James Cancer Hospital Radiation Therapy Department’s hot lab and at the Gamma Knife. The James Cancer Hospital Radiation Therapy Department Radiation Safety manual is located is available in the Radiation Therapy Sharepoint for review at any time.

   C. In accordance with Ohio regulations regarding the instruction of personnel and training for radiation workers, general radiation safety guidelines are presented to each student in the Radiologic Sciences 3310- Introduction to the Radiologic Sciences class prior to the student initiating clinical rotations.

   D. Prior to working in the energized lab, the students are instructed in the radiation safety and safe operating procedures of the laboratory area.

2. **Personnel Monitoring:** In accordance with Ohio State University Radiation Safety Standards (I)(B)(2)(i) (April 1999), the Radiation Safety Section of Environmental Health & Safety is responsible for “Maintaining a program to monitor the exposure of personnel engaged in the use of radioactive materials or radiation producing equipment to insure that permissible levels of exposure are as low as reasonably achievable.” The Radiologic Science and Therapy Division will conform by these rules by issuing all students a personnel dosimeter (OSL) while enrolled in the program. The cost of OSL dosimeter service is approximately $25.00 per year.
A. Reports: Radiation dosimetry reports are kept on file in the OSU Office of Radiation Safety. They are posted on the Division Bulletin Board and also kept on file within the Division. In accordance with Rule 3701:1-38-10, each individual monitored for radiation will be notified in writing of their annual dose using an appropriate form. If individuals are monitored at other places of employment, it is the responsibility of that individual to provide a copy of the exposure record to the IRRP / RSO at least quarterly.

B. Proper Use of Personnel Monitoring Devices: Students are required to follow these guidelines in the use of personnel monitoring devices:

i. A personnel dosimeter should be worn at all times in the Radiation Sciences and Therapy laboratory and while on clinical assignment.

ii. The personnel dosimeter should be worn on the trunk of the body at collar level and during fluoroscopic procedures; it should be worn outside the protective lead apron.

iii. The student shall report to the Division immediately if the personnel dosimeter is lost, damaged or inadvertently exposed to radiation while not being worn.

iv. The student is responsible for storing the personnel dosimeter in a secured area, free from radiation sources when not in use.

v. Do not lend your personnel dosimeter to anyone. Wear only the dosimeter assigned to you. Do not wear it when you are having medical or dental x-rays of yourself.

vi. Personnel monitoring devices issued by the Radiologic Sciences and Therapy Division are not to be worn at any other place of employment.

vii. The personnel dosimeter is exchanged quarterly and the University must account for every monitoring device. Lost/damaged OSLs require completion of an OSU Office of Radiation Safety form and payment a $10.00 fee.

viii. Monitored personnel are required to immediately inform the RSO or IRRP in the event that a dosimeter is known or suspected to have been deceptively exposed. An example of this would be leaving a dosimeter in a radiation area when not being worn. The RSO or IRRP will investigate circumstances of known or suspected deceptive exposures.
C. **Personnel Exposure Limits:** The occupational exposure limits to ionizing radiation as established by the Ohio Department of Health (3701-38-12) are as follows:

- **Total Effective Dose Equivalent (Annual Whole Body Dose)**: 5 REM (50 mSv)
- **Total Organ Dose Equivalent**: 50 REM (500 mSv)
- **Lens of Eye Dose**: 15 REM (150 mSv)
- **Skin or Extremity Dose**: 50 REM (500 mSv)

D. **Notification:** The director of the Ohio Department of Health will be notified in writing within 30 days of the discovery of any of the following events:

1. Any individual receiving in excess of 5 REM (50 mSv) whole body, 15 REM (150 mSv) to the lens of the eye or 50 REM (500 mSv) to any extremity.
2. Declared pregnant women who receive in excess of 500 mrem (5 mSv) during their gestation period

The report to the State must include the individual’s dose, the level of radiation and concentration of the radioactive material involved (as applicable), the cause of the elevated exposure and the corrective steps taken to prevent an recurrence, including the schedule for achieving conformance with applicable limits and ALARA constraints. The name, social security number and date of birth of the overexposed individual must be included in a format that is separate and detachable from the report. An overexposed embryo or fetus will be identified using the mother’s data.

The Radiation Safety Officer (IRRP) will also notify the individual and perform and investigation.
E. **ALARA Limits:** In an effort to maintain occupational doses “As Low As Reasonably Achievable,” various levels of personnel exposure have been established that correspond to a particular dose reduction action. These levels are a quarterly dose limit and will be evaluated during reviews conducted by the IRRP / RSO.

   i. **ALARA LEVEL I:** 125 mrem (1.25 mSv) whole body dose; 1250 mrem (12.50 mSv) extremity dose; 375 mrem (3.75 mSv) lens of the eye

      If the personnel exposure exceeds ALARA Level 1 limits, the IRRP or RSO may inquire as to potential reasons for this exposure as well as report to the radiation expert.

   ii. **ALARA LEVEL II:** 375 mrem (3.75 mSv) whole body dose; 3750 mrem (37.50 mSv) extremity dose; 1125 mrem (11.25 mSv) lens of the eye

      If the personnel exposure exceeds ALARA Level 2 limits, an investigation will be conducted by the IRRP / RSO as to the cause of the exposure. A report will be submitted to the radiation expert either verbally or in written form. The radiation expert may or may not recommend corrective action based on a review of past personnel exposure.

F. **Student Pregnancy:** When a student thinks she may be pregnant or becomes pregnant, it is her choice to voluntarily declare her pregnancy by informing the Division Director and writing to the OSU Radiation Safety Office utilizing Form RS-13, “Declaration of Pregnancy.” Upon written notification by a student that she is pregnant, the prenatal radiation dose will be restricted to less than 0.5 rems (5 mSv) during the gestation period. This pregnancy declaration must be kept on file for the life of the registration or license. The student may revoke their declaration of pregnancy in writing at which time the lower dose limit for the embryo/fetus will no longer apply. If the declaration is not withdrawn, the written declaration may be considered expired one year after submission. The following policies are in effect for occupationally exposed, pregnant students:
i. Although it is unlikely that the student will exceed the exposure limits for a pregnant radiation worker during their clinical rotations, a student who has chosen to declare her pregnancy during the program year shall be reviewed by the Program Director and Radiation Safety Officer to determine the extent to which the student may perform their clinical rotations. Literature and guidelines concerning pregnant radiation personnel will be provided to the student by The Office of Radiation Safety.

ii. Following the recommendation set forth by Radiation Safety the student will meet with the Division Director to determine the course of action the student wants to pursue in regard to completing the academic program. Following counsel with the Division Director, the student must inform the Division in writing regarding her plans to continue in the program or to withdraw.

1. If the student chooses to withdraw from the program in writing she may be reinstated into the program the following year to complete the remainder of the program.

2. If the student chooses to remain in the program, all missed clinical hours or course work must be completed according to the course guidelines.

iii. For students enrolled in radiation therapy and involved with non-HDR interstitial and intracavitary applications using radioactive sources:

1. The pregnant student may continue the program without modification.

2. If the student’s anticipated due date is after graduation and she has completed the Brachytherapy rotation, she will continue the program as scheduled unless unforeseen problems with the pregnancy occur. A plan to continue the program will then be determined on an individual basis.

3. If the student’s anticipated due date is after graduation and she has not completed the Brachytherapy rotation, graduation will be extended. The student will continue her didactic education and complete her clinical rotations after delivery.

iv. The dose to the fetus will be estimated from the date of conception to the date of notification by performing a review of personnel monitoring device reports for that period.
v. If not already in place, a second dosimeter will be requested for monitoring at the waist level. The dose received by this monitor may be assumed to be the fetal exposure.

vi. The fetal dose records will be reviewed by the IRRP / RSO.

vii. In the course of periodic review of the prenatal exposure the exposure exceeds 50 mrem (.5 mSv) in one month, reassignment of duties may be necessary.

3. Safe Operating Procedures

A. **Students are not permitted to hold patients for radiographic examinations or to intentionally expose other students or staff members to ionizing radiation.** Students violating this policy shall be subject to immediate dismissal from the clinical assignment.

B. No one may be exposed to the useful beam for the purposes of training, demonstration, or other non-medical diagnostic purposes.

C. Any room utilizing X-ray equipment is considered a restricted area. If the entrances to these areas are secured, use caution when entering by knocking first and awaiting a response.

D. Any questions, concerns or complaints issued by the patients should be immediately addressed with IRRP or RSO.

E. Students must be accompanied by a licensed radiographer or radiation therapist at all times during examinations or treatments or during any part of the examination or treatment (e.g., patient or machine setup).

F. All individuals present in fluoroscopic examination rooms will wear protective lead aprons. Protective lead gloves shall be required and used by individuals who are required to have their hands in or near the useful beam.

G. All students are required to become familiar with the safe operating procedures of each clinical site in their rotations.

H. All students are required to report to their respective Clinical Coordinator any condition of equipment or action by personnel that may be deemed unsafe to patients, other personnel or other students.
Guidelines for Appropriate Use of Social Networking Websites

1. Social networking websites provide unique opportunities for students to get to know one another, share experiences, and keep 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 College of Medicine, and The Ohio State University. It is also important to ensure patient information is not made publicly available. In conjunction with the College of Medicine, The Radiologic Sciences and Therapy Division has adopted the following guidelines to assist students in safely using these sites.

2. Personal Privacy
   A. We recommend setting your profiles on social networking sites so that only those individuals whom you have provided access may see your personal information.

   B. 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.

   C. 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.

3. Protection of Patient Information
   A. Comments made on social networking sites should be considered the same as if they were made in a public place in the hospital.

   B. HIPAA rules apply online, and students may be held criminally liable for comments that violate HIPAA.

   C. 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 to whom you are referring based on the context.
4. Professionalism
   A. 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.
   
   B. Statements made under your profile are attributable to you and are treated as if you verbally made that statement in a public place.
   
   C. 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.
   
   D. Keep in mind that photographs and statements made are potentially viewable by future employers.
   
   E. Students may be subject to disciplinary actions within the College for comments that are either unprofessional or violate patient privacy.
   
   F. Keep in mind that you are representing OSU, the College of Medicine, and the School of Health and Rehabilitation Sciences when you log on a site and make a comment or post a photograph.
Radiologic Sciences and Therapy

Section 2 – Admission Policies
Admissions Process – Traditional Students

1. The admissions process for undergraduate students is based on academics that have been completed at the time of the application deadline. Students are also required to complete a limited number of volunteer hours to insure that this is an appropriate career choice.

2. In order to complete an application for the Division of Radiologic Sciences and Therapy, the student must:
   A. Have achieved a cumulative GPA greater than a 2.5/4.0.
   B. Completed the prescribed number of observation hours in imaging or therapeutic care of patients.
   C. Provide a writing sample through an assigned essay question.

3. Once the application has been electronically filed with OSU Professional Admissions, the application will be built and sent to Student Affairs office in HRS. Applications must be submitted no later than 1/31 to be considered for autumn admission.

4. Upon receipt of the applicant’s file, the HRS Administrative offices enters the student’s information in a data base that is divided into the following quantitative scoring categories:
   A. Overall GPA- this can include transfer credit from other universities.
   B. Science GPA- this is composed of the grades achieved in courses such as Physics, Math, Anatomy, and EEOB.
   C. Students shall complete a minimum of 8 hours of observation in the specific discipline for which they are applying (radiography, sonography, & radiation therapy).
   D. Faculty grade blinded copies of essay submissions and the average score is entered into the database.
5. The individual quantitative scores are summed for all applicants and the top candidates are invited for a personal interview by faculty. A standard set of questions are utilized and scored. Following the interview, these points are entered into the applicant data base.

6. The final quantitative scores are provided to a committee of faculty who make the selections and seat the prospective students based on the total quantitative scoring. The number of students offered positions in the Division for specific studies is based on the openings that exist and the number of clinical sites available for each student.

7. Letters of offer are sent to the top candidates and these are contingent on the following conditions:
   A. Completion of any outstanding GE or required coursework by Spring Semester with no less than a C-.
   B. Completion of a criminal background check.
   C. Completion of HRS immunizations as described the HRS Student handbook
   D. Completion of American Heart Association BLS for Healthcare Providers during the summer preceding autumn commencement of the professional program.

8. Letters of offer are specific to the areas of study and these offers are made based on availability and the desire of the students to study in these specific areas of medical imaging/therapy. Once all student availability has been offered, a small number of alternates are selected to insure that a complete class of students can begin in the fall semester.

9. Alternate students are provided with letters that inform them of their status and the need to honor the above mentioned conditions as well as the need to remain available for an unexpected vacancy in the program of study that is designated. Alternate students are encouraged to work with their advisors to make sure they have a back-up plan in the event that an opening does not occur in the course of study designated.
Admissions Process – Degree Completion Students

1. The Baccalaureate Degree Completion Program is designed for imaging professionals who are registered in good standing with The American Registry of Radiologic Technologists (ARRT) or the American Registry of Diagnostic Medical Sonography (ARDMS). The program allows professionals to earn credit for previous medical imaging/therapy and college education by either the transfer of college credit or by providing documentation verifying completion of an AMA approved educational program in a medical imaging field and completion of a written, comprehensive examination.

2. Students apply no later than 1/31 for consideration of an Autumn Semester admission and must enroll in courses the first semester of enrollment.

3. In order to complete an application for the Division of Radiologic Sciences and Therapy BS Degree Completion Program, the student must:

   A. Satisfactorily demonstrate academic success at the post-secondary level as evidenced by achieving a minimum cumulative point hour ratio of not less than 2.5 on all work taken at all accredited academic institutions.
   B. Complete the OSU GE courses or their equivalent with a C+ or better:
   C. Provide an active American Heart Association BLS Cardiopulmonary Resuscitation certificate;
   D. Provide a writing sample per the “Personal Statement” portion of the program application specifying your specialty interest for the BS completion program.
   E. Submit three letters of reference (1 academic, 1 clinical, 1 personal)
   F. Have earned a minimum of 90 credit hours of OSU and transfer course work counting toward graduation.

4. Once enrolled in the program, students must be enrolled at least 2 sequential semesters per year show adequate progression toward degree completion and remain in good standing.

5. Annual program planning meetings with Division faculty is required.
Liability Insurance

1. All students having contact with patients are required to be covered by a professional liability insurance policy. The student coverage is provided by the University; however, the policy is only in effect during scheduled, clinical education hours. The insurance does NOT cover an individual working outside of the assigned, formal education rotations.
Student Orientation

1. A series of mandatory orientation meetings will be held for students who have returned their letters of acceptance. The purpose of the orientation meetings is assist newly accepted students to acclimate to the Division and their respective course of study.

2. During spring semester, a brief orientation meeting will be provided by the Division to welcome students and entertain questions about the preparation activities required during the summer break. The spring orientation is focused on the completion of:
   
   A. Hospital ID/Criminal background check procedures
   B. Photograph identification
   C. AHA BLS requirements
   D. Text book and resources requirements
   E. Introduction to HRS Honors Programs

3. A fall orientation meeting is planned each year to:
   
   A. Review of the RST Division Handbook
   B. Completion of Technical Standards document
   C. Review the Code of Ethics
   D. IT orientation, IHIS, Imaging Informatics, and Mandatory computer-based training for Wexner Medical Center and OhioHealth.
   E. Optically stimulated luminescence dosimeter (OSLD) application
   F. Uniform requirements
   G. Standards for the Accreditation
   JRCERT for Radiation Therapy
   JRC-DMS for Sonography
   H. Discuss discipline specific information
Radiologic Sciences and Therapy

Section 3 – Clinical Education Policies
Access to Medical Records/Confidentiality

1. All students working with patient identifiable information are required to maintain and respect the patient’s right to confidentiality. All information made known in the course of providing treatment or generated in connection with patient care activities is confidential and is not to be released without the patient’s consent except as provided by law.

2. Information generated through contact between patients and health care providers is confidential and the expectation of confidentiality extends to all forms of information regardless of how the information is maintained and stored (electronic, paper, etc.).

3. Students with access to patient information may only obtain information that is necessary to conduct the imaging procedure. It is the student’s responsibility to limit their access to patient information and accessing any patient information other than what is required to perform an imaging procedure or class assignment is not allowed.

4. Patient-identifiable diagnostic and therapeutic information may not be displayed where it is visible from any public area. Reports, documents, and other media which are discarded must be disposed of by shredding or other effective means of destruction. Patient-identifiable information may only be discussed with other staff or students if they are participating in the care of the patient. Discussions should be held in areas where the public will not overhear the discussions.

5. Inappropriate disclosure of confidential information, intentional or unintentional, shall result in disciplinary action and professional probation.

6. Students are required to participate in a confidentiality/ HIPPA training module prior to beginning clinical rotations and may be required to complete additional training at specific clinical sites.
Professional Appearance

1. Students are expected to maintain a professional personal appearance and demeanor in both the academic classroom and clinical education sites. Suitable dress is expected appropriate to the professional setting of the academic or clinical education area. Clothing that is soiled, unkempt, in disrepair, or offensive to the academic or clinical faculty is unacceptable and students will be denied access to classrooms, laboratories or clinical facilities. Body cleanliness is important in all academic and clinical settings. Improper personal hygiene may result in a lowered course grade and dismissal of the student from classroom or clinical facilities.

2. Smoking is prohibited on the Medical Campus area and all clinical sites. Evidence of abuse of alcohol or other chemical agents are grounds for professional probation and may result in immediate disenrollment. Eating is prohibited in the laboratories and clinical care areas within the health care institutions.

3. Student uniforms are to be worn only during educational clinical rotations. The student dress code is as follows:
   a. White scrub-top
   b. Ceil scrub pants
   c. Leather shoes with closed toes and heels; leather athletic shoes are acceptable; socks are required.
   d. A white lab coat or a solid ceil blue or white scrub jacket may be worn for warmth.
   e. A plain, all white turtleneck or tee shirt may be worn under the scrub top for warmth. Tee shirts with designs and/or colors are unacceptable attire.

4. Hair must be clean, neat, professional in appearance and worn off the shoulders. Hats, caps, head wraps or scarves are not permitted unless they are worn for religious or health-related reasons. Earphones are not to be worn in the clinical setting.

5. Excessive cosmetics, cologne, perfume or after-shave are not permitted.
6. In adherence with the dress code policies at various clinical education sites:
   a. Jewelry must be worn with discretion and facial piercing or wearing of
      jewelry or studs anywhere on the face or tongue are prohibited.
   b. Visible tattoos are prohibited in the clinical areas.
   c. Artificial fingernails are prohibited due to infection control. Natural nail
      must be clean and well groomed. Nail length, color, and style must be
      professional.

7. Student identification badges must be worn above the waist with the name and
   picture visible. Stickers, position markers, etc. should NOT cover the student name
   or picture.

8. Noncompliance with these policies will result in professional probation, a decrease
   in the course grade, and may lead to disenrollment.
Clinical Competence and Professional Conduct

1. Terminal clinical objectives of the Radiologic Sciences and Therapy Division include the following:
   Upon graduation, the student will be able to:
   A. Demonstrate a base of knowledge and attitudes upon which to build personal growth in professional practice and leadership.
   B. Perform diagnostic imaging and/or therapeutic procedures in accordance with the code of ethics and standards of practice which underlie the imaging professions for the purpose of diagnosis and treatment of disease.

2. Clinical Performance
   A. All Radiologic Sciences & Therapy students participating in the RadSci Practicum courses will receive letter grades each semester in which they are enrolled. Each course will be evaluated on a combination of factors listed on the specific course syllabus. Course requirements vary by semester and increase in difficulty and complexity as the student progresses through the program. Students must receive a C- or higher in each course and may not receive an “incomplete” for two consecutive semesters.
   B. Radiography students must maintain a minimum of a C- in the 4089, 4189, 4289 courses in order to enroll in and complete the 5089-5589 practicum courses during the senior year.
   C. The American Registry of Radiologic Technologist (ARRT) has designated certain procedures in which the Radiography and Radiation Therapy student must demonstrate competency prior to eligibility to apply to sit for the national certification examination; and the American Registry for Diagnostic Medical Sonography (ARDMS) has designated clinical hours in which the Sonography student must demonstrate competency prior to eligibility to sit for the national certification examination. Each semester, a specified number of competency evaluations must be satisfactorily completed as indicated on the course syllabus. All competencies must be performed in the presence of and signed off by a designated registered technologist/therapist.
D. Throughout each semester, registered radiographers, sonographers, or therapists assigned to the clinical areas are requested to complete an affective evaluation form for each student rotating in their specific area. The affective evaluations assess the students’ observed behavior in terms of knowledge, attitudes, patient care skills, and professional demeanor. A counseling session will be conducted at the conclusion of each semester. Consistent professional conduct is mandatory and therefore, certain skill sets must be achieved and maintained in order to remain in the clinical environment. Students falling below this minimum standard may be dismissed from the clinical education sites and required to disenroll from the Radiologic Sciences and Therapy Division.

3. Students are expected to conform to the ASRT and/or SDMS Standards of Practice specific to their discipline while enrolled in each clinical course within the program. The Practice Standards are available at www.asrt.org and www.sdms.org.

4. Although attendance in assigned clinical rotations is expected, students should not report for clinical assignment in the case of illness. Examples of excused illness include:

   A. Fever
   B. Hand dermatitis
   C. Open wounds if the wound is located on the hands or face and is draining or not healed over or if the wound is located under clothing but dressings are saturated by the end of the assigned clinical shift.
   D. Generalized rash with an unknown cause or a rash accompanied by a fever.
   E. Active Herpes simplex lesions (cold sores) on the hands or face.
   F. Burns located on the face or hands or burns that are weeping or blistered.
   G. Pediculosis (lice)
   H. Impetigo
   I. Conjunctivitis with excessive tearing with discharge, sensitivity to light, itching, redness, or swelling. Clinical rotations may be resumed upon completion of 24 hours of medication.
   J. Cough accompanied by a fever or lasting >2 week duration and accompanied by night sweats, fever, weight loss, hemoptysis or a positive PPD (tuberculosis test). Severe or persistent coughing spells.
K. Sore throat accompanied by a fever, white spots on tonsils, swollen glands or skin rash. In the case of a positive strep throat throat culture, clinical rotations may be resumed upon completion of 24 hours of medication.
L. Nasal congestion accompanied by a fever, sinus pain and colored discharge.
M. Diphtheria – Do not report for clinical rotations until antimicrobial therapy completed and two cultures at least 24 hours apart are negative.
N. Influenza
O. Upper Respiratory Infection. In the case of Pertussis (Whooping Cough) students may return to clinical assignments with medical permission following 24-48 hours of medication.
P. Nausea, vomiting, and/or diarrhea. In the case of Convalescent Salmonella students may return to clinical assignments following documentation of 2 consecutive negative stool cultures, 24 hours apart.
Q. Any medical condition requiring narcotic prescription drugs, due to the potential side effects and altered mental status.

5. At no time shall the student be used as an interpreter. For the purposes of communication between the student, clinical instructor/preceptor and patient, all conversations shall be in English or mediated by a trained interpreter. This is to assure consistent and correct instruction as well as facilitate seamless patient care treatment. If a student becomes aware that a patient is unable to speak English or has difficulty understanding the English language, thus inhibiting the patient care process, the student shall seek permission from the preceptor to solicit information from the patient to assist in obtaining a trained interpreter.

6. If a patient requests to converse with the student in a language other than English, the student may respond solely to inform the patient that during the treatment of the patient, and for the patient’s safety, the conversation must either be in English or through the assistance of a trained interpreter.

7. The use of personal cellular phones, smart phones, and other electronic communication devices are prohibited in the clinical education sites. In some sites these devices may interfere with medical equipment and must be turned off while in the medical facility.
Clinical Supervision

1. All students must be directly supervised when performing procedures. This applies to radiation therapy students throughout the entire clinical education period, however, sonography and radiography students may move to indirect supervision once they have demonstrated and documented competence.
   a. Direct Supervision means that all students must have a registered radiographer, sonographer, or therapist working with and observing them when conducting all procedures.
   b. It is the duty of the staff member to review the procedure request and determine if the student is capable of performing the study.
   c. Students must be directly observed during the entire study.
   d. All images must be checked and approved by the supervising radiographer or sonographer.

2. All radiography and sonography students who have demonstrated competence in a particular procedure may perform that procedure under the indirect supervision of a registered radiographer/sonographer on the premises or in the near vicinity of the imaging area and available for immediate assistance. All images must be checked and approved by the supervising radiographer or sonographer.

3. All clinical studies completed by a student must be approved and signed-off by a registered radiographer, radiation therapist, or sonographer. All repeat radiographs must be conducted with a registered radiographer directly supervising the repeated examination.
Infection Control

All students are required to follow the infection control practices established by The Ohio State University Medical Center Infection Control Committee and the policies in effect at the specific clinical site.

A. Bloodborne Pathogens
   1. Bloodborne pathogens are pathogenic microorganisms that can cause disease in humans and include, but are not limited to, human immunodeficiency virus (HIV), hepatitis B virus (HBV), and hepatitis C virus (HCV). Bloodborne pathogens may be transmitted through percutaneous or mucosal exposures, or exposure of nonintact skin, to blood and other potentially infectious materials (OPIM). Also considered potentially infectious material is: any body fluid that is visibly contaminated with blood, all body fluids in situations where it is difficult or impossible to differentiate between body fluids, and any unfixed tissue or organ (other than intact skin). The Ohio State University Health System (OSUHS) Bloodborne Pathogens Exposure Control Plan provides for a coordinated risk reduction program which includes provisions for staff education, observance of Standard Precautions, implementation of engineering and work practice controls, use of personal protective equipment, vaccination, and postexposure follow-up to minimize or eliminate workplace exposure, transmission, and infection with bloodborne pathogens.

B. Prevention of Exposure to Blood and Body Fluids (Methods of Compliance)
   1. Standard Precautions - Standard precautions are a major tenet of the infection control system designed to prevent transmission of infectious agents through direct or indirect contact with the blood and body fluids/substances of patients. Blood and other potentially infectious material (OPIM) from all patients are considered potentially infectious for bloodborne pathogens. Unless they contain visible blood, the risk of transmission of bloodborne pathogens from feces, nasal secretions, sputum, sweat, tears, urine and vomitus is extremely low or non-existent. However, these substances may be a source of other infectious agents, and the Health System’s standard precautions also apply to these fluids and materials. Standard precautions must be utilized by all healthcare workers to prevent contact with blood or OPIM by providing barriers between the individual and infectious materials.
C. Work practice controls in effect at the OSUHS include, but are not necessarily limited to, the following:

1. Handling of Contaminated Needles and Sharps
   Sharp objects shall be handled in such a manner to prevent accidental cuts or punctures during procedures, when cleaning used instruments, and during disposal. Contaminated needles and other sharps shall not be bent, recapped or removed unless there is no feasible alternative or such action is required by a specific medical procedure. Such recapping or needle removal must be accomplished through the use of a mechanical device or a one-handed procedure.

   A. Disposable Sharps - Disposable sharps must be discarded intact immediately after use into an upright, impervious needle disposal box that is readily accessible. The needle box shall be replaced when ¾ full, and not allowed to overfill. Contaminated needles and sharps shall not be bent, broken, reinserted into their original sheath. Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dustpan, tongs, or forceps, and must be discarded in an impervious biohazard container.

   b. Reusable Sharps - Immediately or as soon as possible after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed. These containers shall be puncture resistant, red or labeled with a biohazard symbol, closable and leakproof on the sides and bottom. All reusable trays must be secured in a clear biohazard bag at the point of use. Sharps, instruments and containers that are contaminated with blood or other potentially infectious material shall be handled in a manner that will minimize the risk of percutaneous injury to the employees.

2. Hand hygiene
   a. The most important means of controlling the transmission of microorganisms is by effective hand hygiene. Hands must be cleaned prior to and upon completion of patient contact, immediately, or as soon as feasible, after removal of gloves or other personal protective equipment. Employees are also required to clean their hands and any other contaminated skin surfaces with soap and water, and/or flush eyes or mucous membranes with water immediately, or as soon as possible, following contact of such body areas with blood or OPIM.
3. Specific Restrictions for Imaging Work Areas
   a. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.
   b. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on countertops or bench tops where blood or OPIM are present.

D. Personal Protective Equipment
1. Personal Protective Equipment (PPE) shall be provided by OSUHS where there is a potential for exposure. Equipment includes, but is not limited to, gloves (vinyl, latex, nitrile, or heavy-duty rubber), gowns (fluid resistant or fluid proof), masks, goggles, protective eyewear with side-shields, face shields, and resuscitation bags or other ventilation devices.

2. The PPE is to be worn by all personnel when having contact with or at risk of exposure to the blood or body fluids from all patients.

3. The PPE will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employee's clothes, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. Scrub uniforms do not prevent the passage of blood or OPIM and are not considered personal protective equipment.

4. The PPE shall be available in the appropriate sizes and readily accessible at the work site or issued to employees. The hospital shall clean, launder, and dispose of required reusable personal protective equipment at no cost to the employee. The hospital shall repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.

5. All PPE shall be removed prior to leaving the work area. When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.
6. Gloves
   a. Gloves shall be worn when the potential exists for contact with blood and blood fluids, mucous membranes, or non-intact skin of all patients. They must also be worn when handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. While gloves reduce the incidence of contamination of hands, they cannot prevent penetrating injuries caused by sharp instruments.

   b. Latex-free gloves are available throughout the OSUHS for routine use. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

   c. Gloves must be changed after contact with each patient. Gloves must be changed if moving from a contaminated-body site to a clean-body site during patient care. Used gloves shall be discarded into an appropriate trash receptacle. Gloves shall be changed after contact with a patient's excretions or secretions, and clean gloves reapplied if patient care has not been completed. Environmental surfaces are not to be touched with contaminated gloves.

   d. Gloves shall be worn when cleaning or disinfecting environmental surfaces contaminated with blood or body fluids.

7. Protective Gowns
   a. Gowns and similar protective attire are indicated if clothes are likely to be contaminated with blood or body fluids.

   b. If blood or OPIM penetrate the garment(s), the garment(s) shall be removed immediately or as soon as feasible.

   c. Gowns shall be worn only once and discarded into an appropriate container.

8. Masks and Protective Eyewear
   a. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin length face shields, shall be worn whenever splashes, spray, spatter, or droplets of blood or OPIM may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
b. Nondisposable protective eyewear contaminated with blood or body fluids shall be cleaned with an appropriate disinfectant. Disposable protective eyewear shall be discarded into an appropriate receptacle.

c. Masks shall be removed before leaving the work area.

9. Donning and Removing Personal Protective Equipment  
The Centers for Disease Control and Prevention have recommended the sequence or both donning and removing personal protective equipment (PPE). The sequence for both is shown in a diagram at the CDC link http://www.cdc.gov/ncidod/sars/ic.htm.

10. Resuscitation Devices  
Individual resuscitation devices must be readily available in all patient care areas for use by staff in performing resuscitation procedures. Protective devices shall be used to avoid direct contact with the patient’s mouth or tracheostomy stoma, as blood or other potentially infectious materials may be expelled during resuscitation.

E. Housekeeping - The work site shall be maintained in a clean and sanitary condition. All potentially contaminated reusable hospital and patient care equipment shall be decontaminated on a regularly scheduled basis and immediately or as soon as feasible upon visible contamination.

1. Disinfectants - All disinfectant products must be approved by the Environmental Protection Agency (EPA) as “hospital grade disinfectants” and must be bactericidal, fungicidal, tuberculocidal, and viricidal, including effectiveness against HIV and hepatitis B virus.

2. Contaminated Work Surfaces - Work surfaces contaminated with blood or body fluids shall be cleaned up promptly with an appropriate disinfectant solution or a freshly prepared 1:10 to 1:100 dilution of bleach. Gloves must be worn when cleaning up all contaminated work areas.

3. Reusable Patient Care Equipment - After use, items contaminated with blood or body fluids should be disinfected prior to removal from the patient care area or placed in an appropriately labeled plastic bag for transport to the cleaning areas.
4. Linen - Soiled linen should be handled as little as possible, with minimum agitation, to prevent microbial contamination of the environment. All soiled linen is to be placed in blue plastic linen bags at the location where it was used. When the bag is approximately 2/3 full, it is to be closed securely and placed in the designated area for pick-up.

F. Significant Work Exposure
A significant exposure is defined as direct contact with mucous membranes (eyes, nose, mouth) or broken skin or percutaneous contamination with a patient’s blood, semen, vaginal secretions, spinal fluid, synovial, pleural, peritoneal, pericardial or amniotic fluid.

G. Post Exposure Management
1. Remove contaminating material immediately, or as soon as feasible.

2. Wash contaminated area with soap and water, or flush exposed mucous membranes with water.

3. Exposed students must complete the Non-Employee Accident Report form pertinent to the area of clinical education and report as soon as possible to Employee Health Services or the Emergency Department and follow all post exposure follow-up policies.
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Cardiopulmonary Resuscitation Requirements

1. All students enrolled in the Division must hold and maintain a current certification in the American Heart Association Basic Life Support (BLS) for the Healthcare Provider. It is the student’s responsibility to recertify, if necessary, to ensure the certification remains current for the entire time the student is assigned to a clinical educational area.

2. Current copies of BLS CPR certification cards must be submitted to the student’s academic adviser and placed in the student’s permanent academic file.

3. Failure to maintain current certification may result in removal from the clinical educational experience and may result in a failing grade for the specific clinical course.
Venipuncture and Contrast Media Administration

A. Upon satisfactory completion of didactic and laboratory venipuncture and pharmacology education students shall be competent to perform IV contrast injections in the clinical education environment. However, students must abide by the particular institutional policy while on clinical assignment.

B. Under no circumstances shall an injection of contrast media be made without direct supervision by a technologist/therapist and a physician being in the immediate area at the time of the injection or during the infusion.

C. If the student should experience difficulty performing the venipuncture, he/she shall request a technologist/therapist or nurse complete the injection.

D. The student shall stay with the patient receiving the contrast media injection until the examination is completed. The location of emergency equipment shall be known by all students and department personnel and the equipment/supplies shall be readily available prior to beginning the injection.

E. All injections are performed following Standard Blood and Body Fluid Precautions.

F. If a patient has a subcutaneous accessory port, such as a Mediport, the student shall not access the catheter.

G. Students shall properly document the right dose, medication, route, and time in the RIS and patient record, if applicable.
Documentation of Identifying Information on Images

1. Identification - All images will be permanently identified with the Patient name, Patient Medical Record number, Date and time of exam, Procedure, Procedure ID number. Failure to comply with this policy will result in failure of student competency evaluations and possible disenrollment from the program.

2. Marking Images

   A. All images, with the exception of portable infant radiographs, will be permanently marked with a letter (R or L) identifying the correct side of the patient.

   B. Patient ID and side markings must be a permanent part of the image, therefore, handwritten identification is NOT acceptable. It is the responsibility of the student to own and use proper side markers with initials.

   C. Images that are mismarked, not marked, or have markers that are not clearly visible, must be annotated properly. Documentation of the correction must be included in the RIS at the time the correction is made.
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**RA Preceptor Standards and Responsibilities**  

1. The clinical preceptor must be a physician actively and directly engaged in the clinical practice of medicine or surgery as a board-certified radiologist.  

2. The clinical preceptor must sign and agree to perform the duties listed in the “Multi-party Clinical Education Affiliation Agreement”. Each clinical site shall designate a radiologist to serve as a chief preceptor who is responsible for overseeing the student educational activities, assessing clinical competence, and completing all necessary documentation of student clinical performance.  

3. A radiologist assistant student shall practice under the on-site supervision of a radiologist preceptor. Under this supervision, the RA may perform all clinical procedures outlined in the program curriculum.  
   
   A. On-site supervision must be provided at the level appropriate, personal, direct, or general, for each particular procedure performed by the RA student.  
   
   B. The clinical preceptor is responsible for monitoring student progress in terms of the quality and the number of cases performed, and in conducting RA student competence assessments for mandatory and elective procedures.  
   
   C. The chief preceptor shall be responsible for completing the student summative evaluation to include assessment of student cognitive, psychomotor, and affective skills at the completion of the clinical portion of the educational program.  

4. The chief preceptor, in conjunction with the medical advisor and program director, shall assist in the evaluation of written and oral student case reports, case journals, and student clinical portfolios.  

Clinical preceptors shall meet with the medical advisor and program director on a quarterly basis to assess the strengths and weaknesses of the clinical component of the RA graduate program. Chief preceptors shall serve as members of the RA advisory committee.