

**The Ohio State University
College of Medicine
School of Health and Rehabilitation Sciences**

Radiologic Sciences and Therapy

**Policy Manual and Student Handbook
2017 – 2018**

Radiologic Sciences and Therapy

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Radiologic Sciences and Therapy

Section 1 – General Program Policies

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The Ohio State University

Policy #: 1.01

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Category: General Program Policies

Effective Date: January 1, 2007

Revised Date: June 30, 2017

Division Overview/Mission/Goals

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. The Radiography program is currently in the process of accreditation by the Joint Review Committee on Education in Radiologic Technology. 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 has an excellent national reputation. Many graduates remain in clinical practice and/or continue to areas including but not limited to: post-primary imaging areas; graduate education; administration; education; research. Graduates have assumed positions as physicians, physician assistants, nurse practitioners, physical therapists, chiropractors, 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.

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Category: General Program Policies

Effective Date: January 1, 2007

Revised Date: June 28, 2016; Reviewed: June 30, 2017

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.

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.

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Effective Date: January 1, 2007

Revised Date: June 30, 2017

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) (<http://trustees.osu.edu/rules/university-rules/chapter-3335-9-attendance-and-graduation.html>)

Grievance Policy

Any grievance or concern about a violation, misinterpretation, or inequitable application of any existing policy, procedure or regulation regarding the Radiologic Sciences and Therapy Division must be made in writing. Students must follow the steps below when addressing grievances or concerns involving the RST Division.

1. Discuss complaint with RST faculty as appropriate, which may include the Director of Academic Affairs within the School of Health and Rehabilitation Sciences.
2. If dissatisfied with Step 1, file a written complaint or grievance with the RST program director. This must be done within thirty (30) calendar days after the date of occurrence. If the incident or occurrence involves a clinical rotation site, the complaint must also be made to the RST clinical coordinator. The RST program director and clinical coordinator must respond within thirty (30) calendar days upon receipt of the written grievance.
3. If still not satisfied, a letter should be addressed to the Director of the School of Health and Rehabilitation Sciences within thirty (30) calendar days of the date after the RST faculty reply. The letter should clearly detail the steps which have already been taken and contain the facts of the grievances. A request for a hearing before the Director of the School of Health and Rehabilitation Sciences should be included. The Director will schedule a hearing with the student within thirty (30) calendar days of the request.
4. Upon considering information provided at the student hearing, the Director of the School of Health and Rehabilitation Sciences shall make a decision regarding the formal grievance. This decision shall be made within thirty (30) calendar days of the student’s formal hearing with the Director.
5. If still dissatisfied with the decision, the student may address the grievance with the dean of the Undergraduate School. This should be done in accordance with The Ohio State University complaint, grievance and appeal procedures (<http://ugeducation.osu.edu/grievances.shtml>).

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 non-clinical 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 non-clinical course may sequentially continue in the program but shall be placed on probation and shall be required to repeat the course prior to graduation. (Note that the University does not offer each course every semester.) Conditions for removing probation will be specified at the time of probation and sent in writing to the student. The student may repeat the course only once to raise his or her grade to a “C” level. Upon successful completion of the repeated course (grade of at least a “C” level), the student must be then reevaluated for continuation in the program. Due to the arrangements of the curriculum sequence, this may require an extra year in the program. All major clinical 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 clinical course may sequentially continue in the program but shall be placed on probation. Conditions for removing probation will be specified at the time of probation and sent in writing to the student. Students will receive an incomplete for their clinical course until the conditions for removing probation have been met within at maximum one (1) semester. Upon successful completion of the probationary conditions, the student may be reevaluated on competencies if deemed necessary by the Clinical Coordinator and/or Program Director. 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 and the student will be “disenrolled” from the program. 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. Conditions for removing probation will be specified at the time of probation and sent in writing to the student. 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) (<http://trustees.osu.edu/rules/university-rules/chapter-3335-9-attendance-and-graduation.html>)

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 Warning, Probation, and Disenrollment

1. Any student whose professional behavior, conduct, competence, or interpersonal skills are judged unsatisfactory or unethical both in the classroom and/or clinic may be placed on program action related to professionalism which include program warning, program probation, or recommendation for program disenrollment.
2. The student will first receive an official written 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 and the conditions for removal via a written letter. 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. If the student fails to meet the criteria and time frame established in the written notification, the Division will move to disenroll the student from the program.

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Effective Date: January 1, 2007

Revised Date: June 30, 2017

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 3335-23-18 Appeal Process (<http://studentaffairs.osu.edu/csc/>). The appeal must state the specific grounds for the appeal and should include all supporting documentation. The appeal must be postmarked or hand delivered to the appropriate appeal officer (see Appeal Process 3335-23-18, section C), or sent via email, within five (5) calendar days after the date on which notice of the decision is sent to the student. Each student shall be limited to one appeal. The decision of the appeal officer is final.
2. The student has the right to appeal academic and/or professional warning, probation or disenrollment by submitting a request for appeal to the SHRS Director of Student Services. An appeal of a decision must be submitted in writing and postmarked or hand delivered within five (5) 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 Director of the School of Health and Rehabilitation Sciences will consider the appeal and may appoint a committee of SHRS division directors to consider the appeal. The Director of the School will have thirty (30) days from the initial appeal date to accept or deny the appeal. The decision of the Director of the School of Health and Rehabilitation Sciences is final. Once a decision has been reached, it will be forwarded to the SHRS Director of Student Services who will notify the student by OSU email.
3. Responsible individuals in the Radiologic Sciences and Therapy Division should be: first, verbal and/or written information from the course instructor; then written information from the division director; and finally an absolute decision is made by the Director of the School of Health and Rehabilitation Sciences, in that order.

Concerns Not Addressed Through University Due Process or Other Policies

An occasion may arise in which a concern is made regarding an aspect of the Radiologic Sciences and Therapy Division that does not fall within the realm of the University's due process procedures or academic appeals process. Sources of such concerns may be clinical education sites, employers of graduates, or members of the public. When such a concern is brought to the attention of the program director, other program faculty, or clinical instructor/, the concern will be recorded by the program director through the use of a Concern Form. Pertinent information and communications will be documented and include suggestions by parties involved for appropriate responses. A follow-up schedule to include the people who will receive further communication will be identified. Subsequent efforts and communication leading to a resolution will be attached to the form. All documentation will be kept on file in the Radiologic Sciences and Therapy Division Director's office with copies provided to other administrators as deemed appropriate.

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Category: General Program Policies

Effective Date: January 1, 2007

Revised Date: June 30, 2017

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, 1110, 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 or 1210
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.

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Effective Date: January 1, 2007

Revised Date: June 30, 2017

Suggested Scheduling Plan - Preprofessional

FIRST YEAR		SECOND YEAR	
<u>Autumn Semester</u>	<u>Cr Hr</u>	<u>Autumn Semester</u>	<u>Cr Hr</u>
HTHRHS 1100	1	RadSci 3200	2
Math 1150	5	Physics 1201	5
Psychology 1100	3	EEOB 2520	3
Biology 1101, 1110, or 1113	4	Second Writing Course	3
GE	<u>3</u>	GE	<u>3</u>
	16		16
<u>Spring Semester</u>		<u>Spring Semester</u>	
English 1110	3	HTHRHS 5500	4
Physics 1200	5	HTHRHS 5370	3
Anatomy 2300.04	4	(or PUBHHMP 4650)	
Statistics 1350 or 1450	3	Chemistry 1110 or 1210	5
HTHRHS 2500	<u>3</u>	Sociology 1101	3
	18	GE	<u>3</u>
			18

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 four areas of specialization: *professional practice, education, management, or quality management*. 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 of C- or higher 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 and is currently in the process of accreditation by the Joint Review Committee on Education in Radiologic Technology. 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 Radiography Programs. The Standards may be found at <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 if the individual is unable to resolve the complaint with institution/program officials or believes that the concerns have not been properly addressed. The Radiologic Sciences and Therapy Division will then resolve the noncompliance issue with the accrediting body immediately upon notification.

Policy #: 1.03

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Category: General Program Policies

Effective Date: January 1, 2007

Revised Date: June 30, 2017

Scheduling Plan – Radiography Professional Program

THIRD YEAR

Autumn Semester Cr Hr

RadSci 3411	3
RadSci 3425	3
RadSci 3310	3
RadSci 3089	4
HTRHSC 5900	3
RadSci 3200*	<u>2</u>
(transfer students)	16-18

Spring Semester

RadSci 3471	3
RadSci 3672	3
RadSci 3189	5
RadSci 3412	3
GE	<u>3</u>
	17

May/Summer Semester

RadSci 4530	3
RadSci 4089	7
HTRHSC 5510	<u>3</u>
	13

FOURTH YEAR

Autumn Semester Cr Hr

RadSci 4426	3
RadSci 4670	2
RadSci 4615	3
RadSci 4189	5
Adv. Rad. Practicum:	3
RadSci 5089 CT	
RadSci 5189 MR	
RadSci 5289 Mammo	
RadSci 5389 Admin/QM	
RadSci 5489 RadSci Educ	
RadSci 5589 VIR	<u> </u>
	16

Spring Semester

RadSci 4630	2
RadSci 5389	2
RadSci 4289	5
Adv. Rad. Practicum:	3
RadSci 5089 CT	
RadSci 5189 MR	
RadSci 5289 Mammo	
RadSci 5389 Admin/QM	
RadSci 5489 RadSci Educ	
RadSci 5589 VIR	<u> </u>
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Policy #: 1.04

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Category: General Program Policies

Effective Date: January 1, 2007

Revised Date: June 30, 2017

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, 1110, 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 or 1210
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.

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Effective Date: January 1, 2007

Revised Date: June 30, 2017

Suggested Scheduling Plan - Preprofessional

FIRST YEAR		SECOND YEAR	
<u>Autumn Semester</u>	<u>Cr Hr</u>	<u>Autumn Semester</u>	<u>Cr Hr</u>
HTHRHS 1100	1	RadSci 3200	2
Math 1150	5	Physics 1201	5
Psychology 1100	3	EEOB 2520	3
Biology 1101, 1110, or 1113	4	Second Writing Course	3
GE	<u>3</u>	GE	<u>3</u>
	16		16
<u>Spring Semester</u>		<u>Spring Semester</u>	
English 1110	3	HTHRHS 5500	4
Physics 1200	5	HTHRHS 5370	3
Anatomy 2300.04	4	(or PUBHHMP 4650)	
Statistics 1350 or 1450	3	Chemistry 1110 or 1210	5
HTHRHS 2500	<u>3</u>	Sociology 1101	3
	18	GE	<u>3</u>
			18

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/>. 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.

Policy #: 1.04

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Category: General Program Policies

Effective Date: January 1, 2007

Revised Date: June 30, 2017

Scheduling Plan – Radiation Therapy Professional Program

THIRD YEAR		FOURTH YEAR	
<u>Autumn Semester</u>	<u>Cr Hr</u>	<u>Autumn Semester</u>	<u>Cr Hr</u>
RadSci 3573	3	RadSci 4482	3
RadSci 3414	4	RadSci 4485	2
RadSci 3310	3	RadSci 4670	2
RadSci 3289	4	RadSci 4489	6
HTHRHSC 5900	3	GE	<u>3</u>
RadSci 3200*	<u>2</u>		16
(transfer students)	17-19		
<u>Spring Semester</u>		<u>Spring Semester</u>	
RadSci 3471	3	RadSci 4630	2
RadSci 3672	3	RadSci 5389	2
RadSci 3389	5	RadSci 4618	2
RadSci 3574	3	RadSci 4589	<u>8</u>
RadSci 3483	<u>3</u>		14
	17		
<u>May/Summer Semester</u>			
RadSci 4530	3		
RadSci 4389	6		
RadSci 4478	<u>3</u>		
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Effective Date: January 1, 2007

Revised Date: June 30, 2017

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:
 - A. Anatomy 2300.04
 - B. Biology 1101, 1110, 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 or 1450
 - L. Chemistry 1110 or 1210
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.

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Category: General Program Policies

Effective Date: January 1, 2007

Revised Date: June 30, 2017

Suggested Scheduling Plan - Preprofessional

FIRST YEAR		SECOND YEAR	
<u>Autumn Semester</u>	<u>Cr Hr</u>	<u>Autumn Semester</u>	<u>Cr Hr</u>
HTHRHSC 1100	1	RadSci 3200	2
Math 1150	5	Physics 1201	5
Psychology 1100	3	EEOB 2520	3
Biology 1101, 1110, or 1113	4	Second Writing Course	3
GE	<u>3</u>	GE	<u>3</u>
	16		16
<u>Spring Semester</u>		<u>Spring Semester</u>	
English 1110	3	HTHRHSC 5500	4
Physics 1200	5	HTHRHSC 5370	3
Anatomy 2300.04	4	(or PUBHHMP 4650)	
Statistics 1350 or 1450	3	Chemistry 1110 or 1210	5
HTHRHSC 2500	<u>3</u>	Sociology 1101	3
	18	GE	<u>3</u>
			18

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 Diagnostic Medical Sonography Program and Vascular Technology Program are 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 - weiland@intersocietal.org). The Standards may be found at <http://www.jrcdms.org/pdf/DMSStandards.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.

Policy #: 1.04

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Category: General Program Policies

Effective Date: January 1, 2007

Revised Date: June 30, 2017

Scheduling Plan – Sonography Professional Program

THIRD YEAR

Autumn Semester Cr Hr

RadSci 3430	3
RadSci 3486	3
RadSci 3310	3
RadSci 3489	4
HTHRHSC 5900	3
RadSci 3200*	<u>2</u>
(transfer students)	16-18

Spring Semester

RadSci 3431	3
RadSci 3672	3
RadSci 3487	3
RadSci 3589	<u>7</u>
	16

May/Summer Semester

RadSci 4530	3
RadSci 4488	3
RadSci 4432	3
RadSci 3689	<u>8</u>
	17

FOURTH YEAR

Autumn Semester Cr Hr

RadSci 4520	3
RadSci 5389	3
RadSci 4689	7
GE	<u>3</u>
	16

Spring Semester

RadSci 4630	2
RadSci 5389	2
RadSci 4789	7
RadSci 4521	3
	<u>14</u>

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Effective Date: January 1, 2007

Revised Date: June 9, 2015

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.

Program Prerequisites

1. Students must apply by January 31st to 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 majority of OSU GE courses and all program prerequisites.

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Effective Date: January 1, 2007

Revised Date: June 30, 2017

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 GE Requirements
 - A. Writing and Related Skills (6 credits)
 - B. Data Analysis (3 credits)
 - C. Social Science (3 credits)
 - D. Math (4-5 credits)
 - E. Global Studies (0-6 credits)
 - F. Art (3 credits)
 - G. Science (10 credits)
 - H. Literature (3 credits)
 - I. Historical Study (3 credits)
 - J. Cultures & Ideas or Second Historical Study (3 credits)
 - K. Social Diversity in the US (0-3 credits)
 - L. Open Options (6 credits)

Suggested Scheduling Plan – AS to BS (Prior to starting OSU program)

FIRST YEAR

Autumn Semester **Cr Hr**

AS Program

SECOND YEAR

Autumn Semester **Cr Hr**

AS Program

General Admission: Apply to the University for admission via the admissions office

Spring Semester

AS Program

Spring Semester

AS Program

Suggested Scheduling Plan – AS to BS (OSU program)

THIRD YEAR

<u>Autumn Semester</u>	<u>Cr Hr</u>
Direct Admission: Apply to the University via professional admissions to the AS to BS degree completion program for a summer semester start.	
Math 1148	4
RadSci 3200	2
GE	<u>3-6</u>
	9-12

Spring Semester

Statistics 1350 or 1450	3
HTRHSC 5500	4
GE	<u>3-5</u>
	10-12

Summer Semester

RadSci 4530	3
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FOURTH YEAR

<u>Autumn Semester</u>	<u>Cr Hr</u>
HTRHSC 5900	3
HTRHSC 5510	2
Adv. Rad. Practicum	(1-4)
Choose One:	
RadSci 5089 CT	
RadSci 5189 MR	
RadSci 5289 Mammo	
RadSci 5389 Admin/QM	
RadSci 5489 RadSci Educ	
RadSci 5589 VIR	<u> </u>
	6-9

Spring Semester

RadSci 5389	2
Adv. Rad. Practicum	(1-4)
Choose One:	
RadSci 5089 CT	
RadSci 5189 MR	
RadSci 5289 Mammo	
RadSci 5389 Admin/QM	
RadSci 5489 RadSci Educ	
RadSci 5589 VIR	<u> </u>
	3-6

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 core curriculum as outlined in the CAP sheet.
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.

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Category: General Program Policies

Effective Date: January 1, 2007

Revised Date: June 9, 2015

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. Students must have a 3.0 GPA to pursue Honors program. 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/hrs/current-ohio-state-students/honors-opportunities/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 by the University, and HRS recognizes these honors as follows: cum laude (3.50-3.69); magna cum laude (3.70-3.89); summa cum laude (3.90-4.00).

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Category: General Program Policies

Effective Date: January 1, 2007

Revised Date: September 23, 2013

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 professional program. 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 professional program 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
- <http://www.lambdanu.org/>

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.

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Category: General Program Policies

Effective Date: January 1, 2007

Revised Date: June 30, 2017

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 <https://trustees.osu.edu/index.php?q=rules/code-of-student-conduct/>.
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.
5. Faculty members will use the following in each of their course syllabi in defining academic misconduct:

ACADEMIC INTEGRITY (ACADEMIC MISCONDUCT)

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 this syllabus may constitute "Academic Misconduct."

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." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's Code of Student Conduct is never considered an "excuse" for academic misconduct, so I recommend that you review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct.

If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University's [*Code of Student Conduct*](#) (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

The Committee on Academic Misconduct web pages ([COAM Home](#))

Ten Suggestions for Preserving Academic Integrity ([Ten Suggestions](#))

Eight Cardinal Rules of Academic Integrity (www.northwestern.edu/uacc/8cards.html)

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Effective Date: July 26, 2016

Revised Date:

Technical Standards Requirements for Radiologic Sciences and Therapy Division

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 and therapy professionals. If these technical standards cannot 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.

A list of common technical standards for an imaging professional or therapist are listed below:

1. Must be able to stand and walk for 80% of the clinical time.
2. Must be able to transport, move, lift and position patients of varying sizes.
3. Must have the verbal and written skills sufficient to respond promptly in communication with patients, visitors, co-workers, and physicians.
4. Must have sufficient sight to observe the condition of the patient while behind the control panel or equipment and evaluate images.
5. Must have verbal skills to instruct the patient while performing the duties of an imaging professional or therapist.
6. Must have sufficient hearing to respond to patient needs and to interact with the patient as well as respond to the audio sounds of the equipment.
7. Must have sufficient motor skills to be able to respond to medical emergencies and to manipulate the equipment. These motor skills may include but are not limited to the following:
 - a. Extend the hands and arms in any direction
 - b. Seize, hold, grasp, turn and other wise work with both hands.
 - c. Pick, pinch, or otherwise work with fingers.
 - d. Move the hand and foot coordinately with each other in accordance with visual stimuli.
 - e. Must perform frequent lifting, carrying, pulling and pushing of patient and equipment.
 - f. Lift and transfer patients safely without injury to patient, self, or other health care worker.
8. Have the intellectual and emotional skills to exercise discretions.
9. Have the cognitive ability to perceive environmental threats and stresses and deals with them appropriately:
 - a. Continue to function safely and efficiently during high stress periods.
 - b. Protect self and others from potential hazards in the health care environment, such hazards as infectious disease, contaminated equipment, needles and scalpels, and radiation.

Disclaimer:

The above statement is not intended as a complete listing of behaviors required for Radiologic Sciences and Therapy curricula but is a sampling of the types of abilities needed by the students to meet the program objectives and requirements. The program or its affiliated agencies may identify additional critical behaviors or abilities needed by students to meet program or agency requirements. The program reserves the right to amend this listing based on the identification of additional standards or criteria for Radiologic Sciences and Therapy students.

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Effective Date: January 1, 2007

Revised Date: July 26, 2016

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. Students are also requested to arrange a private meeting with their faculty advisor to discuss their specific needs. For more information, contact the Office of Student Life – Disability Services at:

150 Pomerence Hall

1760 Neil Avenue

Columbus, Ohio 43210

Phone: 614-292-3307

Fax: 614-292-4190

VRS: 614-429-1334

General Questions: slids@osu.edu

Exam/Quiz Accommodations: slids-exam@osu.edu
<http://www.ods.ohio-state.edu>

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 services areas but are not limited to:
 - 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

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Effective Date: January 1, 2007

Revised Date: June 28, 2016

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 (<http://trustees.osu.edu/rules/university-rules/chapter-3335-8-instruction.html>), 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 3.05) 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 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 their clinical course syllabus. All make-up time must be correlated with each modality's clinical coordinator and clinical sites.

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Effective Date: January 1, 2007

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3. In accordance with University Faculty Rule 3335-8-21 (<http://trustees.osu.edu/rules/university-rules/chapter-3335-8-instruction.html>), 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 the Americans with Disabilities Act 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 1.10 (Students with Special Needs) and 1.12 (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 1.16 (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 and 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.

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Effective Date: January 1, 2007

Revised Date: July 26, 2016

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 SHRS Student Affairs Office and their academic advisor to formally withdraw from the University. The University will refund 100% of the instructional fees paid by the 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 be 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.

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Effective Date: January 1, 2007

Revised Date: July 26, 2016

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.

For more information, please consult the OSU Registrar's Military Call to Active Duty webpage at: <https://registrar.osu.edu/policies/militarycall.asp>

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Effective Date: January 1, 2007

Revised Date: July 26, 2016

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 SHRS Student Codes of Ethics – All Students
<http://medicine.osu.edu/hrs/current-ohio-state-students/student-handbooks/pages/index.aspx>
 - B. The American Registry of Radiologic Technologists Code of Ethics – Radiography & Therapy
<https://www.arrt.org/pdfs/governing-documents/standards-of-ethics.pdf>
 - C. The Society of Diagnostic Medical Sonography Code of Ethics – Sonography
<http://www.sdms.org/about/who-we-are/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 agency requirements.
 - a. Practice Standards – Radiography - https://www.asrt.org/docs/default-source/practice-standards-published/ps_rad.pdf?sfvrsn=2
 - b. Practice Standards – Radiation Therapy - https://www.asrt.org/docs/default-source/practice-standards-published/ps_rt.pdf?sfvrsn=2
 - c. Scope of Practice – Sonography - <https://www.sdms.org/docs/default-source/Resources/scope-of-practice-and-clinical-standards.pdf?sfvrsn=8>

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Effective Date: January 1, 2007

Revised Date: July 26, 2016

Information Technology System Security

Clinical Information and Data Systems

1. It is the policy of The Radiologic Sciences and Therapy Division that patient protected health information (PHI) and management information is confidential and shall be protected. The security and confidentiality of the clinical site's Hospital Information Systems, Radiation Therapy Information Systems, and Radiology Information Systems are maintained through controlled assess and distribution of reports, and authorized release of confidential information. Any individual obtaining information through the Hospital Information System, Radiation Therapy Information Systems, or 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 one-hundred and eighty (180) days.
3. For therapy students, 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 provided by the clinical facility.
4. All students involved in the creation, use, maintenance, transport and/or destruction of PHI 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 office issues and are intended to help in everyday practice.
 - B. Content includes: 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 to assess mastery of the information presented, and are recorded on your transcript. Please upload a copy of the transcript into the E*Value reporting system at the completion of the modules. CBL's are required on a yearly basis.

School of Health and Rehabilitation Sciences Student Computers and Internet Service

1. Hours of operation of the computer labs in Atwell Hall are 7:30 a.m. to 5:30 p.m. Monday through Friday. The fourth floor computer lab is closed to general use when computer classes are scheduled. Reserved times for Lab 435 will be posted on the outside door of room 435. The second floor lab will remain open at all times and cannot be reserved or closed for group sessions.
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 can save data to the Shared Student (S:) drive, but this is a public domain and files can be copied, edited, or deleted at any time 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. Paper is provided in the fourth floor lab. The office associate in room 106 will provide paper to you when necessary. If you do not feel comfortable in loading the printer, please ask for assistance. Paper waste is a concern in both labs. Please remember that paper is provided by the School as a courtesy and will be discontinued if abused. All students are limited to printing 10 duplex pages at a time in order to limit abuse of printing.
6. Violations of the rules of use will result in suspension of the student's use of the computer lab facilities.
7. Wireless Internet service is available to all students within Atwell Hall. For more information, please visit: <http://wireless.osu.edu/>.
8. Please report any problems to the Director of Information Systems for Atwell Hall: phone 685-1560; pager 731-3817.

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Policy #: 1.15

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Category: Admission Policies

Effective Date: June 22, 2007

Revised Date: July 26, 2016

Release of Student Information

1. The Ohio State University policies and procedures regarding FERPA can be found on line 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 Information" authorization form available on the School's website under the "Current Students" tab. 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 University Registrar's Office at (614) 292-0300.

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Effective Date: January 1, 2007

Revised Date: June 30, 2017

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>.
 - 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>), 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 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 in a locked file within the Division. In accordance with ODH Rule 3701:1-38-10, each individual monitored for radiation will be notified in writing of their annual dose using an appropriate form. Students are responsible for reviewing dosimetry reports posted by the Division. 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 Individual Responsible for Radiation Protection (IRRP) / Radiation Safety Officer (RSO) at least quarterly.
- B. Proper Use of Personnel Monitoring Devices: All students are required to wear their dosimeter whenever they are in laboratories or in an imaging/therapy department. Any student present without his or her dosimeter during clinical rotations will be required to leave, get his/her dosimeter, and return to the clinical area. The time missed will count as free hours used for the semester. 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 laboratories and while on clinical assignments.
 - ii. The personnel dosimeter should be worn on the trunk of the body at collar level during all imaging procedures including (but not limited to): portable, fluoroscopic, computed tomography, vascular interventional and brachytherapy; 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 badges require completion of an OSU Office of Radiation Safety form, RS-10, and payment of a \$15.00 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 and review basic radiation safety procedures.

- C. Personnel Exposure Limits: The occupational exposure limits to ionizing radiation as established by the NCRP and Ohio Department of Health (3701-38-12) are as follows:

Total Effective Dose Equivalent (Annual Whole Body Dose)	50 mSv/yr
Total Organ Dose Equivalent	500 mSv/yr
Lens of Eye Dose	150 mSv/yr
Skin or Extremity Dose	500 mSv/yr
Embryo/Fetus	5 mSv/gestation

- 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:

- i. Any individual receiving in excess of 50 mSv whole body, 150 mSv to the lens of the eye or 500 mSv to any extremity.
- ii. Declared pregnant women who receive in excess of 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 RSO or IRRP will also notify the individual and perform an 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: 1.25 mSv whole body dose; 12.50 mSv extremity dose; 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: 3.75 mSv whole body dose; 37.50 mSv extremity dose; 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 in writing and submitting an RS-13 form, "Declaration of Pregnancy", to the OSU Radiation Safety Office. The Division does not require that a pregnant student disclose her pregnancy; however, in the absence of voluntary, written declaration, a student cannot be considered pregnant. The Division encourages any student who is pregnant or may become pregnant to discuss with her health care provider any potential risks and limitations. Upon written notification by a student that she is pregnant, the prenatal radiation dose will be restricted to less than 5 mSv per NCRP regulations during the entire 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 will 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 RSO 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 Radiation Safety Office.
- ii. Following the recommendation set forth by Radiation Safety, the student will meet with the program director to determine the course of action the student wants to pursue in regard to completing her academic program. Pregnancy does not prohibit a student from continuing in their program. Students disclosing a pregnancy are encouraged to have their health care provider document any restrictions that may assist the Division in providing reasonable accommodations when required.
 - 1. If the student's health care provider indicates that there are restrictions, once officially notified in writing, the Division is required to abide by the restrictions. If these restrictions are significant enough to prohibit or compromise the student's ability to continue in a laboratory course and/or clinical placement, the student may be required to withdraw from the program and re-enter the following year to complete the remainder of their program.

2. If the student's health care provider indicates that there are no restrictions, the student may continue in her laboratory and/or clinical placement without any changes.
- iii. Following counsel with the division director, the student must inform the Division, in writing, regarding her plans to continue in the program without any interruption or to withdraw.
 1. If the student chooses to withdraw from the program, she may be reinstated into the program the following year to complete the remainder of her program sequence. Upon re-entering the clinical environment, the division director, program director and/or clinical coordinator will re-evaluate the student's clinical competencies. Repeat and/or additional remedial work may be required prior to the student's re-entry into the clinical environment.
 2. If the student chooses to remain in the program without any modification or interruption, all missed clinical hours or course work must be completed according to the course guidelines.
 - a. The student accepts full responsibility for her own actions and the safety of her baby.
 - b. The student relieves The Ohio State University, its faculty and staff, and clinical sites in case of adverse effects.
 - c. In order to minimize fetal dose to radiation, clinical placement of students in the radiography program who elect to continue without interruption may be modified. The student has the right to defer time spent in fluoroscopy, surgery and portable examinations during her pregnancy.
- iv. 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.
- v. 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.

- vi. If not already in place, a second dosimeter will be requested for monitoring at the waist level and under a protective apron (when utilized). The dose received by this monitor may be assumed to be the fetal exposure.
- vii. The fetal dose records will be reviewed by the IRRP / RSO.
- viii. In the course of periodic review of the prenatal exposure, if the exposure exceeds 0.5 mSv in one month, reassignment of duties may be necessary.
- ix. In fluoroscopic areas, declared pregnant students will refrain from handling patients within the imaging room during fluoroscopic procedures. Students may be assigned to non-fluoroscopic areas throughout their pregnancy.

3. Clinical Safe Operating Procedures

- A. **Students are not permitted to hold patients for examinations or to intentionally expose other students or staff members to ionizing radiation during clinical rotations.** 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 radiation emitting 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 credentialed radiographer, sonographer 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.

4. Radiography Learning Laboratory Safe Operating Procedures

- A. The radiography learning laboratory will only be used under the supervision of a faculty member or credentialed radiographer or when the energized generator is “keyed” to the off position. The room is to be secured and locked when faculty members are not present.
- B. Radiologic equipment will be operated only by faculty or students of the Radiologic Sciences and Therapy Division of The Ohio State University. All equipment shall be secured against unauthorized use and shall not be used for human exposure. No radiologic exposure shall be taken by students without the authorization of a Division faculty member.
- C. Notice to Employees and the Certificate of Registration shall be posted in the RST Learning Laboratory and copies of the Ohio Radiation Protection rules are maintained in the laboratory.
- D. Students must wear their radiation badge to lab whenever exposures will be made. Dosimetry badge reports are on file in the Division office and also posted on the Division bulletin board. Incidents of overexposure (1.25 mSv) whole body dose will be evaluated by the RSO or IRRP.
- E. All occupants of the laboratory shall remain behind the protective barrier when making exposures. Radiographic exposure switches have been located to ensure operators remain protected behind the protective walls. Faculty must ensure that all students and faculty present during an exposure are wearing a personal radiation badge.
- F. The laboratory door shall be closed during a radiographic exposure for radiation protection purposes and the proper signage displayed on the door. Under all conditions, RST faculty and students are to keep their radiation exposure As Low As Reasonably Achievable.
- G. The useful beam shall be restricted to the area of clinical interest and shall never be directed toward the protective barrier. Unless specified by an instructor for experimental purposes, the useful beam should not be larger than the image receptor size. All individuals have been trained in the competent use of beam restriction devices.
- H. Exposures will be minimized by proper maintenance of the x-ray generating equipment. A technique chart for phantom exposures is posted in the lab and should be consulted.
- I. All unusual incidents with radiographic equipment shall be reported to an RST faculty member.

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Effective Date: January 1, 2007

Revised Date: June 30, 2017

- K. If a faculty member or student voluntarily declares her pregnancy, the Division is responsible for:
 - a. Reviewing the Radiation Safety Policy and Pregnancy Policy as stated within the Radiologic Sciences and Therapy Student Handbook.
 - b. Contacting the Radiation Safety Section so that an additional personnel monitoring badge can be issued.

- L. Inquiries concerning radiation protection should be made to Dr. Kevin Evans, Radiologic Sciences and Therapy Division Director or the Radiation Safety Officer, Radiation Safety Section at 614-247-6403.
- M. Following any laboratory activity, all equipment shall be turned off, the radiographic table cleaned and all accessory equipment put away.
- N. The safe operating procedures are posted in the learning laboratory.

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Policy #: 1.17

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Category: General Program Policies

Effective Date: February 18, 2010

Revised Date: June 30, 2017

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. HIPAA rules apply online, and students may be held criminally liable for comments or images that violate HIPAA. Images captured on personal devices while on clinical assignments are in violation of HIPAA policies.
 - B. Comments made on social networking sites should be considered the same as if they were made in a public place in the hospital.
 - 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.

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Category: General Program Policies

Effective Date: February 18, 2010

Revised Date: June 30, 2017

4. Professionalism

- A. Use of social networking sites or applications can have legal ramifications if used inappropriately. Comments or images 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 or in a clinical environment. 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 of Medicine for comments or images 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 onto a site and make a comment or post an image.

Policy #: 1.18

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Category: General Program Policies

Effective Date: July 26, 2016

Revised Date:

Distance Learning Fee

A distance education course is defined as those courses with no scheduled in classroom or on-site activities. A University distance learning fee of \$100 per student per term is charged for any student who is enrolled in only courses tagged as distance education courses. The revenue generated from this fee will fund 24/7 distance education support and development. If a distance education student is a non-resident, a \$5 fee will be assessed, but the regular non-resident tuition will be waived. Site based fees (e.g. COTA Fee, Recreation Center, Student Activities Fee and the Ohio Union Fee) will also be waived for such a student. If a student has any on campus or “hybrid” (on campus courses that also have a significant distance education component) courses in addition to distance education classes, all regular fees will be assessed.

Radiologic Sciences and Therapy

Section 2 – Admission Policies

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Policy #: 2.01

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Category: Admission Policies

Effective Date: January 1, 2007

Revised Date: July 12, 2017

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 observation 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 each discipline in which the student would like to be considered.
 - C. Provide a personal statement outlining interest in the radiologic sciences and therapy.
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, Statistics, Biology, Anatomy, Chemistry, 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).
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 interview questions and faculty graded blind copy of an essay prompt, administered at the time of interview, are utilized and scored. Following the interview, these points are entered into the applicant data base.
6. The final quantitative scores are based on overall GPA, science GPA, interview score, and graded essay. All 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.

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Effective Date: January 1, 2007

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7. Letters of offer are sent to the top candidates and these are contingent on the following conditions:
 - A. Completion of any outstanding prerequisite coursework by Summer Semester prior to the start of the program with no less than a C-.
 - B. Completion of a criminal background check. See background check policy 3.03.
 - C. Completion of the required HRS drug screen with a negative result.
 - D. Completion of HRS immunizations as described the HRS Student handbook.
 - E. Completion of 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.

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Category: Admission Policies

Effective Date: January 1, 2007

Revised Date: July 12, 2017

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.

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Category: Admission Policies

Effective Date: January 1, 2007

Revised Date: July 12, 2017

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.

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Category: Admission Policies

Effective Date: January 1, 2007

Revised Date: July 26, 2016

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 to assist newly accepted students and to acclimate them 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:
 - A. Completion of student information document
 - B. Hospital ID/Criminal background check procedures and scheduling
 - C. BLS for healthcare provider requirements
 - D. Immunization requirements prior to the start of clinical rotations
 - E. Text book and resource requirements
 - F. Introduction to SHRS Honors Programs
 - G. Radiation monitor badge application
 - H. Completion of Technical Standards document
 - I. Uniform requirements
3. A fall orientation meeting is planned each year to:
 - A. Obtain photograph identification
 - B. Review the SHRS and RST Division Handbooks
 - C. Review the Code of Ethics
 - D. IT orientation, IHIS, Imaging Informatics, and Mandatory computer-based training for Wexner Medical Center and OhioHealth.
 - E. Uniform requirements (refresher) and opportunity to purchase Division patches for uniforms
 - F. Standards for Accreditation
JRCERT for Radiation Therapy and Radiography
JRC-DMS for Sonography
 - G. Collect dosimeter fee (\$25)
 - H. Immunization reminder
 - I. Brief introduction to E*Value Reporting System
 - J. Discuss discipline specific information

Radiologic Sciences and Therapy

Section 3 – Clinical Education Policies

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Policy #: 3.01

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Category: Clinical Education Policies

Effective Date: June 26, 2007

Revised Date: July 12, 2017

Access to Medical Records/Confidentiality

1. All students working with patient protected health information (PHI) 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. Students must complete CBLs and all other on-boarding requirements for each institution prior to accessing the electronic medical records.
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 PHI may only obtain information that is necessary to conduct the imaging or therapy procedure. It is the student's responsibility to limit their access to patient's PHI to perform an imaging or therapy procedure or class assignment.
4. Patient diagnostic and therapeutic PHI 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 secure 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/ HIPAA training modules prior to beginning clinical rotations and the summer of their senior year. Students may be required to complete additional training at specific clinical sites.

Policy #: 3.02

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Category: Clinical Education Policies

Effective Date: June 26, 2007

Revised Date: July 12, 2017

Immunization Requirements

The following are required vaccines and/or tests that must be completed by all students prior to the start of clinical rotations. All are available through OSU Student Health Services. All documents must be uploaded into the E*Value reporting system prior to the first day of clinical rotations.

One-Time Only Documentation

- a. Hepatitis B – Vaccine (Enerex B) vaccine *with positive serum anti-body titer*
 - i. If a student must start the vaccine process for Hepatitis B, they must at least obtain the first 2 doses prior to the start of clinical rotations. It is the student's responsibility to follow-up with the 3rd vaccination and also provide a positive titer result.
 1. If a positive titer result is not obtained after 3 doses, the student will need to repeat the vaccinations until a positive titer is obtained.
- b. Measles (Rubeola), Mumps, and Rubella – vaccine documentation *or positive blood titer*
- c. Tetanus/Diphtheria/Pertussis booster – vaccine documentation (needed every 10 years)
- d. Varicella (Chickenpox) – vaccine (*titer only recommended if previously infected with the disease (chickenpox), or proof of vaccination is unable to be located*)
 - i. History of disease is NOT acceptable evidence of immunization to varicella

Annual Documentation

- e. Tuberculosis (TB) Test
 - i. First test must be a 2-step TB test or a QFT-G (IGRA) blood test prior to the start of clinical rotations (1st year of program)
 - ii. Second test can be a 1-step or IGRA
 - iii. Negative QTF-G (IGRA) within last year or negative CXR within last year required if previously tested positive on skin test. Please consult Preventive Medicine Coordinator at Student Health Services ASAP to determine appropriate next steps.
- f. Influenza Vaccine
 - i. Must be obtained by every student in order to continue clinicals at many locations.

Guidelines for Students Who Contract an Infectious Disease

Students who contract a serious or infectious disease during the course of the program must immediately seek appropriate medical care and contact their division/program director. For more information, please refer to the [School of Health and Rehabilitation Handbook](#).

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Category: Clinical Education Policies

Effective Date: June 26, 2007

Revised Date: July 12, 2017

Background Check and Drug Screen Requirements

A BCI/FBI background check and drug toxicology screen are required annually in order to remain in good standing with clinical facilities, the Division, and the School. Background checks and drug screenings are assigned by the program manager and/or clinical coordinators prior to the start of clinical rotations every autumn semester. Students are required to upload toxicology reports from MyBuckMD into the E*Value reporting system. The program manager and/or clinical coordinators will enter in clear dates for background checks. Students should refer to the SHRS handbook in reference to the School's policy and procedure if substance abuse is found

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.

In the event of a positive background check, the student will be required to complete a pre-application to the American Registry of Radiologic Technologists for an ethics review. The student will assume the cost for the pre-application fees and must provide required documentation. This **MUST** be completed and presented to the division director. If the ARRT deems the student ineligible to take the ARRT examination, the student has the right to stay or withdraw from the program.

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Effective Date: June 26, 2007

Revised Date: July 12, 2017

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. Ceil blue scrub top and pants or scrub skirt (length must be at knee or longer). A division seal must be secured to left upper chest of scrub top.
 - b. Leather shoes with closed toes and heels; leather athletic shoes are acceptable; socks are required.
 - c. A white lab coat or a solid ceil blue or white scrub jacket may be worn for warmth. Sweatshirts are not permitted in the clinic.
 - d. 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.

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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 to no longer than ¼ inch. Nail polish or gel is NOT permitted.
 - d. Other body or hair modifications must be approved by your Program Director/Clinical Coordinator.

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.

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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 radiologic sciences profession 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 specialty practicum 5089-5589 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 or sonographer. All required clinical competencies, as outlined in individual course syllabi, must be completed in order to graduate.

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- 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, attitude, patient care skills, and professional demeanor. A counseling session will be conducted throughout 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, but are not limited to:
 - 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.

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- K. Sore throat accompanied by a fever, white spots on tonsils, swollen glands or skin rash. In the case of a positive strep 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.

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Effective Date: June 27, 2007

Revised Date: July 12, 2017

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. It is the student's responsibility to ensure the radiographer or sonographer that they have demonstrated competence in an exam or procedure prior to continuing without direct supervision. If a student is found performing an indirectly supervised exam or procedure on a patient in which they have not demonstrated competence, the incident will be documented within the E*Value Reporting System via a progress note entered by a faculty member and the student will be brought up on a violation of Professional Conduct.
 - a. **Direct Supervision** is defined as having a credentialed radiographer, sonographer, or therapist working with *and observing* the student during the entirety of all procedures performed.
 - b. **Indirect supervision** is defined as having a credentialed radiographer/sonographer immediately available for guidance, but not necessarily with the student in the examination room. "Immediately available" is interpreted as the physical presences of a qualified radiographer/sonographer adjacent to the room or location where a radiographic procedure is being performed.
2. *It is the duty of the staff member to review the procedure request and determine if the student is capable of performing the study.*
3. All images whether directly or indirectly supervised must be checked and approved by the supervising radiographer or sonographer and all clinical work in the radiation therapy area must be check by a registered therapist.

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Effective Date: May 24, 2016

Revised Date: May 24, 2016

Repeat Policy

1. Radiography – Repeat Images

- a. All radiographic studies completed by a student must be approved and signed-off by a credentialed radiographer. In the event that a repeat is required for an examination being performed by a student, a credentialed radiographer must first evaluate and critique the original image and identify what corrections are needed. All repeat radiographs must be conducted with a credentialed radiographer directly supervising the repeated examination. If no radiographer is available, the student **SHALL NOT** repeat the radiograph until a radiographer becomes available to assist with the repeat image(s). The initials of the supervising radiographer **MUST** be present on the repeat image(s) to document direct supervision. It is the responsibility of the student to assure direct supervision by a certified radiographer. If the student is found making exposures on a repeat radiograph without direct supervision and/or the initials of the supervising technologist do not appear on the repeat image(s), the incident will be documented within the E*Value Reporting System and the student will be brought up on a violation of Professional Conduct.

2. Sonography – Repeat Images and Call-Back Patients

- a. Sonography students are **NOT** permitted to perform repeat imaging on a patient that was previously scanned by themselves or by a clinical instructor. Additionally, sonography students are **NOT** permitted to perform exams on call-back patients who are brought in at a later date to provide supplemental images for a study which was originally performed by a student sonographer or clinical instructor. It is the responsibility of the student to follow this policy at all times. If the student is found to be performing repeat images or scanning call-back patients, the incident will be documented within the E*Value Reporting System and the student will be brought up on a violation of Professional Conduct.

3. Mammography – Repeat Images and Call-Back Patients

- a. Radiography students who specialize in Mammography are **NOT** permitted to perform repeat exposures on a patient during a screening, diagnostic, or interventional Mammography exam that is originally by themselves or by a clinical instructor. Additionally, Mammography students are **NOT** permitted to perform exams on call-back patients who are brought in at a later date for repeat views of a screening or diagnostic Mammography study which was originally performed by a student or clinical instructor. It is the responsibility of the student to follow this policy at all times. If the student is found to be performing repeat exposures or exposing call-back patients, the incident will be documented within the E*Value Reporting System and the student will be brought up on a violation of Professional Conduct.

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Effective Date: May 24, 2016

Revised Date: May 24, 2016

Holding Patients for Examinations

1. All efforts must be made to prevent anyone from holding a patient for an examination. Students should work with staff to ensure all methods of immobilization have been attempted. ***Under no circumstances shall a student be permitted to hold a patient for an examination.***

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Effective Date: May 24, 2016

Revised Date: May 24, 2016

Equitable Learning Opportunities for All Students

1. The Division will provide equal learning opportunities to all students who wish to perform breast imaging. This includes the following:
 - a. ***Breast Ultrasound*** – The scan lab located on the second floor of Atwell Hall is used for breast ultrasound instruction through the utilization of a breast phantom. Students are instructed by faculty members and perform simulated examinations during scheduled classes or during clinical hours. Instruction includes the evaluation of breast tissue in relation to positions on a clock in both the sagittal and transverse planes. The phantom contains simulated pathology (cysts) in which the students are instructed to properly evaluate. High-frequency ultrasound transducers are used for optimal scanning of breast tissue. Students are instructed on proper patient positioning and comfort during examinations.
 - b. ***Breast Imaging Quality Assurance and Quality Control Testing*** – Students are instructed by faculty members about breast imaging quality assurance standards and quality control testing throughout two consecutive semesters in Rad Sci 5289 (Mammography). Students rotate to clinical sites and assist with daily QA/QC testing. Students also have access to assist with phantom imaging performed on a weekly basis via collaboration between the Clinical Coordinator and the clinical sites.
 - c. ***Mammography*** – Students participate in didactic coursework instructed by faculty members throughout two consecutive semesters in Rad Sci 5289 (Mammography). Female students are scheduled at various locations throughout the Central Columbus area for clinical placement. Male students who are interested in Mammography will initially have clinical rotations scheduled with Dr. Kevin Evans, Ph.D., R.T., (R) (M) (BD), R.D.M.S, R.V.S., FSDMS during assigned hours. Dr. Evans will instruct the student on proper positioning and compression techniques, image criteria and analysis, equipment positioning and operation, patient communication and modesty, and the ability to present cases in a diagnostic setting. After sufficient instruction, the Clinical Coordinator will collaborate with clinical sites in regards to when male patients are scheduled for mammograms. The Division and Clinical Coordinator will work with male students to provide them with sufficient hands-on time with male patients. Male students are informed that a traditional clinical rotation in Mammography is not guaranteed and highly unlikely. All male students interested in Mammography are made aware of the statistical data involving employment rates, opportunities and potential barriers that may affect their ability to work in a particular clinical staff position.

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2. The Division will provide equal learning opportunities to all students who perform scrotal imaging. The scan lab located on the second floor of Atwell Hall is used for scrotal ultrasound instruction through the utilization of a phantom. Students are instructed by faculty members and perform simulated examinations during scheduled classes or during clinical hours. Instruction includes how to properly examine each testicle in both the sagittal and transverse planes. Certain pathology, such as torsion, cysts, hydroceles, and varicoceles, are discussed during didactic courses within the curriculum. Students are instructed on proper patient positioning and comfort during examinations.
3. The Division will provide equal learning opportunities to all students who perform transvaginal imaging. The scan lab located on the second floor of Atwell Hall is used for transvaginal ultrasound instruction through the utilization of a phantom. Students are instructed by faculty members and perform simulated examinations during scheduled classes or during clinical hours. Instruction includes how to properly examine female reproductive anatomy. The phantom contains simulated pathology in which the students are instructed to properly evaluate. Proper techniques for cervical imaging are reviewed during didactic coursework within the curriculum. Students are instructed on proper patient positioning and comfort during examinations.
4. The Division will provide equal learning opportunities to all students who perform radiation therapy procedures. All students will be required to perform treatment and simulation procedures on all sites including breast, prostate, testicular, etc. Each student will have the opportunity to rotate to disease site specific clinical rotations such as the dedicated breast and prostate facilities without discrimination. Students are instructed on proper patient positioning, treatment techniques, comfort and modesty during procedures.

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Effective Date: June 27, 2007

Revised Date: July 12, 2017

Infection Control

All students are required to follow the infection control practices established by The Ohio State University Wexner 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 $\frac{3}{4}$ 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 and Therapy 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 each institution 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 body 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. Patients on airborne precautions in which their condition indicates the necessity for healthcare providers to wear a N-95 mask **shall not be performed by a Radiologic Sciences & Therapy student**. Students are not fitted for N-95 masks for clinical rotations and as such should not perform examinations on patients in which N-95 masks are indicated.
- c. 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.
- d. 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 <https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf>

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

If a student is injured or exposed to hazardous waste/materials in clinic, he/she should use the following procedure in seeking treatment:

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. The student should immediately report the injury or exposure to in charge person (clinical instructor or supervisor) of the area in which the injury or exposure occurred as well as their clinical coordinator.
4. In the case of exposure to a Blood Borne Pathogen (BBP), the student should refer to the Wilce Student Health Center web site: <https://shs.osu.edu/services/health-professional-student-compliance/blood-and-body-fluid-exposures/>.
5. Depending upon the extent of the injury, the student may be directed to their personal physician or the Ohio State's Wilce Student Health. The student is responsible for the cost of any provided medical care.
6. The clinical instructor or supervisor should complete any incident report forms required by the agency and inform the Division Director. Any follow-up testing and treatment expenses that are incurred are the responsibility of the student.

J. Management of Student Who is a Source of Pathogenic Organism

Students who have been diagnosed with an infectious diseases should understand that they may pose a risk to patients, particularly highly vulnerable populations like neonates, oncology patients and those immunocompromised from disease or treatment. Students have an ethical duty to be aware of their immunity status or chronic infectious disease (Hepatitis B, HIV) status to ensure they do not place others at risk of infection. Students who know they are infected are encouraged to voluntarily inform the division director who will refer the students to the Office of Disability Services for modifications or accommodations in clinical education. Such modifications will be made on a case by case basis considering compliance with CDC recommendations and University policy.

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Effective Date: June 27, 2007

Revised Date: July 12, 2017

Cardiopulmonary Resuscitation Requirements

1. All students enrolled in the Division must hold and maintain a current certification in 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 placed in the student's permanent academic file or uploaded into the E*Value Online Reporting System.
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.

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Effective Date: June 27, 2007

Revised Date: July 9, 2007

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 patient, dose, medication, route, time and location in the RIS and patient record, if applicable.

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Effective Date: August 11, 2014

Revised Date: May 25, 2016

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, annotated 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.

 - D. All repeat radiographs must be conducted with a registered radiographer directly supervising the repeated examination. The initials of the supervising radiographer **MUST** be present on the repeat image to document direct supervision.