



ST. CATHERINE  
UNIVERSITY

# RADIOGRAPHY PROGRAM

## Student Handbook

Fall 2023

Revised: 8/23/2023

<b>Policy or Document Name</b>	<b>Document Number</b>	<b>Version Date</b>	<b>Page Number</b>
<b>General Information</b>			
Radiography Faculty	110	Jan-23	4
St. Catherine University History	120	Sep-17	4
Seven Themes of Catholic Social Teaching	125	Jun-08	5
University Mission Statement	128	Jan-18	5
Liberal Arts Integration	130	Sep-04	5-6
Program Mission & Goals	140	Sep-14	6
Graduate Competencies	160	Sep-04	7
Physical Capability Declaration	170	Jun-11	8
Students With Disabilities	175	Jan-18	8
Generic Abilities	180	Sep-04	8-9

<b>Didactic</b>			
Classroom Professional Expectations	210	Nov-09	9
Audio & Video Recording	215	Aug-13	9
Course Descriptions	220	July-22	10-11
Grading Scale	240	Jan-18	11
Curriculum Guide	250	Dec-22	12-13

<b>Clinical</b>			
Method for Learning Radiographic Procedures	310	Aug-13	14-15
General Course Objectives for Clinical Practice	320	Jan -23	16
Clinical Sites	330	Jan - 23	17
Mammography	335	Aug-14	17
Dress Code	340	Jan -18	18-19
Communicable Diseases	350	Sep-04	19
Immunizations	360	Jan-18	20
CPR Policy	370	Jan-18	20
Inclement Weather	375	Dec -21	20
Vacations	380	Dec -21	21
Clinical Schedule	390	Dec -21	21
Clinical Tardiness	400	Dec-21	21
Clinical Attendance	410	Jan-18	22
Clinical Makeup Time	415	Sep-15	22
Clinical Professional Expectations	420	Aug-08	22
Clinical Educational Expectations	425	Aug-08	22
Clinical Grade	430	Sep-04	22
Clinical Supervision Policy	440	Dec - 22	23
Repeat Radiographs	450	Dec-13	23

<b>Policies</b>			
HIPAA	460	Jan-23	23
Radiographic Exams	470	Aug-08	23
Jury Duty Policy	610	Sep-04	24
Student Pregnancy Policy	620	Jan-18	24
Student Radiation Protection	630	Jan-18	25
Radiography Lab	635	Feb - 16	25
Background Study	640	Jan-18	25
Social Media Policy	642	Aug-13	26
Student Code of Conduct	645	June-14	26-28
Discipline Policy	650	Jan-18	29-30
Admission to Program Policies	655	Dec-12	31
Progression Policies	660	Jan-18	32-33
E-Mail Communication	670	Jan-14	33
Academic Catalogs and University Policies	680	May-17	34
Grievance Procedure	690	Jan-18	34

<b>Professional Organizations</b>			
MSRT	810	Aug-08	35
ASRT	820	July-17	35
ARRT	830	Aug-08	35
JRCERT	840	Sep-04	36

<b>Health Protocols</b>			
Health Insurance Policy	880	Jan-18	37
TB & Whooping Cough Exposure Protocol	900	July-14	37
Clinical Site Exposure Protocol	901	Jan-18	37-41
MRI Safety Issues	910	Dec-14	42

<b>Other</b>			
The O'Neill Center	920	Jan-23	42-43
Advising	930	May-17	43
Program Statement of Understanding	950	Jan-18	44

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**Radiography Instructor**

**Radiography Instructor**

## **St. Catherine University History**

**Doc: 120**

The Minneapolis campus was founded in 1887 by the Sisters of St. Joseph of Carondelet as St. Mary's School of Nursing, later named St. Mary's Junior College. In 1986, St. Mary's Junior College merged with what was then called the College of St. Catherine. This connection to St. Mary's School of Nursing makes St. Catherine the oldest healthcare educator in Minnesota.

St. Kate's strengthened its commitment to excellence in healthcare education in September 2007 with the launch of the Henrietta Schmoll School of Health. The School's ambitious mission aims to reshape the education of healthcare professionals at all degree levels.

St. Catherine University became Minnesota's newest university on June 1, 2009. The change reflected St. Kate's transformation into the comprehensive institution it is today — with four schools and three colleges — and our vision to move from a regional presence to national and international pre-eminence. In the thirty years leading up to the change enrollment more than doubled, from just over 2,000 students at the baccalaureate level, to nearly 5,000 students in programs ranging from associate to doctoral.

Throughout our history, the fundamental platform on which St. Kate's was built — our mission, our heritage and our reputation for academic excellence — remains.

## **Seven Themes of Catholic Social Teaching**

**Doc: 125**

1. Dignity of the Human Person: All people are sacred, made in the image and likeness of God.
2. Community and the Common Good: The human person is both sacred and social. When one suffers, we all suffer.
3. Rights and Responsibilities: People have a fundamental right to life, food, shelter, healthcare, education, and employment.
4. Preferential Option for the Poor: The moral test of a society is how it treats its most vulnerable members
5. Dignity of Work: The economy exists to serve people, not the other way around.
6. Solidarity: We are called to work globally for justice.
7. Care for God's Creation: The earth is God's. Love, protect, and respect it.

## **University Mission Statement**

**Doc: 128**

St. Catherine University educates women to lead and influence. Inspired by its visionary founding in 1905 by the Sisters of St. Joseph of Carondelet, more than a century later the University serves diverse students, with the College for Women at its heart, and programs for women and men in the Graduate College and the College for Adults.

At all degree levels, St. Catherine integrates liberal arts and professional education within the Catholic tradition, emphasizing intellectual inquiry and social teaching, and challenging students to transformational leadership. Committed to excellence and opportunity, St. Catherine University develops ethical, reflective and socially responsible leaders, informed by the philosophy of the women's college and the spirit of the founders.

## **Liberal Arts Integration**

**Doc: 130**

A St. Catherine University education gives students at all levels the skills and intellectual flexibility they will need to succeed in the world after graduation. With the liberal arts integrated throughout every program, from associate to graduate level, women and men who graduate from St. Kate's stand above the crowd. Below are the goals of the liberal arts.

### **Leadership and Collaboration**

The ability to lead and influence for ethical and responsible action and for systemic change; the ability to work well with others, especially in joint intellectual effort.

### **Ethics and Social Justice**

The ability to apply ethical standards to judge individuals and collective actions; the development of attitudes and behaviors that reflect integrity, honesty, compassion and justice in one's personal and professional life.

### **Diversity and Global Perspectives**

The ability to understand and analyze the impact of diversity and systems of power and privilege on the individual and society; the ability to decipher and honor multiple and global perspectives in creating mutual understanding; the ability to imagine and take action towards justice.

### **Critical and Creative Inquiry**

The ability to gather, analyze and critically evaluate information to develop reasonable arguments,

sound judgments and effective solutions. This ability is founded on a broad knowledge of the achievements of human creativity and the variety of disciplinary approaches for exploring truths.

### **Discipline-Based Competence**

The ability to demonstrate in-depth knowledge, values and skills in at least one major field of study and to relate disciplinary approaches to those of other fields.

### **Effective Communication in a Variety of Modes**

The ability to read, write, speak, view and listen effectively; the ability to present information in a clear and engaging manner.

### **Purposeful Life-Long Learning**

The ability to continue personal and professional development based on ongoing self-assessment, feedback from others and new learning.

**Doc: 140**

## **Radiography Program Mission and Goals**

The mission of the radiography program is to educate diverse learners to become highly skilled, compassionate, health care professionals. Students acquire skills and knowledge through a careful blend of liberal arts courses, professional courses and clinical education in a learning environment that is structured to promote student development and success.

Goal #1: Students will demonstrate critical thinking skills

**Outcome #1:** Students will correctly set technical factors to compensate for non-routine patients.

**Outcome #2:** Students will use alternative positioning methods when the standard procedure is not possible.

Goal #2: Students will demonstrate effective communication skills

**Outcome #1:** Students will demonstrate written communication skills.

**Outcome #2:** Students will demonstrate verbal communication skills.

Goal #3: Students will graduate from the program with the skills needed to be a competent radiographer.

**Outcome #1:** Students will select appropriate technical factors.

**Outcome #2:** Students will correctly position patients.

Goal #4: Students will demonstrate professional behavior

**Outcome #1:** Students will exude positive attitudes.

**Outcome #2:** Students will exhibit dependability.

**Outcome #3:** Students will demonstrate understanding of the professional organizations.

Goal #5: The program will provide the community with radiographers.

**Outcome #1:** Students will complete the radiography program

**Outcome #2:** Graduates will pass the ARRT exam

**Outcome #3:** Graduates will find employment in the field of Radiology

**Outcome #4:** Graduates will be very satisfied with the program

**Outcome #5:** Employers will be very satisfied with our graduates

1. The graduate will provide basic patient care and comfort and anticipate needs.
2. The graduate will provide appropriate patient education.
3. The graduate will practice radiation protection.
4. The graduate will understand basic x-ray production and interactions.
5. The graduate will operate medical imaging equipment and accessory devices.
6. The graduate will position the patient and medical imaging system to perform examinations and procedures.
7. The graduate will exercise independent judgment in the technical performance of imaging procedures.
8. The graduate will demonstrate knowledge of human structure, function, and pathology.
9. The graduate will demonstrate knowledge and skills relating to quality assurance activities.
10. The graduate will evaluate the performance of medical imaging systems.
11. The graduate will evaluate medical images for technical quality.
12. The graduate will demonstrate knowledge and skills relating to medical image processing.
13. The graduate will understand the safe limits of equipment operation.
14. The graduate will recognize equipment malfunctions and report them to the proper authority.
15. The graduate will demonstrate knowledge and skills relating to verbal, nonverbal, and written medical communication in patient care intervention and professional relationships.
16. The graduate will support the profession's code of ethics and comply with the profession's scope of practice.
17. The graduate will competently perform a full range of radiologic procedures on children and adults.
18. The graduate will demonstrate a holistic worldview and a focus on the whole person
19. The graduate will demonstrate an appreciation for cultural diversity.
20. The graduate will demonstrate an appreciation of becoming a lifelong learner.
21. The graduate will demonstrate ethical responsibility.

## Physical Capability Declaration

**Doc: 170**

### Visual Acuity:

1. Observe a patient's condition from across a room
2. Read various sizes of print located on equipment and computers
3. Evaluate different shades of gray on radiographic images

### Hearing:

1. Engage in a normal volume conversation from a distance of 20 feet
2. Recognize and respond to alarms from patient care equipment, x-ray equipment, or computers
3. Communicate with patients or coworkers when background noise is high

### Sufficient gross and fine motor coordination:

1. Lift up to 50 pounds on an occasional basis
2. Prolonged standing (80% of the day)
3. Prolonged walking (80% of the day)
4. Pushing/pulling of equipment (up to 35 pounds)
5. Bending and reaching
6. Grasp small objects and adjust small dials and switches
7. Assist with transferring patients

## Students with Disabilities:

**Doc: 175**

St. Catherine University values diversity and inclusion and recognizes that disability is an aspect of diversity. The University's goal is to create learning environments that are usable, equitable, inclusive and welcoming for all. If there are aspects of a course that result in barriers to full inclusion or accurate assessment of achievement, students are encouraged to contact your professor and Student Disability Resources as soon as possible. For information about specific academic adjustments, accommodations or resources for students with disabilities, please contact the O'Neill center (Doc: 920). No audio or video recording allowed without the written approval of Student Disability Services and the faculty.

## Generic Abilities/Professional Behaviors

**Doc: 180**

Generic abilities are behaviors, attributes, or characteristics that are not explicitly part of a profession's core knowledge and technical skills, but nevertheless are required for success in that profession. The Radiography Program has adapted ten generic abilities and related behavioral criteria that were developed by the faculty of the Physical Therapy program at the University of Wisconsin-Madison. The quality of professional behavior expected of Radiography students is exemplified in the following generic abilities/professional behaviors:

- |                                        |                       |
|----------------------------------------|-----------------------|
| 1. commitment to learning              | 6. problem solving    |
| 2. interpersonal skills                | 7. professionalism    |
| 3. communication skills                | 8. responsibility     |
| 4. effective use of time and resources | 9. critical thinking  |
| 5. use of constructive feedback        | 10. stress management |



Mastery of these behaviors along with acquisition of the program competencies supports the ability of the student to:

- generalize from one context to another
- integrate information from different sources
- apply knowledge and skills in the practice setting
- synthesize cognitive, affective and psychomotor behaviors
- interact effectively with patients, families, the community and other professionals

If a student appears to be having difficulty at any time related to any of the generic abilities, any faculty member could meet with the student and use the form as a guide to set goals. This will provide the student with an opportunity for feedback as well as self-reflection and allow time to set goals to work towards in order to function at the highest level noted in the generic abilities/professional behaviors.

Since the generic abilities reflect behaviors necessary for a successful Radiographer in practice, failure to demonstrate progress on the generic abilities or to meet the specific levels of criteria that are designated in a goal conference may result in...

- the need for additional coursework
- an extended clinical experience
- a delay in the progression in the program
- dismissal from the program

## **Classroom Behavior Expectations:**

**Doc: 210**

Students are expected to be respectfully engaged in the classroom. Students must avoid behaviors that are disruptive or distracting. Inappropriate, hostile, or offensive comments or behaviors will not be tolerated. Violations of this policy may affect course grade and initiate the Student Code of Conduct process.

## **Audio & Video Recording**

**Doc: 215**

Students may not video or audio tape in any classroom or lab without faculty permission. Students may not post photos or video on any internet social media (e.g. Facebook, Twitter, emails, texting). These actions may result in the implementation of the discipline policy.

**RAD 1010 Introduction to Radiography** 2 credit

Prerequisites: Admission to program. Co-requisites: RAD 1020.

This course provides an introduction to the profession of radiologic technology. An overview of the structure of the healthcare environment, imaging equipment, and radiation protection is included. Human diversity, professional ethics, and medico-legal issues will also be explored.

**RAD 1020 Introduction to Patient Care** 2 credits

Prerequisites: Admission to program. Co-requisites: RAD 1010.

This course is designed to provide the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education is identified.

**RAD 1115 Radiographic Procedures** 2 credits Prerequisites: RAD 1020.

This course provides an introduction to radiographic procedures and evaluation of radiographs.

Positioning of the chest, abdomen and extremities is included. This class includes practice and testing in the lab setting.

**RAD 1120 Radiographic Procedures II** 2 credits Prerequisites: RAD 1115.

Instruction in radiographic procedures and evaluation of radiographs continues in this class. Positioning of the spine and pelvis is included.

**RAD 1130 Radiographic Procedures III** 2 credits Prerequisites: RAD 1120.

Instruction in radiographic procedures and evaluation of radiographs continues in this class. Positioning of the skull and facial bones is included.

**RAD 1215 Exposure I** 2 credits Prerequisites: RAD 1115.

This course will provide instruction in digital imaging. Topics covered will include image processing, quality assurance, components of digital imaging, and quality control for imaging equipment.

**RAD 1225 Exposure II** 2 credits Prerequisites: RAD 1215.

This course is designed to establish a knowledge base in the construction of the x-ray tube; the factors that govern and influence the production of x-rays; and principles that govern x-ray quality and quantity.

**RAD 1315 Intro to Clinical** 2 credits Prerequisites: Prerequisite: RAD 1010

This course will be taught primarily in the radiography lab. (two days/week).

Students will view demonstrations, practice their positioning skills, and will be tested for technical competency as well as communication skills. This course prepares students to transition to working with patients and other healthcare team members.

**RAD 2015 Radiation Physics** 2 credits Prerequisites: RAD 1225.

This course presents the principles of radiographic physics, incorporating the principles underlying the operation of X-ray equipment. Topics include electricity, electromagnetism, equipment, and the factors affecting radiographic quality.

**RAD 2020 Radiation Protection/Biology** 2 credits Prerequisite: RAD 1225.

This course provides instruction in the principles of radiobiology and protection. It emphasizes procedures to minimize radiation exposure to patients, personnel and the general public. Historical and ethical issues will be analyzed during this course.

**RAD 2130 Topics I** 2 credits

Prerequisites: RAD 1130.

This course will provide instruction in pediatric imaging, special radiographic procedures, trauma, mobile, fluoroscopy, and surgical radiography. Special imaging modalities and equipment is also included.

**RAD 2140 Topics II** 2 credits

Prerequisites: RAD 1130.

This course contains a variety of topics, including pathology, diversity, and communication. Students will also start preparation for the registry exam with frequent testing.

**RAD 2150 Topics III** 2 credits

Prerequisites: RAD 2140.

This course provides an in-depth synthesis of concepts related to Equipment Operation, Image Acquisition, Imaging Procedures and Patient Care. Students will continue their registry review and testing.

**RAD 2303, 2403, 2304, 2301, 2404 Clinical Radiography** 1-4 credits

Prerequisites: all clinical courses must be taken in (fall/spring start) sequence.

These courses build on the previous clinical courses. The focus is continuing to develop skills to become highly skilled, compassionate, health care professionals. This portion of the program allows the opportunity to participate in routine radiographic procedures and observe in many of the specialty areas of a radiology department. (Two-three days/week).

**\*\*Textbooks\*\***

We recommend that you **do not** rent your books, since many of them will be used in future semesters.

**Transfer Classes:**

Radiography Classes from other institutions do not transfer into the St. Catherine University Radiography Program.

**Grading Scale****Doc: 240**

If no grading scale is listed on a radiography class syllabus, the following scale will be used:

A	93-100	A-	91-92		
B+	89-90	B	85-88	B-	83-84
C+	81-82	C	80-75	F	Less than 75

A "C" grade in any radiography course is a passing grade. However, "C" grades are indicators of future difficulties in radiography courses, clinical and/or the ARRT registry exam.

## Radiography Curriculum Guide – Fall Start

### First Year

Fall Semester	CRN	Course Title	Credits	Days	Times	Session
RAD 1010	10053	Intro to Radiography	2	T & R	130-310p	First ½
RAD 1020	14983	Intro to Patient Care	2	T & R	130-310p	Second ½
RAD 1115	14343	Radiographic Procedures I	2	M & W	130-310p	Both
RAD 1315	14413	Intro to Clinical	2	T & R	9-1130a	Both

Spring Semester	CRN	Course Title	Credits	Days	Times	Session
RAD 1120	20552	Radiographic Procedures II	2	T & R	130-5p	Both
RAD 1225	23596	Exposure I	2	T & R	950-1130a	Both
RAD 2303	25727	Clinical	3	M & W	Full Day	Both

Summer Semester	CRN	Course Title	Credits	Days	Times	Session
RAD 1130	40116	Radiographic Procedures III	2	T & R	10-12p & 1-3p	Both
RAD 1225	40812	Exposure II	2	T & R	8-920a	Both
RAD 2403	41351	Clinical	3	M, W, F	Full Day	Both

### Second year

Fall Semester	CRN	Course Title	Credits	Days	Times	Session
RAD 2015	14845	Radiation Physics	2	M & W	8-940a	Both
RAD 2130	10079	Topics I	2	M & W	950-1130a	Both
RAD 2140	10080	Topics II	2	M & W	1140a-120p	Both
RAD 2304	17336	Clinical	4	T, R, F	Full Day	Both

J-term	CRN	Course Title	Credits	Days	Times	Session
RAD 2301 (M01)	26091	Clinical	1	M, W, F	Full Day	Both

Spring Semester	CRN	Course Title	Credits	Days	Times	Session
RAD 2020	20556	Radiation Biology	2	T & R	8-940a	Both
RAD 2150	20558	Topics III	2	T & R	950-1130a	Both
RAD2404	26503	Clinical	4	M, W, F	Full Day	Both

Session Codes: 1<sup>st</sup> = first seven weeks    2<sup>nd</sup> = second seven weeks    Both = entire semester

**Important Note:** The curriculum at St. Catherine University is very tightly sequenced. Before registering for any given term, consult with your advisor about the sequencing of any Liberal Arts classes. Not all classes are offered every semester. Failure to properly plan your schedule may result in class schedule conflicts and may require enrolling in evening courses or a delay in graduation.

## Radiography Curriculum Guide - Spring Start

### First Year

Spring Semester	CRN	Course Title	Credits	Days	Times	Session
RAD 1010	20452	Intro to Radiography	2	M & W	1140a-120p	First ½
RAD 1020	20462	Intro to Patient Care	2	M & W	1140a-120p	Second ½
RAD 1115	23595	Radiographic Procedures I	2	M & W	130-435p	Both

Summer Semester	CRN	Course Title	Credits	Days	Times	Session
RAD 1120	40115	Radiographic Procedures II	2	M & W	10-12p & 1-3p	Both
RAD 1215	40811	Exposure I	2	M & W	8-920a	Both
RAD 1315	40813	Intro to Clinical	2	T & R	9a-1p	Both

Fall	CRN	Course Title	Credits	Days	Times	Session
RAD 1130	10063	Radiographic Procedures III	2	T & R	950-1130a	Both
RAD 1225	14844	Exposure II	2	T & R	8-940a	Both
RAD 2303	16946	Clinical	3	M, W	Full Day	Both

### Second year

J-term	CRN	Course Title	Credits	Days	Times	Session
RAD 2301 (M02)	26092	Clinical	1	T, R, F	Full Day	Both

Spring Semester	CRN	Course Title	Credits	Days	Times	Session
RAD 2015	23599	Radiation Physics	2	M & W	8-940a	Both
RAD 2130	20557	Topics I	2	M & W	950-1130a	Both
RAD 2403	26188	Clinical	3	T, R, F	Full Day	Both

Summer Semester	CRN	Course Title	Credits	Days	Times	Session
RAD 2140	40119	Topics II	2	W	9-1150a	Both
RAD 2304	41402	Clinical	4	T, TH, F	Full Day	Both

Fall Semester	CRN	Course Title	Credits	Days	Times	Session
RAD 2020	10078	Radiation Biology	2	T & R	950-1130	Both
RAD 2150	10081	Topics III	2	T & R	130-310p	Both
RAD2404	17336	Clinical	4	M, W, F	Full Day	Both

Session Codes: 1<sup>st</sup> = first seven weeks    2<sup>nd</sup> = second seven weeks    Both = entire semester

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1. **Lecture from Radiographic Anatomy and Positioning Textbook**. The chapters in this book cover the anatomy of the part being studied along with procedural considerations. The positioning information includes the most common projections, location and angulation of the central ray, IR size, uses of grids, SID, collimation, breathing instructions and other pertinent information needed to complete a procedure.
2. **Demonstration of procedure** in lab and/or during procedures class. The procedure for each part is demonstrated by the class instructor. There is usually enough lab time for most of the students to practice the demonstrated procedure while supervised by the instructor. Students will be asked to be a simulated patient for a demonstration or simulation. If the student does not wish to be a simulated patient, she/he needs to discuss this with the program director or clinical coordinator. Simulations may not be done on the same day as the demonstration.
3. **Practice of procedures** is recommended before the student attempts to simulate the procedure. Practice can be done in the radiography lab. The lab is available except when a radiography class is scheduled. Check with an instructor for scheduled class times or a schedule may be posted on the outside of the lab door. The lab is kept locked, but access is available to radiography students by contacting the security office. Students may also practice at their clinical sites if other procedures are not going on.
4. **Simulation of the procedure** is the next step. The simulation is observed and graded by an Instructor. The simulation is performed on a volunteer patient and includes everything except the exposure. If a student should not pass a simulation, then the student may not try to repeat the simulation the same day. Students should be well prepared for their simulations. Simulations and proficiency exams will use the projections listed for each part listed later in this manual and are based on the Bontrager Radiographic Anatomy and Positioning textbook. An anatomy/positioning quiz for the associated body region will also be given at this time.
5. **Competency of the procedure** comes next. Patient Competencies are procedures performed on real patients in the clinical setting. All aspects of the procedure will be evaluated including the radiograph. Competencies may be done at any of the clinical sites with any registered technologist and will use the routine for the specific clinical site. Students should perform competencies whenever possible.
6. **Proficiency exams** are the final check of the competency of the student to perform radiographic exams. Proficiency exams will be done once or twice during the semester in the radiography lab or at the clinical site. The proficiency exam can include any exam demonstrated up to the date of the proficiency exam. A list of potential exams will be provided. The procedure for the proficiency exam is as follows:
  1. The student will perform one exam, picked at random from a set of mock requisition cards, as if it was a real patient. (No exposure, of course.)
  2. Proficiency exams may be performed at clinical sites or radiography lab.Each proficiency is cumulative and adds exams that have been learned in the current semester to exams learned in previous semesters.

### **Procedure for Proficiency Exams:**

- A. All procedures taught up to testing date may be included for evaluation.
- B. The exam should be performed as though it is a real patient - use shielding, marker, change IR, give breathing instructions, etc.
- C. When the student completes a projection, they should tell the evaluator that they are finished. At this point the evaluator will check over the projection and record findings. No verbal feedback is given at this point.
- D. The card that was selected is returned to the pile.

### **Proficiency Exam Grading:**

- A. Students should do the procedure as listed on the request.
- B. If specific projections are not listed, do the normal routine or the routine that is appropriate for the information listed.
- C. Students will lose points if any projection would need to be repeated, if markers are not used, if the correct series of radiographs is not completed or if shielding is not demonstrated.
- D. Students will lose points for incorrect angle, incorrect collimation, taking too much time to complete the exam, and other errors that may reduce the quality of the radiograph, but not to the point of needing to repeat the radiograph.
- E. All procedures must be performed as demonstrated in the textbook, not how they are done at particular clinical sites.
- F. Students will lose points for including additional projections beyond the specified routine.

### **Proficiency Exam Quiz:**

An anatomy/ positioning quiz may be given along with the proficiency evaluation. The quiz will be a random selection of the questions used on quizzes during the simulation process and will vary from student to student.

Adapted from the 2022 ASRT Radiography Curriculum

Objectives:

- Discuss ethics and the characteristics of professional behavior.
- Apply professional communication techniques.
- List the radiography practice standards.
- Demonstrate positive values and a commitment to diversity, equity, and inclusion.
- Explain the elements of procedural performance and radiation protection.
- Recognize the requirements for clinical competency.



**Clinical Sites  
Recognized Clinical Settings**

**Doc: 330**

<b>Name</b>	<b>Address</b>
Allina Buffalo Hospital	Buffalo, MN 55313
Abbott-Northwestern Hospital	Minneapolis, MN 55407
Allina – Coon Rapids	Elk River, MN 55330
Allina - Elk River	Coon Rapids, MN 55433
Allina- Richfield	Richfield, MN 55423
Children’s Minnesota	Minneapolis MN, 55404
Glencoe Regional Health Services	Glencoe MN 55337
HealthPartners - Arden Hills	Arden Hills MN 55112
HealthPartners - Bloomington	Bloomington MN 55420
HealthPartners - Brooklyn Center	Brooklyn Center, MN 55429
HealthPartners - Como	St. Paul, MN 55108-1494
HealthPartners - Coon Rapids	Coon Rapids, MN 55433
HealthPartners - St. Paul	St Paul, MN 55107
Hennepin County Medical Center	Minneapolis, MN 55415
MHealth - Clinics and Surgery Center Maple Grove	Maple Grove, MN 55369
MHealth - Clinics and Surgery Center Mpls	Minneapolis, MN 55455
MHealth - East Bank Campus	Minneapolis MN 55455
MHealth - West Bank Campus	Minneapolis, MN 55454
MHealth Fairview Andover Clinic	Andover, MN 55304
MHealth Fairview Fridley Clinic	Fridley, MN 55432
MHealth Fairview Ridges Hospital	Burnsville, MN 55337
MHealth Fairview Southdale Hospital	Edina, MN 55435
MHealth Fairview Lakes Medical Center	Wyoming, MN 55092
Park Nicollet Clinic	St. Louis Park, MN 55416
Rayus Radiology	Woodbury, MN 55125
Regina Hospital	Hastings, MN 55033
TRIA Orthopedic Center - Bloomington	Bloomington, MN 55431
TRIA Orthopedic Center- St. Paul	St. Paul, MN 55101
TRIA Orthopedic Center- Stillwater	Stillwater, MN 55082
TRIA Orthopedic Center - Woodbury	Woodbury, MN 55125
Twin City Orthopedics - Burnsville	Burnsville, MN 55337
Twin City Orthopedics - Eagan	Eagan MN 55121
Twin City Orthopedics - Edina	Edina, MN 55435
Twin City Orthopedics - Stillwater	Stillwater, MN 55082
Twin City Orthopedics- Woodbury	Woodbury, MN 55129

## **Mammography**

In the radiography program at St. Catherine University you may request an optional observational rotation in mammography. This rotation is similar to the rotations in CT and MRI in that no specific competencies need to be achieved during this rotation. If students have a strong interest in working in mammography, additional days may be requested. Permission from the patient for a student to observe the exam must be obtained by the mammographer. It is not guaranteed that the student will be able to observe exams.

## **Dress Code**

Dress and general grooming are very important in projecting a professional image during interactions with patients. Guidelines have been set up for all students and should be followed closely to ensure that a professional image is maintained while the student is at the clinical sites. If the dress code at a clinical site is more restrictive, that dress code will be followed while the student is at that clinical site.

### **General grooming:**

1. Good personal hygiene is expected at all times to ensure a pleasant and healthy atmosphere in which to work and to interact with patients. All students are expected to shower or bathe and use deodorant on a daily basis. Students must be scent free.
2. Hair must be clean and neat at all times. In certain situations, long hair may need to be tied back. Hair should be of a style and color that would be considered professional.
3. Make-up must be moderate and appropriate for daytime employment. Bright colored eye shadow or lipstick is inappropriate for the clinical setting.
4. Perfume, cologne, or any scented body sprays or lotions may **not** be worn due to patient sensitivity. All students must be scent free.
5. If a student has a mustache or a beard, it should be kept neat and well-trimmed.
6. Jewelry should be limited to what will be considered safe for the student and the patient. Acceptable jewelry includes a watch, small earrings (not larger than 1/2" in diameter) and necklaces that are worn on the inside of uniform. An excessive number of rings should be avoided. Bracelets should be avoided because they are a potential safety hazard. In order to present a professional image, facial jewelry other than earrings described above, should not be worn. No visible piercing other than small earrings or small nose stud.
7. Finger nails should be short and clean. Bright colored polish should be avoided. No artificial nails of any type are permitted at the clinical sites for infection control reasons.
8. Photo IDs and dosimeters must be worn at all times. Immediate replacement of lost ID's and/or dosimeters are the responsibility of the student. Notify clinical coordinator or program director to arrange replacement. Lost dosimeters may affect your clinical grade.
9. Tattoos. Some sites may restrict visible tattoos. Students must comply with policy of facility.

**Uniform:** The overall appearance should be neat and professional. The uniform should be unwrinkled and free of offensive odors, including smoke. The following is a list of dress expectations.

1. *Cherokee brand* (pewter) color scrub tops and any brand true black scrub bottoms must be worn.
  - Scrub tops and bottoms must be solid. No patterns, alternate colored piping, lace, etc.
  - Fleece, sweatshirts, hoodies and other non-scrub jackets are no longer permitted. As optional attire for warmth, staff may wear scrub jackets in pewter gray. Any solid color shirt may be worn underneath the scrubs, provided the colors are non-contrasting and reasonably neutral. Acceptable colors include white, cream, black, gray, light pink, light blue, or an exact match to the scrub top. This includes long-sleeve, short-sleeve, v-neck, crew neck, or turtle-neck shirts.
  - No patterns for undershirts or scrub jackets are permitted.
  - Scrub jackets must be the same pewter color as the scrub top.
  - The St. Catherine University Radiography Student Patch must be attached to the upper left front/chest area of your scrub top.
2. Students may **NOT** wear lab coats.
3. Socks or hosiery must be worn. Footies or short socks are not to be worn.
4. Shoes must be a neutral color and must be clean and in good repair. Shoes should not detract from the overall professional appearance of the student uniform. **No** sandals, open-toed shoes or moccasins may be worn.
5. Hospital owned scrubs may only be worn in clinical assignments that require this attire according to department guidelines. **Hospital scrubs are not to leave the hospital premises under any circumstances.**

Students not conforming to the dress code may not be allowed to remain on the clinical site. All missed time will need to be made up. Failure to follow the dress code may result in a warning or initiation of the discipline policy.

## Communicable Diseases

**Doc: 350**

Communicable diseases vary in their virulence, duration, mode of infection and effects. In order to fully protect students, patients and clinical staff:

1. Students with communicable diseases that are transferred by air or contact and are of short duration may not attend clinical courses.
2. Students with communicable diseases that are of relatively long duration must notify the program director. Depending on the diagnosis, the student may be able to continue clinical with directions regarding patient contact or may be asked to drop the clinical course until the illness is resolved. Students may return to clinical following these general guidelines:
  - \* If you have a fever over 100, come back after the fever is gone for 24 hours.
  - \* Diarrhea, come back 48 hours after last bout.
  - \* Flu, symptom free for 24 hours.
  - \* Covid symptoms resolved and fever free
3. Students should refer to current University Covid 19 health and safety guidelines.

## Immunizations

**Doc: 360**

All students in the health professions programs (including the OTA online program) are required to submit documentation of immunizations. Program and University policies address the immunization requirements for healthcare students in fieldwork and clinical settings, and reflect current laws, the requirements of our clinical partners and CDC guidelines. They are non-negotiable and will likely differ from other healthcare facilities and schools you may have attended in the past. **Some immunization requirements will need to be updated throughout the duration of the program.** The Student Compliance Office corresponds with the students regarding the timelines needed to remain compliant. Students will not be allowed to participate in clinical if they are noncompliant with the immunization process. Clinical time missed due to student noncompliance will be deducted from the students' banked time according to radiography program attendance policy. Students will be placed on 'clinical hold' until noncompliance has been remedied. For further information, contact [studentcompliance@stkate.edu](mailto:studentcompliance@stkate.edu) or [clinicalclearance@stkate.edu](mailto:clinicalclearance@stkate.edu).

## CPR Policy

**Doc: 370**

Students are required to provide proof of current CPR certification before entering clinical. The certification must be maintained throughout the program and when applying for the ARRT registry exam. An in-person CPR class will be taught within the program; you don't need to do this on your own. If you are able to take CPR for free at your place of employment, you just need to bring in your CPR card. Please note that online CPR courses are not recognized by the radiography program.

## Inclement Weather

**DOC: 375**

During times of inclement weather, it is the responsibility of the vice president of public safety, security, and facilities to provide ongoing weather condition reports to the provost and CFO for their consideration. The registrar will be consulted regarding affected classes. The decision to close the campus will be made as soon as is practicable, but no later than 6 a.m. the day of the closure.

The following data will be considered when deciding to close the campus:

- Temperature: wind chill below -35 degrees Fahrenheit or air temperature below -25 degrees Fahrenheit
- Snow, ice, and wind: substantial accumulation of snow, blowing snow or icy conditions that make traveling dangerous
- Public school system, ACTC, and MPCC closures

On-campus clinical labs will be cancelled upon campus closure. Offsite clinical lab cancellation will be determined by the deans of the Henrietta School of Health in consultation with the provost.

This canceled clinical time does not need to be made-up, nor will it hurt your grade. If the University is not closed and you stay home because of hazardous conditions your clinical grade will not be reduced, per Faculty discretion. However, you will need to make up the missed time per Faculty discretion.

## Vacations

**Doc: 380**

Vacations:

ALL student vacation time should be planned to coincide with the St. Catherine University academic calendar, to include breaks and holidays. Each request for an exception must be submitted in writing to the Program Director. Failure to submit a request to the director will result in a clinical warning.

## Clinical Schedule

**Doc: 390**

The program Clinical Coordinator produces the clinical schedule, posts it (on Canvas) for the students and disseminates the schedule to our clinical affiliates. Ample time is allowed prior to clinical rotation starts to allow for clinical site and student responses and /or concerns.

- The primary focus in creating the clinical schedule is to construct like clinical experiences for each student. Traditionally, students are scheduled in a metro hospital setting, an orthopedic setting and in general clinic environments. To further accommodate, students complete a survey related to where they live and their clinical interests. This information is taken into consideration when creating clinical schedules.
- The program clinical placement decision supersedes any student preference, due to, but not limited to: student compliance, clinical availability, student slots/spaces, assurance of the environment where the student can achieve the appropriate clinical competencies.
- As a metropolitan program, many students commute from varying distances. We find that this method, in addition to, consideration of their (declared) home address, allows student to have input to the process and is a reasonable way to populate all clinical locations.
- All clinical site distances are determined from their location from campus, not a student's home address.
- Students are not scheduled more than 8 hours per shift and are not scheduled on evening/weekend/holiday rotations.
- A 30-minute lunch break is provided.
- Should a student desire to experience an evening rotation or off-shift experience, the timing and scheduling is then mutually agreed upon by the clinical affiliate, the Program and the student. This opportunity is available to each student; however, the opportunity may not be available at every clinical site.
- Specialty/modality experiences are also available to students. Specialty area/modality experiences become available upon fulfilling the program/ARRT minimum criteria for being board eligible, typically during a student's final semester in program.

## Clinical Tardiness

**Doc: 400**

Students are required to be in the assigned areas, in proper attire by the start of the clinical shift. If you know that you are going to be late prior to the start of your commute, contact your clinical site. The clinical attendance link **must** be utilized, on the same day to indicate tardiness and to document arrival time. The clinical time missed, will be deducted from the students banked hours. Missed clinical time will need to be made up if the student does not have banked hours.

## **Clinical Attendance**

**Doc: 410**

Students must be registered for clinical in order to attend. Students are expected to attend clinical on the day, time and at the location that is listed on the clinical schedule. Should the student be absent from a clinical rotation, the clinical site **MUST** be notified and the clinical attendance link utilized. Notification of absenteeism is to be completed at least one hour prior to the start of a clinical rotation. Leaving early from clinical requires communication and coordination with a Supervisor/Lead Tech/Preceptor in the scheduled area. The clinical attendance link must be utilized to indicate departure from clinical. Excessive absenteeism may result in failing a clinical course and program dismissal. Review the Clinical Course Syllabus for specific details.

## **Clinical Makeup Time**

**Doc: 415**

Makeup time must be scheduled before the end of each semester. Make up time may not be scheduled on days that the University is officially closed. Review the Clinical Syllabus for specific details.

## **Clinical Professional Expectations**

**Doc: 420**

Students are expected to act professionally at all times in the clinical setting. This includes following the dress code, no gum chewing, respectful interactions. Disruptive, insubordinate or unprofessional behavior/speech will not be tolerated. Conduct resulting in a patient or employee incident/complaint will be investigated. If the complaint is deemed valid, disciplinary action will be taken. Students must follow all the policies and procedures of the clinical site, including policies related to breaks (only when on 8.5 hr shift) and lunch (30 minute). Students must not do anything that threatens or endangers the health or safety of a patient or others.

## **Clinical Educational Expectations**

**Doc: 425**

Students should make the best use of their clinical time. Students must be ready to simulate procedures on lab days. Students should be involved in as many exams as possible in the clinical setting. Students must never refuse to assist with a procedure or refuse to perform procedures in which they have successfully simulated. Students must demonstrate adequate progress in achieving clinical competence and meet all established deadlines.

**All students will be required to log a minimum of 15-20 hours per semester of lab practice time.** Details will be found in the clinical course syllabi.

## **Clinical Grade**

**Doc: 430**

Clinical grades are determined by clinical performance evaluations, simulations, proficiency exams and numbers of competencies completed. Other factors that affect the grade are detailed in the clinical syllabus.

### Direct Supervision:

Students will observe, assist and then perform radiographic procedures under the direct supervision of a technologist until they have achieved competency. The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- reviews the procedure in relation to the student's achievement,
- evaluates the condition of the patient in relation to the student's knowledge,
- is physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or image.

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

### Indirect Supervision:

Students may perform imaging procedures under the indirect supervision of a qualified radiographer after they have achieved competency. The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients.

## Repeat Radiographs

**Doc: 450**

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

## HIPAA

**Doc: 460**

Failure to comply with all HIPAA regulations will result in the implementation of the discipline policy. **Under no circumstances are students allowed to take pictures/screenshots of patient imaging or information!** This may result in dismissal from the program. An annual HIPAA review is required of all students.

## Radiographic Exams

**Doc: 470**

No exam utilizing ionizing radiation can ever be performed without a doctor's order.

## **Jury Duty Policy**

**Doc: 610**

Students that are called for jury duty may want to ask the court to delay the scheduled jury duty to a time that fits within the university break time. If this is not possible, the student should contact the program director to discuss the details. Students will also need to contact the instructors of any LAS courses in which they are enrolled. Students will not be penalized for any radiography homework or radiography class exams that are missed while serving on jury duty. However, when the student returns to class, all work must be made up in a reasonable amount of time. The student should meet with each faculty to discuss the deadlines for make-up work. An extended absence while on jury duty may require the student to re-sequence and may delay graduation.

**Doc: 620**

## **Student Pregnancy Policy**

A student who becomes pregnant has the option of whether or not to disclose her pregnancy. If a student voluntarily declares her pregnancy, it must be done in writing to the program director using the Declaration of Pregnancy form. This form is available from the program director. The program director will provide information about radiation protection during pregnancy and will discuss the options available to the student. These options are listed below:

- A. Continue in the program without modifications or interruptions.
- B. Continue in the program with modifications. For example, a pregnant student may opt to not rotate through certain areas such as fluoroscopy, special procedures or other higher radiation rotations until after delivery.
- C. Take a leave of absence from the program

A second dosimeter will be issued to the student, to be worn at the level of the abdomen to monitor fetal dose. Should a lead apron be worn, the second dosimeter is placed at the level of the abdomen underneath the lead apron. If the fetal badge's monthly exposure reading is greater than 25 mrem, which is 50% of the Embryo-Fetus Occupational Limit, they must meet with the program director to discuss, investigate and create an action plan regarding the higher than desired reading. Students also maintain the right to un-declare their pregnancy at any time; this must be done in writing.

Should the student request a leave of absence, they should go to the St. Catherine University Registrars website and complete the leave of absences form. The program director will work with the student to determine the sequencing of course work upon readmission to the program.



## Student Radiation Protection

Doc: 630

Radiation dosimeters are used for monitoring students' radiation dose. Students will be issued a dosimeter before the start of their first clinical rotation. It is an absolute necessity that monitoring devices be worn in the clinical setting. Failure to wear the dosimeter will result in the student being sent to retrieve it with the missed clinical time being deducted from the student's banked time. Each student must exercise care to prevent loss or damage to their radiation dosimeter. Lost/destroyed dosimeters must be reported to the program director immediately. Lost dosimeters must be replaced by purchasing a new dosimeter within one week of occurrence. Dosimeters are to be worn at collar level. If wearing a lead apron, the student should wear the dosimeter outside of the apron at collar level. The dosimeter must face forward to obtain an accurate radiation measurement. Radiation reports are posted on Canvas and are available upon request from the program director. If a student's quarterly exposure reading is greater than 125 mrem they **must** meet with the program director to discuss and investigate the higher than normal reading.

Students must not hold image receptors during any radiographic procedures. Students should not hold patients during any radiographic procedure unless it is absolutely needed and there is no alternative method. **Students are expected to practice the ALARA principles through recognized radiation safety strategies as instructed in the program. These strategies include the shielding of self and patients unless otherwise directed by clinical site policy.**

## Radiography Lab

Doc: 635

No x-rays may be taken on humans or animals. Students wishing to perform QA or radiographic exposure experiments, or to practice in the lab, must have an instructor unlock the equipment so that power is supplied to operate and control the locks on the tube and table. No person may remain in the room when an exposure is being made. Only students and faculty with radiation dosimeters may remain in the control area during an exposure. The instructor will provide supervision during exposures of ionizing radiation and will lock the equipment upon the conclusion of the experiments or when practice is completed.

## Background Study

Doc: 640

St. Catherine's Student Compliance office will work with you to complete the background study that you need for the program and to go out for clinical education. You are required to complete a background study in accordance with the Minnesota Vulnerable Adults Act. There are two parts – the online application and fingerprinting. The student is responsible for the study costs incurred. The background study will be valid throughout your time in the program and must be completed by the due date in order to be eligible to participate in clinical education. After you complete the online application, you have a 2-week window to get fingerprinted. Any student who is disqualified from having direct patient contact as a result of this background study will not be permitted to participate in a clinical education experience at a Minnesota-licensed care facility and thus, would be unable to progress through the program.

In exchange for the educational opportunities provided to students by the University's clinical partners, students must abide by all HIPAA and other privacy requirements during their educational program at St. Kate's. Students are obligated to comply with all privacy regulations.

Students must not discuss any patient information with family, friends, or peers. Students must not post photos or discuss any clinical experience or information regarding their experience with the clinical site, its staff, or its patients on any internet social media (e.g. Facebook, Twitter, emails, texting). Students may be prohibited from returning to the clinical site if they violate any privacy requirement. Such violation may result in an immediate failing grade for clinical and dismissal from program.

**University Student Code of Conduct****Doc: 645**

St. Catherine University's standards of conduct are stated here as the Code of Conduct. This code does not replace or reduce the obligations to comply with civil or criminal laws. The student judicial process is not intended as a substitute for any legal action available to the student or the University. Should an act violate both University regulations and public law, the student may be subject to dual jurisdiction. Engaging in any of the following conduct on campus or off campus is a violation of the St. Catherine University Student Code of Conduct:

A student found to have violated any of the following regulations will be subject to a maximum sanction of expulsion or any sanction not less than a warning.

1. Violation of local, state or federal law, on- or off-campus, when such violation of the law is directly related to the university community.
2. Violation of the Student Code of Conduct while on probation or violation of the terms or conditions of that probation.
3. Academic dishonesty, defined as any deliberate attempt to falsify, fabricate or otherwise tamper with data, information, records, or any other material that is relevant to a student's participation in any course, laboratory, or other academic exercise or function. Most, although not all, such attempts fall into one or more of the following three categories (see St. Catherine University Academic Integrity Policy for details):
  1. Cheating or other forms of academic dishonesty which are intended to gain unfair academic advantage.
  2. Plagiarism, defined as deliberately presenting work, words, ideas, theories, etc., derived in whole or in part from a source external to the student as though they are the student's own efforts.
  3. Other academic misconduct, including but not limited to falsifying or fabricating data, records, or any information relevant to a student's participation in any course or academic exercise, or tampering with such information as collected or distributed by the faculty member.
4. Conduct that threatens or endangers the health or safety of persons, including oneself, and disrupts the normal and expected functioning of the University and the participation of students in the programs and services provided by the University. Such conduct could include but is not limited to physical assault, psychological/emotional abuse (bullying), intimidation, harassment, slander, libel, or extreme use or abuse of alcohol or other drugs.
5. Discrimination, defined as intentionally treating a person unequally on the basis of race, age, sex, creed, religion, national origin, disability or sexual orientation.
6. Rape or any other form of sexual assault or violence. (See St. Catherine University Policy Against Sexual Assault and Sexual Violence)

7. Sexual harassment. (See St. Catherine University Sexual Harassment Policy).
8. The manufacture, distribution, sale, offer for sale, purchase or possession of any illegal drug or narcotic, including but not limited to barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, or marijuana or drug paraphernalia.
9. Use or possession of controlled substances, except as permitted by law and University policy. (See St. Catherine University Alcohol and Drug Policy)
10. Falsely reporting a fire/situation, activating emergency warning equipment, or misusing fire/safety equipment.
11. Use, possession or carrying of explosives, fireworks, firearms, knives, ammunition, or other weapons or dangerous materials on campus property or at University-sponsored or supervised activities.
12. Theft or other abuse of computer time, including but not limited to:
  1. Unauthorized entry into a file to use, read or change the contents, or any other purpose.
  2. Unauthorized transfer or illegal downloading and/or distributing of a file, including, but not limited to, copyrighted music, movies, software or other protected works.
  3. Unauthorized use of another individual's identification and password not authorized by Computing Services.
  4. Use of computer facilities to interfere with the work of another student, faculty member or University official.
  5. Use of computer facilities to copy, save or send obscene or abusive messages.
  6. Use of computer facilities to interfere with normal operation of the University's computer systems.
  7. Unauthorized installation of software on computer lab or residence hall computers.
  8. Sending excessive email messages, locally or over the network, including chain letters, advertisement and solicitations.
  9. Online misconduct. Students are cautioned that behavior online can subject them to University conduct action. Students must also be aware that blogs, web pages, social media devices such as Facebook, Twitter and Instagram, and similar online postings are in the public sphere and are not private. These postings can subject a student to charges of conduct violations if evidence of policy violations is posted online. The University does not regularly seek to discover this online information but may take action if and when such information is brought to the attention of University officials. (Refer to St. Catherine University Social Media Policy and Social Media Guidelines and Best Practices for Students, Clubs & Organizations).
13. Unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge or without his/her effective consent. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room or restroom.
14. Theft of, damage to or unauthorized use of University property or property of any of its members or visitors.
15. Violation of University policies or regulations contained in any official publication or administrative announcement of the University. This includes but is not limited to LeGuide, the University academic catalogs, Residence Life Housing and Dining Agreement, and Residence Life Community Policies.
16. Forgery, alteration, destruction of, or misuse of University documents, records, identification cards, issued keys, or papers.
17. Incurring financial obligations on behalf of a person, organization or the University improperly or without consent or authority.
18. Gambling for money or other things of value, except as permitted by law.
19. Conduct, on or off campus, that is detrimental to the good of the University or discredits the University, or which adversely and seriously affects the student's suitability as a member of the academic or residential community.

20. Disruption of operations of the University, defined as an action or combination of actions by an individual or group that unreasonably interferes with, hinders, obstructs or prevents the regular and essential operation of the University or infringes upon the rights of others to participate freely in its programs and services.
21. Knowingly providing false information to the University, including knowingly making false oral or written statements to any Hearing Officer.
22. Purporting to be or representing another person, an organization or the University without consent or authority.
23. Failure to comply with the directives of University officials acting in the performance of their duties, including failure to present identification to such officials upon request. This also includes failure to comply with or fulfill conditions of sanctions imposed by the University.
24. Unauthorized entry into or use of University facilities or equipment, or entering the facility/property of another person or the University without prior consent or authority.
25. Use or possession of alcoholic beverages, except as permitted by law and University policy. (See St. Catherine University Alcohol and Drug Policy)
26. Fighting, disturbing any lawful assembly or meeting, using abusive language, or engaging in boisterous or noisy conduct that tends to arouse alarm, resentment or anger in others on campus or at University -sponsored or supervised activities

The following documents are available online at <http://catalog.stkate.edu/policies/stu-non-acad/comp-griev/code-of-conduct/>

**Index:** [Statement of Philosophy](#) | [Community Expectations](#) | [Definitions](#) | [Code of Conduct](#) | [Sanctions](#) | [Hearing Officers](#) | [Judicial Procedures](#) | [Hearing Procedures](#) | [Standards for Resolution](#) | [Notification of the Hearing Outcome](#) | [Procedure for Appeal of Decisions](#) | [Procedures for Resolving Issues of Academic Integrity](#) | [Executive Authority](#) | [Disciplinary Records](#) | [St. Catherine University Student Behavioral Leave of Absence \(non-discipline based\)](#)

**Warning:** Upon observation or notification of substandard or inappropriate student conduct, a radiography faculty member will complete a warning notice. Warnings will lower the clinical grade and may result in a failing grade.

Behaviors that may result in a warning:

**Policy #340: Dress Code**

- ☐ Not in proper uniform or not scent-free
- ☐ Failure to return/exchange dosimeters

**Policy #360: Immunizations**

- ☐ Not compliant with immunizations or Mantoux (TB) test
- ☐ Failure to remain compliant with required immunizations

**Policy #400: Tardiness**

- ☐ Late for clinical rotation on multiple occasions
- ☐ Did not call site to inform them of late arrival
- ☐ Did not use the clinical attendance notification system to report arrival time

**Policy #410: Attendance**

- ☐ Not in assigned clinical area during scheduled clinical time
- ☐ Failure to notify program & clinical site of absence one hour prior to start time
- ☐ Left clinical site early without notifying the appropriate individuals

**Policy #420: Clinical Professional Expectations**

- ☐ Conduct resulting in patient or employee incidents or complaints
- ☐ Disruptive or unprofessional behavior or speech
- ☐ Incidents of insubordinate behavior
- ☐ Abuse of break and/or lunch privileges
- ☐ Behaviors inconsistent with the policies of the clinical site
- ☐ Performing in the clinical setting in a way that threatens patient safety/health, including overexposure of radiation.

**Policy #425 Clinical Educational Expectations**

- ☐ Failure to do radiographic procedures that have been simulated
- ☐ Failure to assist in exams being performed
- ☐ Failure to demonstrate initiative in the clinical setting
- ☐ Failure to demonstrate adequate progress in achieving clinical competence
- ☐ Failure to meet deadlines

**Policy #450: Repeat Radiographs**

- ☐ Performed a repeat radiograph without a registered technologist in attendance

**Policy #460: HIPAA**

- ☐ HIPAA violation reported by clinical site

\*This is a sample list. Other items from the student handbook or clinical syllabus may generate a warning.

**Improvement Plan:** (Program probation)

If a student receives multiple warnings or a warning of a serious nature for unacceptable behavior or poor performance, a conference will be scheduled between the student and a faculty member. An Improvement Plan will be presented to the student at this conference. This plan will include a review of the substandard or inappropriate conduct, time frame for improvement and method for monitoring progress.

**Termination:** The following offenses are grounds for failing a clinical course and immediate termination from the radiography program:

1. Violation of local, state or federal law at the clinical site.
2. Violations of any "A" Level Offenses as listed in the "Le Guide."
3. Violations of the policies of the clinical site, or conduct resulting in a patient complaint.
4. Expulsion from a clinical site
5. Conduct that threatens or endangers the health or safety of a patient or others.
6. Reporting to an assignment while under the influence of any mind altering substance.
7. Demonstration of gross unethical or unprofessional conduct.
8. Not attending clinical for three days without calling.
9. Sexual assault, violence, or harassment.
10. Behaviors that compromise a working/learning atmosphere, free from discrimination including but not limited to discriminatory insult, intimidation, and other forms of harassment.
11. Failure to meet the goals established in an Improvement Plan during the time frame that was established.
12. Receiving a quantity of warning forms which would make it impossible to pass clinical.
13. Possession of explosives, firearms, knives, ammunition, or other weapons.

**Students receiving an F in a clinical course will be required to withdraw immediately from all Radiography Program courses.**

Students who have been terminated from the radiography program need to re-apply for admission before being allowed to enroll in any Radiography Program courses. Readmission to the program is not guaranteed.

Any refunds will be subject to the length of time the student has been in the course as outlined in the university catalog.

Effective for Students Entering the University

All Radiography applicants must submit the radiography major application materials by the specified deadline in order to be considered for admission. Applications may be obtained from your academic advisor.

Admission to the Major:

After admission to the University, students must meet the following requirements to be eligible to submit the application to be considered for admission to the Associate Degree Radiography program.

- Applicants should review the *Physical Capability Requirements Document*, which is located on the Radiography Program website, to be certain that they can meet all physical requirements of the profession.
- Status as an active associate degree pre-radiography student taking courses at the University at the time of application to the Radiography major.
- An overall GPA of 2.5 is required.
- The following courses must be either completed with a grade of “C” or better, or be in progress at the time of application. Any “in progress” courses must be completed with a grade of “C” or better by the end of the application term.

Prerequisite Course (minimum grade of C required)

<a href="#"><u>BIOL 2400</u></a>	General Anatomy and Physiology with Lab <sup>1</sup>	4
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Required Supporting Courses

<a href="#"><u>IPE 1020</u></a>	Medical Terminology <sup>1</sup>	1
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PHIL XXXX	Healthcare / Biomedical Ethics	4
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- Successful completion of the above prerequisite courses is defined as:
  - A grade of **C** or better is required.
  - General A & P, may only be repeated once.
  - A grade of “W” is considered an unsuccessful attempt.
  - A cumulative prerequisite GPA of 2.5 or above is required.

***To be competitive, students should strive for more than the minimum grade of C for all coursework. It is also recommended that students plan to have most, if not all, LAS coursework completed before entering the program.***

***The University reserves the right to change these requirements at any time without notice.***

### St. Catherine University Academic Standing and Progression Policy

To advance from one term to the next, students are required to show satisfactory academic performance to meet requirements of their program and to fulfill all financial obligations to the University. Policies for progression within the program are available from the program director and may be more stringent than this policy.

#### Radiography Program Progression Policies:

##### A. Curriculum and Level of Achievement

1. Refer to the Radiography Program Requirements Sheet for a listing of program courses and program required supporting courses
2. A minimum grade of C is required for all Radiography courses and each of the prerequisite to program courses. A maximum of two C grades will be accepted in all remaining liberal arts and science courses.
3. BIOL2400 may only be repeated one time and the repeated grade must be at least a C.
4. A grade of W is considered a repeat.

##### B. Conditions of Probation

University probation results if your cumulative institutional GPA falls below 2.00

##### C. Conditions for Removal from Probation

To be removed from probation, your cumulative institutional GPA must be 2.00 or above.

##### D. Conditions for Program Dismissal

Program dismissal will result as a consequence of the following:

1. Earning a grade lower than C in any Radiography course.
2. Earning a grade lower than C in any Clinical Radiography course

##### E. Conditions for Readmission to the Radiography Program

1. A student who has discontinued coursework for any reason, academic disqualification or personal reasons, may apply for re-enrollment through the Program Directors Office.
2. **A student applying for re-admission to program will need to complete the Radiography re-enrollment application. This application is available through the program director's office.**
3. **Re-enrollment applications are reviewed by the entire radiography faculty prior to re-enrollment notification to the student.**
4. Students who are readmitted will come in under the current catalog requirements.
5. **A student who is readmitted to program will follow the prescribed re-sequenced curriculum plan as deemed appropriate by the program director.**



6. The program must be completed within three (3) years of enrollment in the first radiography course.
7. Students will be considered for one readmission to the radiography program
8. Readmission is not guaranteed.
9. The student will be on probationary status during the first semester of re-admission.

F. Program Progressions

1. Sequence of Courses/Prerequisites:

The Radiography program is a tightly sequenced program. Any variation from the curriculum guide must be approved by the program director. All Radiography courses must be taken in sequence. Failure to successfully complete any Radiography course will prevent progression in the program.

2. Graduation Requirements

Successful completion of program and University requirements. Students are not eligible to take the ARRT registry until **all** requirements have been completed.

## E-mail Communication

**Doc: 670**

**Students are expected to check their St. Catherine University email daily. Students will be held accountable for the information distributed in this manner. Radiography Program faculty will communicate important program and course information via e-mail.**

Examples of information disseminated via email are: changes to financial aid awards, notices pertaining to registration, grade due date reminders and notices to prospective graduates. Correspondence from advisors and instructors is often done via email as well. Students: don't get caught unaware by neglecting to read important information sent to you by your instructors!

Students are also responsible for anything sent by U.S. mail. Make sure the university has your correct mailing address.

Students that do not have internet access at home should plan on spending time before or after class to check email and complete any internet based assignments.

Both the University catalog and University Policies are located online. Students should review these sites because there is helpful information and because students are responsible for abiding with all the listed policies.

<http://catalog.stkate.edu/undergraduate/>  
<http://catalog.stkate.edu/policies/stu-acad/>

## Grievance Procedure

**Doc: 690**

Students having an academic or non-academic grievance should follow the following process.

1. The student should make an appointment with the appropriate faculty member. This meeting will be scheduled within five working days. After meeting with the student the faculty member will do any necessary investigating and will submit a decision to the student within five working days.
2. If the student is not satisfied with the resolution, they may request a meeting with the program director and faculty member. The request and details about the purpose of the conference must be submitted to the program director in writing, within five working days after the meeting with the faculty member. A conference will be scheduled within five working days. The program director will provide a decision within three working days.
3. If the issue remains unresolved, the matter is moved out of the department and onto the University.

St. Catherine University is committed to the development of an environment that supports the University's mission of fostering academic and personal excellence in students. To this end, the University has identified standards of behavior that it considers essential to the educational mission and membership in community life at St. Catherine. In response to issues of academic evaluation, Code of Conduct behaviors, sexual harassment, sexual assault, sexual violence, discrimination and other types of issues of concern that need resolution, a comprehensive set of processes and procedures have been established. These processes and policies fall under the umbrella of St. Catherine University Student Redress System. Students may use these processes for a grievance, or a wrong considered as grounds for a complaint. Questions about these processes should be directed to the Office of Student Affairs, 306 Derham Hall, or [studentaffairs@stkate.edu](mailto:studentaffairs@stkate.edu), 651-690-6778. Specifically, these processes include:

- Academic Grievance
  - A grievance is an educational or personal issue or condition that a student believes to be unfair, inequitable or a hindrance to her or his education.
- ACTC Conduct Statement
- Non-Discrimination
- Sexual Assault, Harassment, and Misconduct (Title IX)
- Student Code of Conduct and Community Expectations
- All other grievances not covered by these policies should be directed to the Office of Student Affairs

## Professional Organizations

### MSRT

**Doc: 810**

The Minnesota Society of Radiologic Technologists (MSRT) is our state's professional affiliate organization. The MSRT mission is to provide educational activities and services and to advance our profession. Students are required to become an MSRT member during their first semester in the program. Visit the MSRT web site for more information: [www.mnsrt.com](http://www.mnsrt.com)

### ASRT

**Doc: 820**

The American Society of Radiologic Technologists (ASRT) is our national professional organization. Students are required to become an ASRT member during their first semester in the program and are to maintain membership throughout the program. Visit the ASRT web site for more information: [www.asrt.org](http://www.asrt.org)

### ARRT

**Doc: 830**

A person is certified by American Registry of Radiologic Technologists (ARRT) after completing the educational preparation standards, complying with the ethical and character standards, and passing a certification exam. [www.arrt.org](http://www.arrt.org)

### Eligibility for ARRT Examination

If you have any question about your eligibility, we recommend that you contact the ARRT as soon as possible since ineligibility for taking the exam can adversely affect your career path. Anything less than complete and total disclosure of any and all convictions will be considered as having provided false or misleading information to the ARRT. These are grounds for permanent denial of eligibility for certification. Applications for the national registry exam include a section asking about criminal convictions. **If you have any previous convictions and want to check your eligibility to take the national exam upon completion of the program, you can contact the American Registry of Radiologic Technologists at 651-687-0048.** All graduation requirements must be completed before you sit for the registry exam.

**Joint Review Committee on Education in Radiologic Technology**

20 North Wacker Drive, Suite 2850  
Chicago, Illinois 60606-2901  
312-704-5300 [WWW.JRCERT.org](http://WWW.JRCERT.org)

**The (JRCERT)** affirms that the accreditation process offers both a means of providing public assurance of a program meeting accreditation standards and a stimulus to programmatic improvement. The JRCERT **Standards for an Accredited Educational Program in Radiologic Sciences (STANDARDS)** require a program to demonstrate the clarity and appropriateness of its purposes as a post-secondary educational program; to demonstrate that it has adequate human, financial, and physical resources effectively organized for the accomplishment of those purposes; to its effectiveness in accomplishing all of its purposes; and to provide assurance that it can continue to be a program that meets accreditation standards. A variety of assessment approaches in its evaluation processes strengthens the program's ability to its effectiveness.

The program at St. Catherine University is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The student has the right to assume that the program operates within the guidelines for, and in compliance with, the JRCERT STANDARDS.

- If the student feels that the program is not in compliance, a written statement outlining the item/s should be presented to the program director. The program director will respond to the student within five working days.
- If the student feels that resolution has not been accomplished, the student may contact the Dean of Health Studies.
- If the student does not feel that there has been resolution, the student has the right to contact the Joint Review Committee on Education in Radiologic Technology. A good faith effort by all parties should be made in an effort to solve the conflict before the JRCERT is contacted. This is simply good policy and the JRCERT will expect that this has been done before it is contacted.
- If the JRCERT, after its due process, agrees that the complaint is valid, the program will make every effort to immediately correct the situation.

**Each student must provide his/her own health insurance.** The *Radiography Program* St. Catherine University assumes no liability for student injury or illness in the didactic, laboratory or clinical experience environs. If a student needs medical attention while participating in any radiography course, treatment will be at the student's discretion.

**TB & Whooping Cough Clinical Exposure Protocol****Doc: 900**

Tuberculosis (TB) and Whooping Cough Exposure Protocol:

If a student is exposed to TB or Whooping Cough on clinical rotations, the following steps need to be followed:

1. The student member needs to notify St. Catherine University clinical faculty member and supervising site member about the potential exposure. The student will be required to complete all necessary paperwork through Infection Control Department or Occupational Health Department at the clinical site. The student will be required to provide a photocopy of the completed paperwork to St. Catherine University Student Compliance Office.
2. The clinical site will need to verify that the student was exposed to infections TB or Whooping Cough. If this happens, the student will be required to work with the county epidemiology department to ensure proper follow-up treatment.
3. The student will follow-up with St. Catherine University Student Compliance Office with course of treatment if deemed necessary by the county epidemiology department.

**Clinical Site (Blood-Borne Pathogen) Exposure Protocol****Doc: 901**

**The following are student responsibilities regarding potential exposure to blood borne pathogens in a clinical setting.**

1. Each St. Catherine University program involving off-site clinical experiences in which the potential exists for possible needle-stick, blood/body fluid exposure, or uses equipment that could cause possible injury, shall provide health and safety information to all students regarding but not limited to: proper use of needles, lancets and other sharp equipment; proper application and use of protective barriers, e.g. gloves, gowns, masks and shields when appropriate; proper disposal of any/all contaminated equipment and wipes; proper first aid procedures to be immediately initiated in the event of needle-stick, blood/body fluid exposure, or other injury. As a student, you are responsible for your own safety and the safety of other students, instructors and staff in the clinical courses in which you are enrolled.
2. As a student, you are responsible for your own immune status. St. Catherine University strongly recommends that you begin the hepatitis B vaccine series prior to beginning clinical coursework. NOTE: The series takes six (6) months to complete.
3. As a student, you are responsible for your own healthcare coverage. St. Catherine University requires that each student be enrolled in a personal health insurance plan or one provided by the university. The St. Catherine University Health & Wellness Center provides information on student health insurance plans. If for any reason, the student does not have current health insurance, they will be responsible for all costs.

4. Should an incident or injury occur, you are responsible for *immediately* reporting any accident, needle-stick or lancet-stick or any blood/body fluid exposure to your Clinical Instructor/Site Supervisor.
5. Should an incident or injury occur, you are responsible for initiating necessary follow-up testing within 24 hours through your chosen healthcare provider.
6. In the event of an exposure incident involving a known positive HIV source, you will be counseled to report to the nearest emergency facility within one hour for medical consultation. **REALIZE THIS WILL BE CRITICAL.**

**In the event of a student needle-stick or exposure in a clinical setting, Clinical Instructors/Site Supervisors need to complete the following steps:**

In the event you experience a needle-stick or exposure to blood or body fluids while participating in your clinical experience, it is CRITICAL that you take IMMEDIATE steps to control the severity of the situation. The following steps are REQUIRED:

1. In the event of a stick or exposure, IMMEDIATELY contact your Clinical Instructor/Site Supervisor.
2. IMMEDIATELY initiate first aid procedures:
  - (1) Wash needle sticks and cuts with soap and water.
  - (2) Flush splashes to the nose, mouth, or skin with water.
  - (3) Flush your eyes out with clean water, saline, or sterile irrigates (rinsing fluids).
  - (4) If the exposure happened at work, report the incident to your supervisor.
3. Describe to the Clinical Instructor/Site Supervisor specific details of the incident, including how the incident occurred, source of the exposure and nature of your injury.
4. Ask the Clinical Instructor/Site Supervisor to review this copy of the St. Catherine University Off-Campus Clinical Experiences Student Procedure Protocol with you.
5. Your Clinical Instructor/Site Supervisor will request that the appropriate clinical site departmental supervisor review the medical record of the source patient to determine his/her HIV and hepatitis status. If the source patient is known to be HIV positive or at a high risk of HIV, according to the established protocol of the clinical facility, you will be counseled to report to the emergency room of the clinical site (or nearest emergency facility if no on-site emergency room) within ONE hour of the exposure. THIS IS CRITICAL.
6. In all instances, you are encouraged to initiate baseline hepatitis panel and HIV testing within 24 hours so that treatment, if necessary, can be initiated within 48 hours.

The following testing/treatment options apply to you:

- A. You may go to your health care provider, such as private physician, or urgent care facility. The costs incurred for testing or treatment is your responsibility.
- B. You may go to the St. Catherine University Health and Wellness Center. Please call (651) 690-6714 to make an appointment. Some of the costs may be covered at the Health and Wellness Center if you are enrolled in the St. Catherine University insurance plan.

- C. You may be evaluated by a public service organization that does HIV/hepatitis testing and follow-up. The Red Door Clinic does HIV testing located at 525 Portland Avenue South, Minneapolis. Please call (612) 347-2437 for more information.
- D. You may choose not to be evaluated.

**IMPORTANT NOTES:**

1. Because of your right of privacy, you may decide whether to be tested or whether to disclose test results. If the source is not tested, the Center for Disease Control and Prevention (CDC) guidelines recommend HIV and hepatitis testing be done on the exposed student immediately post-incident, and three, six, and twelve months post-occurrence.
  2. Students choosing to be evaluated or not evaluated post-needle-stick/exposure incident are assumed to have made an informed decision about their health.
  3. Students who choose not to be tested because of lack of health insurance, insufficient financial resources for direct care or other reasons are encouraged to contact the Student Compliance Office at (651) 690-7781 or the Health & Wellness Center at (651) 690-6714 for resource/referral guidance.
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7. Request that the clinical facility's appropriate departmental supervisor initiate source patient testing for hepatitis and HIV according to the protocol of the clinical facility. Assume responsibility for establishing a communication timetable with the designated departmental supervisor. Note the dates and times that source patient testing will be completed and test results will be available.
  8. Complete the St. Catherine University Clinical Site Exposure Checklist with your Clinical Preceptor/site supervisor. Retain a copy of this checklist for your personal records. The original copy of this form should be forwarded to the Student Compliance office.
  9. You are encouraged to share your copy of this checklist with your chosen healthcare provider and follow the advice given by the health care provider.
  10. In the event that the exposure source:
    - A. Is not known, or cannot be tested;
    - B. Does not agree to be tested or to share results of testing; or,
    - C. Is hepatitis B or C positive, or HIV positive?You are encouraged to initiate medical consultation within ONE hour and request initiation of medical treatment as outlined in the CDC guidelines through your chosen health care provider.
  11. You should check with your healthcare provider to determine your readiness for returning to the clinical setting. St. Catherine University reserves the right to deny clinical privileges to any student whose health status poses a risk to other students, staff or patients.
  12. Please refer any questions regarding the above steps to the Student Compliance Office at (651) 690-7781.

ST. CATHERINE UNIVERSITY CLINICAL SITE EXPOSURE CHECKLIST

PLEASE COMPLETE THIS FORM THOROUGHLY.

The exposed student should retain a copy of this completed form for his/her personal records and is strongly encouraged to share this information with her/his health care provider.

Clinical Instructor/Site Supervisor: Please deliver this ORIGINAL COMPLETED form to the St. Catherine University Student Compliance Office.

INCIDENT INFORMATION:

EXPOSED STUDENT: \_\_\_\_\_

CLINICAL FACILITY: \_\_\_\_\_

PROGRAM: \_\_\_\_\_

COURSE IN WHICH EXPOSURE OCCURRED: \_\_\_\_\_

ATTENDING FACULTY MEMBER OR CLINICAL SUPERVISOR: \_\_\_\_\_

EXPOSURE DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME \_\_\_\_A.M./P.M.

TYPE OF EXPOSURE (skin puncture, mouth, eye or skin exposure): \_\_\_\_\_

DESCRIPTION OF THIS INCIDENT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SOURCE OF EXPOSURE IS: \_\_\_\_\_KNOWN \_\_\_\_\_NOT KNOWN

CONTINUED ON NEXT PAGE



**Clinical Instructor/Site Supervisor: Please initial each step in the protocol as it is completed.**

- Appropriate first aid was administered to exposed student per St. Catherine University blood borne pathogens protocol. \_\_\_\_\_
- Student Procedures-Clinical Faculty Protocols reviewed with exposed student. \_\_\_\_\_
- Medical record of the source patient was reviewed for HIV status. If HIV status is positive, exposed student has been instructed to report to emergency room within one hour. \_\_\_\_\_
- Exposed student has been encouraged to initiate Hepatitis panel and HIV testing within 24 hours. \_\_\_\_\_
- Hepatitis and HIV testing of the source patient has been initiated per Clinical Facility Exposure Protocol. \_\_\_\_\_
- Exposed student has been encouraged to arrange a date and time to obtain test results of source patient. \_\_\_\_\_
- Exposed student has been encouraged to share details of the incident and all testing with his/her health care provider. \_\_\_\_\_
- Exposed student has been informed that she/he may refer any questions related to this incident to the Student Compliance Office at (651) 690-7781 or to the Health & Wellness Center at (651) 690-6714. \_\_\_\_\_

I have reviewed each of the above steps with the attending Clinical Instructor or Site Supervisor.

\_\_\_\_\_  
**Exposed Student's Signature**

\_\_\_\_\_  
**Date**

I have reviewed each of the above steps with the exposed student involved.

\_\_\_\_\_  
**Clinical Instructor/Preceptor/Site Supervisor's Signature**

\_\_\_\_\_  
**Date**

## MRI Rotation Safety

Doc: 910

Students may complete an observational rotation in an MRI department during their second year. Students should be aware that this rotation may be contraindicated for a variety of issues. The MRI magnetic field is always on.

Students with any type of metal device inside their body must not enter an MRI exam room unless the device is certified as MRI safe. Below is a partial list of concerns for MRI.

- Pacemakers and implantable cardioverter defibrillators (ICDs)
- Inner ear (cochlear) implants
- Orthopedic prosthetic implants
- Neuro-muscular stimulators such as those used for pain management or muscle rehabilitation
- Implanted drug infusion pumps
- Brain aneurysm clips that are not approved for MRI
- **You should avoid MRI if you have metal fragments in your body. Metal fragments in the eyes can be especially dangerous because the magnet may move the metal, causing eye damage or blindness.**
- Have a stent or artificial heart valve, or if you have had open-heart surgery recently.

Before students enter the clinical environment and are allowed near MRI, students must watch a safety video and complete a safety survey, similar to what an MRI patient completes before an exam. Students are mandated to notify the program Director (via email) should their status, to be around MRI, change.

## The O'Neill Center

Doc: 920

St. Catherine University is committed to equal access for all and recognizes that disability is an aspect of diversity. The University's goal is to create learning environments that are usable, equitable, inclusive and welcoming. If there are aspects of the instruction or design of this course that result in barriers to the learning environment and/or the accurate assessment of your achievement, please contact Student Accessibility & Accommodations as soon as possible.

If you are registered with Student Accessibility & Accommodations and have been granted an accommodation, please contact Radiography Faculty to review how the accommodation will be applied in this course.

Student Accessibility & Accommodations Main Office  
(651) 690-6563 | [Accessibility@skate.edu](mailto:Accessibility@skate.edu)

The O'Neill center also provides a variety of services designed to enhance your academic experience at St. Catherine University. These services include:

### Learning Assistance

Students seeking tutorial assistance for liberal arts and sciences courses, as well as professional program courses, may work with highly qualified student learning assistants. For most courses, help is available on a walk-in basis. Assistance is also available by appointment.

### **Study Skills Assistance**

Students who would like to strengthen their study skills can meet individually with the Learning Specialist. Sessions may focus on time management, test-taking, textbook reading and/or note-taking.

### **Writing Assistance**

Students interested in improving their overall writing skills, and those who need assistance with a specific assignment, may meet with a peer learning assistant or professional staff member during walk-in Writing Lab hours. Students may also schedule an appointment to meet with the Writing Specialist.

### **Services for Bilingual/Multilingual Students**

Bilingual/Multilingual students may meet with the ESL Specialist for writing and general language assistance during walk-in ESL Lab hours or by appointment. Some students may also be eligible to utilize extended test-taking time in the Testing Center.

All services are provided at no cost to St. Catherine University Students. Please visit the O'Neill center to discover how our services can help you succeed at St. Catherine University.

### **Advising**

**Doc: 930**

Students will be assigned an academic advisor as soon as they start taking classes at the University. This advisor will remain with the student until they start the technical portion of the radiography program. Before each registration cycle, a faculty member will meet with all students that have any general education classes that are not completed. Students that are having difficulties in any class are urged to meet with the faculty member teaching the course. Students that are registered for clinical classes are scheduled for testing in the radiography lab throughout the semester. Students will receive suggestions and feedback on their clinical performance and students will have the opportunity to share any concerns they have.

**ST. CATHERINE UNIVERSITY RADIOGRAPHY PROGRAM  
STATEMENT OF UNDERSTANDING**

1. I understand all information regarding a patient or former patient is confidential and is to be used only for educational purposes in non-patient instructional settings. (HIPPA guidelines).
2. I understand the importance of radiation policies as they pertain to myself, staff, and, patients.
3. I understand I am a student in the clinical setting and I will conduct myself accordingly. All known rules and regulations will be followed. When in doubt, I will contact the Clinical Instructor/Preceptor, Clinical Coordinator, and/or Program Director for clarification.
4. I understand the clinical experiences are assigned for educational value. I understand that I will be observed and critiqued on an ongoing basis. Preference of assigned rotations may be requested, but it does not guarantee placement at the specific time requested.
5. I understand I may not function independently as a staff technologist. The Clinical Instructor/Preceptor will determine appropriate supervision consistent with accreditation guidelines, and I will **not** repeat a radiograph without a registered technologist present.
6. I understand that regular classroom attendance is mandatory.
7. I understand that I am responsible for all course syllabi and information that is covered in class in my absence.
8. I understand that I am ultimately responsible for my success in this program.
9. I understand that I am to abide by the university undergraduate catalog and all university policies as listed on the following: <https://catalog.stkate.edu/policies/>
10. I have reviewed this handbook and I agree to abide by the statements above and published herein. I understand that failure to meet any program expectations may result in negative consequences from administrative action.
11. I understand that I am responsible for professional behavior at all times while located on any St. Catherine University or clinical affiliate premises.

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Student Name (Please Print)

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Student Signature:

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Date: