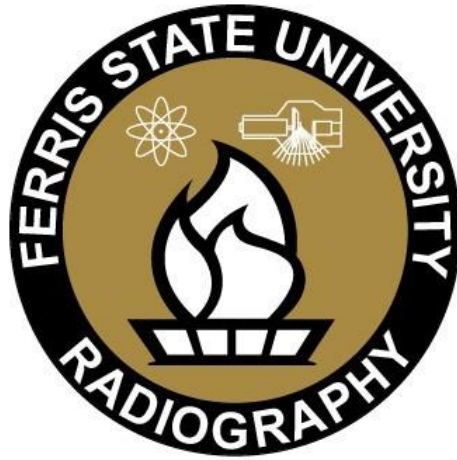




Radiography Program

Class of 2027

Student Handbook

***These requirements are specific to the radiography program and are a supplement to the FSU catalog.*

**RADIOGRAPHY PROGRAM
STUDENT HANDBOOK
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***Ferris State University
Radiography Program
Student Handbook***

*Section 1:
Introduction*

Introduction

The Ferris State University instructors, staff and affiliates welcome you to the Radiography Program. This handbook has been prepared to inform you of guidelines and procedures affecting you as a radiography student in the FSU Radiography Program and its clinical affiliates. The guidelines and procedures stated in this manual are intended to supplement those that are stated in the Ferris State University Catalog and policy and procedures listed on the Ferris website. Any changes in established guidelines and procedures will be given to you as written memos and updated in the handbook and posted on the Radiography Homepage: <https://www.ferris.edu/health-professions/DLTS/Associates/Radiography/homepage.htm>. It is your responsibility to add any changes to your manual.

College of Health Professions Radiography Program Faculty and Staff:

To contact any of the faculty and staff of the College of Health Professions students may call the toll free number at: 1(800) GO-BULLDOG or contact the Dean's Office at (231) 591-2270 and ask to be transferred to any of the following individuals:

<u>Title</u>	<u>Name</u>	<u>Office</u>	<u>Extension</u>	<u>Email Address</u>
Dean	Lincoln A. Gibbs, EdD, MPH	VFS 200	2270	CHP@ferris.edu
Associate Dean	Theresa Raglin, MEd, RDH	VFS 200	2270	CHP@ferris.edu
Department Chair	Emily Zyla	VFS 405	2275	Emilyzyla@ferris.edu
Program Coordinator	Amy Beuker, MHS, RT(R)	VFS 304B	2326	AmyBeuker@ferris.edu
Clinical Coordinator	Gary Moore, MS, RT (R)	VFS 320	3187	moor34@ferris.edu
Faculty	Amanda Berg, RT(R)	VFS 416	5217	amandaberg@ferris.edu
Faculty	Dan Sleeper, MS, RT(R)		2732	DanielSleeper@ferris.edu
Lab Assistant	Maram Aqel, RT(R)	VFS 105	3859	Maramaqel@ferris.edu
Lab Assistant	Amy Bomay, RT(R)	VFS 105	3859	Amybomay@ferris.edu
Department Secretary	Alexis Stump	VFS 404	2261	Alexisstump@ferris.edu

Mailing Address for faculty and staff of the College of Health Professions:

College of Health Professions
Ferris State University
200 Ferris Drive, VFS 209
Big Rapids, MI 49307-2740

Fax Number:

When submitting a fax to a faculty or staff member please use a cover letter with the individual's name and fax to: (231) 591-3788

Accreditation

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Programs accredited by the JRCERT must demonstrate that they are in compliance with the JRCERT accreditation, *Standards for an Accredited Educational Program in Radiologic Sciences*.

Accreditation of an educational program provides students, as graduates, assurance that the program will provide them with the knowledge, skills, and values to competently perform the range of professional responsibilities expected by potential employers nationwide. It also assures they will be eligible for licensure in each of the 50 states. By requiring programs to teach the entire curriculum developed by the national professional organization, the American Society of Radiologic Technology (ASRT), it also assures students they will have the foundation knowledge to continue to develop as professionals in the various fields of the radiation sciences.

Accreditation of educational programs assures patients that students who perform procedures have appropriate supervision during the educational process. It also assures them that graduates will have met the minimum level of competency as defined nationally by the profession.

Through the process of programmatic accreditation, educators are assured that their educational programs are keeping pace with the profession and with standards developed through national consensus.

For more information on JRCERT visit their homepage at <http://www.jrcert.org/> or contact them at:

JRCERT
20 N. Wacker Drive Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304

Program Philosophy

Our role as educators in radiography is to prepare students to serve the needs of the patient during clinical practice. We are committed to providing the highest level of radiography education and strive to give our best efforts for the patient's and student's benefit. In return, we expect that all students incessantly demonstrate interest, motivation, and a willingness to work hard. Through their best efforts, the students will develop affective, cognitive, and psychomotor skills required for entry into the health care field as competent, compassionate, problem-solving professionals. We will promote a culture where lifelong learning, creativity, self-awareness, self-direction, maturity and responsibility are valued.

Program Mission:

Building upon the mission, visions, and values of the College of Health Professions, the Radiography program's mission is to provide the highest quality instruction and to prepare the students to excel in the professional challenges and responsibilities of an entry-level radiographer.

Program Goals and Expected Outcomes

1. Students will be clinically component.
2. Students will communicate effectively and professionally.
3. Students will use critical thinking and problem-solving skills.
4. Students will evaluate the importance of professional growth and development.
5. The program will graduate entry-level technologists.

Student Learning and Programmatic Outcomes

Outcome 1-1: Students will demonstrate knowledge of radiation protection.

Outcome 1-2: Students will apply radiographic positioning skills.

Outcome 1-3: Students will select appropriate technical factors for various exams.

Outcome 2-1: Students will use effective oral communication skills.

Outcome 2-2: Students will demonstrate effective written communication skills.

Outcome 3-1: Students will adapt positioning for trauma situations.

Outcome 3-2: Student will adjust exposure factors for non-routine examinations.

Outcome 4-1: Students will determine the importance of continued professional development.

Outcome 4-2: Students will summarize the importance of attendance at professional meetings.

Outcome 5-1: Students will pass the ARRT national certification test on the first attempt.

Outcome 5-2: Students pursuing employment will be employed within 6 months of post-graduation.

Outcome 5-3: Students will complete the radiography program within 24 months.

Outcome 5-4: Students will be satisfied with their education.

Outcome 5-5: Employers will be satisfied with the graduate's performance.

Program Roles Defined

Program Coordinator

Duties include:

- Organize, administer, review, and assure program effectiveness
- Evaluate and assure clinical education effectiveness
- Maintain current knowledge of the professional discipline and educational methodologies through professional development
- Develop and maintain the program's master plan of education
- Coordination development, and revision of course descriptions and objectives
- Develop, coordinate, and conduct ongoing program evaluation through outcomes assessment education
- Exhibit a positive attitude toward students, faculty, and administration promoting cooperation and mutual benefit
- Actively coordinate procedures required to maintain programmatic accreditation
- Document regular scheduled visits to clinical sites to evaluate effectiveness and compliance with program policies
- Periodically meet with clinical instructors, staff, and administrators
- Contribute to the formulation of the program budget
- Establish and facilitate the program Advisory Committee
- Provide student guidance and academic advising
- Participate in University and College committees
- Establish appropriate communication and feedback for student concerns
- Continually maintain professional certification
- Oversee the fair and just enforcement of program policies

Clinical Coordinator

Duties include:

- Correlate clinical education with didactic education

- Instruct students and evaluate student clinical skills
- Evaluate and assure clinical education effectiveness through regularly scheduled visits to clinical practice settings
- Maintain current knowledge of discipline through professional development
- Contribute to the development, implementation, and evaluation of program goals and objectives
- Establish and enforce clinical policies and procedures
- Exhibit a positive professional attitude toward students and clinical process
- Coordinate and maintain all clinical records in a safe and confidential manner
- Establish standard methods for evaluation of student clinical performance
- Meet regularly with program faculty to document student clinical progress
- Coordinate annual Clinical Instructor meeting
- Serve on appropriate University and College committees
- Provide student guidance and academic advising
- Continually maintain professional certification
- Acts as a liaison and maintain open communication between clinical sites and the program

FACULTY MEMBER

Duties include:

- Review, and assure program effectiveness
- Maintain current knowledge of the professional discipline and educational methodologies through professional development
- Coordination development, and revision of course descriptions and objectives
- Exhibit a positive attitude toward students, faculty, and administration promoting cooperation and mutual benefit
- Follow procedures required to maintain programmatic accreditation
- Document regular scheduled visits to clinical sites to evaluate effectiveness and compliance with program policies
- Periodically meet with clinical instructors, staff, and administrators
- Participate on the Programs Advisory Committee
- Provide student guidance and academic advising
- Participate in University and College committees
- Establish appropriate communication and feedback for student concerns
- Continually maintain professional certification
- Oversee the fair and just enforcement of program policies

Clinical Instructor (CI)

Duties include:

- Demonstrates current knowledge of program goals, clinical objectives, and clinical evaluation systems
- Provides students with appropriate and adequate clinical supervision, both direct and indirect in accordance with documented student competencies (masters)
- Provides students with appropriate and adequate clinical instruction.
- Performs clinical progress and competency evaluations for each student assigned to his or her supervision
- Exhibits a positive professional attitude toward students and the teaching process
- Maintains competency in the professional discipline, instructional, and evaluative techniques through continuing professional development and pursuit of scholarly activities
- Meets regularly with appropriate program officials to communicate student progress, strengths, and weaknesses
- Assists in maintaining effective and well-documented student clinical records in a timely manner

- Provides a positive role model for students of radiological science professions
- Maintains confidentiality in accordance with program policy
- Participates in meetings and serves on committees consistent with the goals of the educational program
- Evaluates each student's behavioral traits and abilities one or more times each semester
- Oversees and regulates student competencies (masters) and signs each competency form
- Sends pertinent information (competency forms, behavioral evaluations, attendance reports, disciplinary records, radiation badge readings, grades, etc.) to the Clinical Coordinator in a timely manner
- Maintains availability to students and program faculty
- Participates in program governance through ad hoc committee and annual CI meetings
- Supports and promotes the program and its ideals
- Acts as a liaison between the students and the Clinical Coordinator
- Acts as a student advocate
- Holds and maintains current ARRT certification and any applicable state license

Clinical Staff (Staff Radiographer)

Duties include:

- Understand the clinical competency system
- Meets regularly with the Clinical Instructor to maintain current knowledge of program policies/procedures and student progress
- Maintains competency in the professional discipline, instructional, and evaluation techniques through continuing professional development
- Holds and maintains current ARRT certification and any applicable state license

Lab Assistant

Duties include:

1. Laboratory Preparation:
 - a. Warm up x-ray tubes, processors, portable, fluoroscope, C-arm and digital room for lab
 - b. Set up phantoms and supplies in rooms
 - c. Ensure all equipment is in proper working order
2. Laboratory Class Time
 - a. Liaison between lab faculty for consistency
 - b. Assist in demonstrating positions, student evals and laboratory activities as directed by lab faculty
 - c. Ensure lab policies and procedures are enforced

3. Laboratory Cleanup/Post class:
 - a. Turn off all laboratory equipment, processor and PACS room equipment
 - b. Lock up all rooms and lab and put away any lab equipment and clean rooms
4. Other Lab Duties:
 - a. Put student and faculty dosimeter report into folder from Radiation Safety Officer.
 - i. Pull students and faculty report when asked for report readings.
 - ii. Change and collect film badges and turn into RSO.
 - b. Contact for Radiology Imaging Solutions for equipment repair, processor maintenance, and silver recovery.
 - c. Maintain Radiation Safety bulletin board.
 - d. Enforce state requirements for laboratory equipment
 - e. Enforce JRCERT rules to maintain accreditation
 - f. Organize CPR classes for Radiography students
 - g. Proctor exams or makeup activities for faculty if needed
 - h. Attend faculty and department meetings
 - i. Order office supplies, chemicals, films, and any other necessary equipment for lab.
 - j. Assist in makeup labs and evaluations for students if needed as directed by instructor

Requirements of a Radiographer

The Radiography Program has established minimum essential requirements in which every student must meet in order to participate fully in all aspects of training.

Essential Functions of a Radiographer:

Students must be able to:

1. Perform Radiologic examinations including:
 - a. Obtaining and documenting patient history
 - b. Explaining procedure to patient and addressing patient concerns
 - c. Positioning patient properly using immobilization or support devices as necessary
 - d. Producing radiographic images using accepted technique and applying radiation safety principles
 - e. Assessing patient condition
 - f. Reporting any unusual occurrences or changes in patient condition and/or equipment to appropriate staff
2. Clean and maintain equipment and room
3. Assist in maintenance of room supplies
4. Prepare and administer contrast agents and other chemical mixtures
5. Implement emergency procedures and administer first aid including CPR
6. Use hospital/medical imaging department information systems to complete required tracking and archiving of images
7. Communicate effectively (verbal and written) with patients and clinical staff
8. Work effectively in a team setting
9. Tolerate physically taxing workload
10. Ability to function effectively under stress

Minimum Qualifications Necessary to Perform Essential Functions of a Radiographer:

Physical Requirements:

Student must be able to:

- Lift more than 50 pounds routinely
- Safely lift, transport and move patients that are not able to assist themselves
- Push and pull routinely
- Bend and stoop routinely
- Have full use of both arms, wrists and shoulders
- Distinguish audible sounds
- Work standing on their feet a majority of the time
- Be able to reach and work overhead
- Function efficiently while wearing lead apparel
- Skillfully use precision instruments

Visual Discernment:

- Ability to differentiate colors and shades of color
- Requires the ability to inspect dimensions and to visually read information and data
- Critique radiographic images to determine if it is optimal for the Radiologist's interpretation

Manual Dexterity/Motor Coordination:

- Sufficient gross and fine motor coordination to respond promptly, manipulate equipment, and ensure patient safety

STUDENTS WITH DISABILITIES

The purpose of Disabilities Services is to serve and advocate for students with disabilities, empowering them for self-reliance and independence while promoting equal access to educational opportunities and programs. Information, reasonable accommodation, assistive technology and counseling are offered to students. Professional development is offered to Ferris faculty and staff. Informational packets for high school counselors are also available through our office. Information for parents to aid students in transitioning into the FSU culture is available. For more information visit the disabilities home page at: <http://www.ferris.edu/htmls/colleges/university/disability/> or contact them at:

Disabilities Services
901 S. State St.
Starr 313
Ferris State University
Big Rapids, Michigan 49307
(231) 591-3057
Fax: (231) 591-3939

or

Email: ecds@ferris.edu

Equal Opportunity/Affirmative Action employer

Ferris State University is an Equal Opportunity/Affirmative Action employer. Under applicable laws, including Title IX, the Education Amendments of 1972 and the Rehabilitation Act of 1973, the University does not discriminate on the basis of sex, race, physical or mental handicap or other prohibited matters in employment, educational programs or admissions. Inquiries or complaints may be addressed to:

Equal Opportunity Office
McKessy House, Ferris State University
120 East Cedar Street
Big Rapids MI 49307-2202
(231) 591-2152

or

Email: ecds@ferris.edu

Reporting Discrimination

State and federal laws prohibit discrimination against individuals with disabilities, including students or applicants with disabilities. Ferris State University's Office of General Counsel coordinates the University's compliance with these state and federal non-discrimination laws, including the federal Vocational Rehabilitation Act of 1973, the federal Americans with Disabilities Act and the amended Persons with Disabilities Civil Rights Act. The office of the General Counsel is also the grievance office designated regarding the University, its programs, procedures or employees.

If you believe that a violation or potential violation of these state or federal nondiscrimination laws has occurred, is occurring, or will occur, please notify the following:

Equal Opportunity Office within the Office of the General Counsel
McKessy House, Ferris State University
120 East Cedar Street
Big Rapids MI 49307-2202
(231) 591-2152

or

Email: ecds@ferris.edu

***Ferris State University
Radiography Program
Student Handbook***

*SECTION 2:
Calendar*

FSU Radiography Program Calendar:

The Radiography Program consists of two academic years (6 semesters), beginning in the fall term of the first-year. Students attend classes and laboratory experiences at the college in combination with 2nd year clinical experiences at a variety of locations in the State of Michigan. The program concludes at the end of the summer semester of the second year.

First Year:

First year students complete the didactic portion of their education at the Big Rapids campus which includes lectures and laboratory activities. The first year of the Radiography Program follows the academic calendar established by Ferris State University and can be found on the homepage on: <https://www.ferris.edu/academics/calendars/homepage.htm>

Second Year:

The second year of the Radiography Program consists of the clinical education portion of the program. Students are in the clinical settings observing, assisting and performing patient procedures. Students follow the calendar established by the program during the second year of the program. This includes a maximum of 40 hours a week, day shift position, a minimum of 2 week of afternoons or 2 weekend or a combination of 1 week and 1 weekend. The following legal holidays are observed, and no regular didactic or clinical instruction is scheduled on these days: Labor Day, Thanksgiving (2 days), Holiday break thru December/January when the University is closed, Martin Luther King Day, Spring Recess and Memorial Day. Together, the didactic and clinical education prepares students for success as practicing radiologic science professionals.

Hours Defined:

- Traditional hours of operation are Monday- Friday, 6:00 a.m. to 7:00 p.m.
- Afternoons are defined as any hours after 7:00 p.m. but no later than 11:00 p.m.
- Weekends are defined as Saturday and/or Sunday, 6:00 a.m. and 11:00 p.m.
- Shifts may not be more than 10 hours per day and total no more than 40 hours per week

Semester	# of Weeks Clinical	Clinical Hours	Total Credits
Fall	17 (approx.)	680 hours – 3 days personal = 656 hours total	9
Spring	17 (approx.)	680 hours – 3 days personal = 656 hours	9
Summer	6 (approx.)	240 hours – 3 days personal = 216 hours	6
Approx. Total Clinical Hours: 1528 (holiday/breaks excluded)			

Sample Only: Second Year FSU Radiography Program Calendar

Sample Only: Fall Semester

Start Date:	Monday, Aug. 27 th
Labor Day recess:	Saturday, Sept. 1 st – Monday, Sept. 3 rd
Report back to clinical:	Tuesday, Sept. 4 th
Thanksgiving recess:	Wednesday, Nov. 21 st – Sunday, Nov. 25 th
Report back to clinical:	Monday, Nov. 26 th
Last day of clinical for fall:	Friday, Dec. 21 st

Sample Only: Spring Semester

Start Date:	Monday, Jan. 7 th
MLK - no clinical:	Monday, Jan. 21 st
Grad Fair:	TBA**
Mid-semester Break:	Saturday, April 13 th
Report to back to clinical:	Monday, April 22 nd
Last day of clinical for spring:	Tuesday, May 7 th
Travel Day:	Wednesday, May 8 th
Final Exam	Thursday, May 9 th on campus for final exam
Commencement	Friday, May 10 th (Tentative)

Sample Only: Summer Semester

Summer Start date:	Tuesday, May 14 th
Memorial Day recess:	Saturday, May 25 th – Monday, May 27 th
Report back to clinical:	Tuesday, May 28 th
Last day at internship site:	Friday, June 21 st *** (If all Masters are completed)
RADI DAY (Volunteers)	Monday, June 24 th or Tuesday, June 25 th
Registry review (on campus):	Wednesday, June 26 th – Friday, June 28 th

**Only for students that are participating in the graduation ceremony.

***Students needing to complete any masters will return to clinic on July 5th to do so. These hours are not required, just there if a student needs them.

****Students must follow academic calendar and finish out the calendar year despite the number of hours documented.

*****Final exam and commencement are both tentative until the University sends the actual date.

***Ferris State University
Radiography Program
Student Handbook***

*SECTION 3:
Curriculum*

**FERRIS STATE UNIVERSITY
COLLEGE OF HEALTH PROFESSIONS
RADIOGRAPHY PROGRAM- Associates in Applied Science**

Prerequisites:

BIOL 251 Human Anatomy	<u>4</u>
MATH 115 or ACT score of 24 or higher	<u>3</u>
ENGL 150	<u>3</u>
Medical Terminology Competency *COHP 100	<u>1</u>

FIRST YEAR

Fall Semester

COHP 101 Orient. to Health Care	<u>3</u>
RADI 104 Radiographic Procedures I	<u>2</u>
RADI 105 Radiographic Procedures I Lab	<u>1</u>
RADI 121 Rad. Physics and Image Prod.	<u>3</u>
RADI 141 Principles of Rad. Imaging	<u>2</u>
RADI 142 Principles of Rad. Imaging I Lab	<u>1</u>
Social Awareness Elective	<u>3</u>
*Soc 121 or Psyc 150 recommended	<u>15</u>

Spring Semester

COHP 102 Safety Issues in Health Care	<u>1</u>
ENGL 250 English 2	<u>3</u>
RADI 106 Radiographic Procedures II	<u>2</u>
RADI 107 Radiographic Procedures II Lab	<u>1</u>
RADI 122 Rad. Protection and Biology	<u>3</u>
RADI 143 Principles of Rad. Imaging II	<u>2</u>
RADI 144 Principles of Rad. Imaging II Lab	<u>1</u>
Cultural Enrichment Elective	
*PHIL 220 or 320 recommended	<u>3</u>
	<u>16</u>

Summer Semester

RADI 108 Rad. Imaging Procedures	<u>2</u>
RADI 109 Rad. Imaging Procedures Lab	<u>1</u>
RADI 170 Rad. QA and Processing	<u>1</u>
RADI 171 Image Processing Lab	<u>1</u>
RADI 172 Digital Imaging	<u>1</u>
COMM 105 Interpersonal Com.	
or COMM 121 Fund. of Public Speaking	
or COMM 221 Small Group Dec. Making	<u>3</u>
	<u>9</u>

SECOND YEAR

Fall Semester

RADI 202 Rad. Pathology	<u>1</u>
RADI 203 Advance Concepts in Rad. I	<u>1</u>
RADI 211 Pharmacology for Rads.	<u>1</u>
RADI 291 Clinical Practicum 1	<u>9</u>
	<u>12</u>

Spring Semester

RADI 204 Principles of Comp. Tom.	<u>2</u>
RADI 213 Advance Concepts in Rad. II	<u>1</u>
RADI 292 Clinical Practicum 2	<u>9</u>
	<u>12</u>

Summer Semester

RADI 212 Radiology Management	<u>1</u>
RADI 223 Advance Concepts in Rad. III	<u>1</u>
RADI 293 Clinical Practicum 3	<u>6</u>
RADI 299 Radiography Review	<u>1</u>
	<u>9</u>

84 semester hours required for graduation

See attached Progression Policy for Program Requirements for graduation

Radiography Course Descriptions

Radiography Program First Year:

Fall Semester

RADI 104: Radiographic Procedures I (2 credits)

Introduction to the general principles of radiographic anatomy, terminology, positioning and patient care in radiography. Students will learn the routine radiographic examination for the chest, abdomen, upper and lower extremities. Prerequisites: Admission to the RADI program.

- Required Course Book: Textbook of Radiographic Positioning & Related Anatomy, 10th Edition, By Kenneth L. Bontrager, MA, RT(R) and John Lampignano, MEd, RT(R) (CT), ISBN: 978-0-323-65367-1 Workbook ISBN-13: 978-0-323-69423-0, Estimated Cost: \$185 Text book and \$90 Workbook

*****Text Book and the Workbook are required for this course**

RADI 105: Radiographic Procedures I Lab (1 credit)

Radiographic examinations of the chest, abdomen, upper and lower extremities will be demonstrated and performed in a laboratory setting. Prerequisites: Admission to the RADI program.

- Required Course Book: Same textbook as RADI 104

RADI 121: Radiographic Physics and Image Production (3 credits)

This course is designed to introduce the student to the basic principles of radiation physics as well as the nature, sources, and physical properties of ionizing radiation. It also introduces the student to the structure and function of the x-ray tube and other radiographic equipment used to create and control x-radiation. Pre-Requisites: Admission to the RADI program.

- Required Course Book: Radiologic Science for Technologists: Physics, Biology, and Protection, 12th edition, Author: Stewart C. Bushong ScD FACR FACMP, ISBN: 978-0-323-749558 Estimated cost: \$100

RADI 141: Principles of Radiographic Imaging I (2 credits)

An understanding and overview of the theories and concepts used in radiography. Topics addressed are the history of medical imaging, grids, film, IRS, beam restriction, filtration and the prime factors. Prerequisites: Admission to the RADI program.

- Required Course Book: Principles of Radiographic Imaging: An Art and A Science, 6th Edition, Richard R. Carlton, Arlene McKenna Adler and Vesna Balac ISBN-10: 1337711063 or ISBN-13: 978-1337711067, Estimated cost: \$150

RADI 142: Principles of Radiographic Imaging I Lab (1 credit)

Radiographic tools and techniques employed to produce quality radiographic images in the laboratory setting. An emphasis is placed on the effect and control of the primary technical factors of density, contrast, detail, and distortion. Prerequisites: Admission to the RADI program.

- Required Course Book: Same as RADI 141

Spring Semester

RADI 106: Radiographic Procedures II (2 credits)

Introduction of the general principles relating to radiographic anatomy, terminology, positioning and patient care in radiography. Students will learn the routine radiographic examinations for the skull, shoulder girdle, spine and thoracic cavity. Prerequisites: RADI 104, 105, 121, 141 and 142.

- Required Course Book: Same textbook as RADI 104

RADI 107: Radiographic Procedures II Lab (1 credit)

Radiographic examinations of the shoulder girdle, spine, thoracic cavity and skull will be demonstrated and performed in a laboratory setting. Prerequisites: RADI 104, 105, 121, 141 and 142.

- Required Course Book: Same textbook as RADI 104

RADI 122: Radiation Protection and Biology (3 credits)

Explores radiation protection practices and policies that ensure the safety of patients, radiation personnel, and the general public including the proper usage of protective devices and equipment operation. Included is a discussion of the federal and state laws regarding radiation safety as well as the basic principles of radiation biology and the genetic and somatic effects of radiation on the human body. Pre-Requisites: RADI 104, 105, 121, 141, and 142.

- Required Course Book: Same textbook as RADI 121

RADI 143: Principles of Radiographic Imaging II (2 credits)

Continuation of RADI 141. Knowledge and skills necessary to apply the principles of radiographic exposure and technique. Students will learn the components of various pieces of x-ray equipment and how this aids in x-ray production. Prerequisites: RADI 104, 105, 121, 141 and 142.

- Required Course Book: Same as RADI 141

RADI 144: Principles of Radiographic Imaging II Lab (1 credit)

Demonstration of knowledge learned from RADI 143 to produce quality radiographs. Students will demonstrate on various pieces of radiographic equipment. Prerequisites: RADI 104, 105, 121, 141 and 142.

- Required Course Book: Same as RADI 141

Summer Semester

RADI 108: Radiographic Imaging Procedures (2 credits)

Introduction to the specialized procedures and equipment used in the radiology department. Students will also learn radiographic examinations of the GI, urinary and biliary system. Prerequisites: RADI 106, 107, 122, 143 and 144.

- Required Course Book: Same textbook as RADI 104

RADI 109: Radiographic Imaging Procedures Lab (1 credit)

Radiographic examinations of the upper and lower GI, urinary system, and biliary system will be demonstrated and performed by the student in a laboratory setting. Students will demonstrate competency on specialized radiographic equipment. Prerequisites: RADI 106, 107, 122, 143 and 144.

- Required Course Book: Same textbook as RADI 104

RADI 170: Radiographic Quality Assurance and Processing (1 credit)

An understanding and overview of how radiographic imaging processing, basic concepts and principles of quality assurance are used in the radiology department. Prerequisites: RADI 106, 107, 122, 143 and 144.

- Recommended Course Book: Quality Management in the Imaging Sciences, 4th edition , Author Jeffrey Papp PhD RT(R) (QM), ISBN-10: 0323057616, ISBN-13: 978-0323057615, Estimated Cost: \$58

RADI 171: Image Processing Lab (1 credit)

Demonstration of radiographic proficiency in the use of the computed radiography, PACS, and QA test tools in a laboratory setting. Prerequisites: RADI 106, 107, 122, 143 and 144.

- Required Course Book: Same textbook as RADI 104 and 170

RADI 172: Digital Imaging (1 credit)

This course provides an overview of the components, principles, and operation of digital imaging systems, including factors that impact image acquisition, display, archiving, and retrieval. Guidelines for selecting exposure techniques and evaluating images within a digital system are described. Prerequisites: RADI 106, 107, 122, 143 and 144.

- Required Course Book: None

Radiography Program Courses for Second Year

Fall Semester:

RADI 202: Radiographic Pathology (1 credit)

This self-paced course investigates various pathologic processes that are commonly identified by radiographic examinations and procedures as well as the radiographic methods of their diagnosis and treatment. Competency in medical terminology needed. Pre-Requisites: RADI 108, 109, 170, 171 and 172.

- Required Course Book: Radiographic Pathology for Technologists, 8th edition, Author, Nina Kowalczyk., Elsevier. ISBN: 978-0323791298, Estimated cost: \$125

RADI 203: Advance Concepts in Radiography I (1 credit)

This course will provide an analysis and overview of radiation concepts, theory and positioning. Students will build upon concepts learned during the first year to gain a greater understanding of the process required to produce a quality radiograph in a patient care setting. Prerequisites: RADI 108, 109, 170, 172 and 172.

- Required Course Book: None

RADI 211: Pharmacology for Radiographers (1 credit)

An exploration of the terminology, types, administration, and effects of drugs and pharmaceuticals commonly used in the radiology department. Pre-Requisites: RADI 108, 109, 170, 171, and 172.

- Required Course Book: None

RADI 291: Clinical Practicum I (9 credits)

The first of three clinical practicum courses providing opportunity for learning basic skills and their application to the radiographic process within the clinical site. Students perform basic radiographic procedures under the supervision and guidance of ARRT registered technologists as well as show competence in film processing, film filing and retrieval, patient care skills, and radiation protection procedures. Pre-Requisites: RADI 108, 109, 170, 171 and 172.

- Required Course Book: None

Spring Semester:***RADI 204: Principles of Computed Tomography (2 credits)***

This course provides an introduction to the principles of computed tomography imaging and cross-sectional anatomy. Prerequisites: RADI 202, 203, 211 and 291.

- Required Course Book: None

RADI 213: Advance Concepts in Radiographic Imaging II (1 credit)

This course builds upon RADI 203 with further analysis and overview of radiation concepts, theory, and positioning. Students have the opportunity to gain a more complex understanding of the process required to produce a quality radiograph in a patient care setting. Prerequisites: RADI 202, 203, 211 and 291. Typically offered Spring only.

- Required Course Book: None

RADI 292: Clinical Practicum II (9 credits)

A continuation of RADI 291, this practical course provides opportunity for learning advanced skills and radiographic procedures and applying these skills to the radiographic process within the clinical site. Students perform radiographic procedures under the supervision and guidance of ARRT registered technologists. Pre-Requisites: RADI 202, 203, 211 and 291.

- Required Course Book: None

Summer Semester:***RADI 212: Radiology Management (1 credit)***

This self-paced course is constructed to give the student a basic understanding of the principles and practices necessary for the management of a modern radiology department. It includes an introduction to personnel, financial, customer service, technology, decision making, planning, administrative, and regulatory considerations and issues which successful radiology managers must confront. Pre-Requisites: RAD 204, 213 and 292.

- Required Course Book: None

RADI 223: Advance Concepts in Radiographic III (1 credit)

This course builds upon RAD 213 with further analysis of radiation protection, theory and their relationship with advanced modalities. Students will have the opportunity to gain mastery of the process required to produce a quality radiograph in a patient care setting. Prerequisites: RAD 204, 213 and 292.

- Required Course Book: None

RADI 293: Clinical Practicum 3 (6 credits)

A continuation of RAD 292, this course provides the student with the opportunity to learn and practice procedures in advanced imaging modalities. The student will gain experience in such modalities as C.T., M.R.I., ultrasound, and mammography as well as have the opportunity to experience angiography, nuclear medicine, radiation therapy, and heart catheterization. Students perform all radiographic procedures under the supervision and guidance of ARRT registered technologists. Pre-Requisites: RAD 204, 213 and 292.

- Required Course Book: None

RADI 299: Radiography Review (1 credit)

This capstone course provides an assessment of educational outcomes and is intended to prepare the student to successfully pass the national ARRT registry examination. The primary focus of this course is test taking skills and a review of previous course material pertinent to the registry examination. It also aids the student in identifying academic strengths and weaknesses and creating a personal study plan. Pre-Requisites: RAD 204, 213, and 292.

- Recommended Course Book:
 - Mosby's Comprehensive Review of Radiography, 7th Edition, William J. Callaway, ISBN 10: 0323354238, ISBN 13: 978-0323354233 Estimated Cost: \$54
 - Lange Q &A, Radiography Examination, 11th Edition, D.A. SAIA, ISBN 10: 125986359X, ISBN 13: 978-1259863592, Estimated Cost: \$40
 - Rad Review Easy: <http://radrevieweasy.com/> Estimated Cost: \$42

- Corectec: <https://www.corectecreview.com/> Estimated Cost: \$80

Additional Radiography Courses:

RADI 297: Special Studies in Radiography (1 credit)

This special studies course has been designed to allow students to work closely with a faculty member to pursue a topic of specialized interest. Topics for study and project requirements will be negotiated jointly between the faculty member and the student. Typically Offered On Demand.

Radiography Program Expenses:

Tuition:

Current Tuition Costs are located on the Ferris State University Home page:
<https://www.ferris.edu/administration/businessoffice/tuition-rates.htm>

Other Expenses:

<u>First Year Expense</u>		<u>Second Year Expense</u>	
Lead Markers	\$25	Clinical Shoes	\$125
Scrub Uniforms x2	\$150	Lab Coat (optional)	\$50
Lab Coat (optional)	\$50	Scrub Uniforms x5	\$300
Calculator	\$30	ARRT Cert. Exam	\$225
Sharpies- Perm. Marker	\$10	Exam Photo	\$20
White Board	\$10	Printer Paper/Ink Cartridge	\$85
Immunizations- all	\$270	CPR-recertification	\$45
Criminal Background (x2)		ASRT Student	
& Immunization Tracker	\$115	Membership	\$35
CPR Certification	\$85	Certification Review Exam	\$75
Laptop/Computer	\$1,500	Immunizations-boosters	\$50
Printer	\$300	Registry Review	\$100
Printer Paper/Ink Cartridge	\$55		
Ring Binders x5	\$30		
Finger Printing Fee	\$55		
Drug Testing (site specific)	\$75		
Trajecsyst	\$100		
ACEMAPP	\$50		
Books	\$700		
Total Cost First Year	\$3,610	Total Cost Second Year	\$1,110

** This expense sheet does not include the cost of purchasing a health insurance policy

*** This also does not include the cost of relocating to another area for internship,
i.e. housing

**** Additional miscellaneous expenses, such as professional membership dues and out-of-town seminars that are part of the student's professional development may be encountered during the two-year program. An attempt is made to inform the student in advance so this will not be burdensome. Cost of any of the above is subject to change without notice.

***** Students attending continuing educational activities may acquire additional cost for meeting, workshop, course etc.

Radiography Program Student Handbook

SECTION 4: Resources, Services & Policies

I. Academic Services:

a). FSU Learning Resources Center

The FLITE library on the main campus maintains reference books, periodicals and audio-visual aids related to radiography and are available for student use. Current hours and information regarding FLITE can be found on the FLITE Homepage at:

<http://ferris.edu/library/>

The program also maintains a reference library in the lab (VFS 105) that students may use.

b). Computer Resources

Students have access to a computer located in the radiography laboratory (VFS 105). The FLITE library also has computers available for student use.

c). Copy Services

Students who wish to make copies of printed materials while on campus should purchase a copy card from one of the card dispensers. A copier is available for student use in the FLITE building and in the Dean's office located on the second floor of the College of Health Professions. Cost for use in the Dean's office is 10 cents per copy.

d). Tutoring / Remedial Instruction

Tutoring and remedial instruction in the radiation sciences is available to all radiography students on an individual basis, as needed by requesting assistance of the program faculty. Instructors may initiate remedial instruction when deemed to be in the best interest of the student. In addition to this, students may receive additional help at no cost from the Academic Support Center. Services include:

- Individual tutoring on a variety of topics
- Study skills assistance and workshops

More information on the Academic Support Center can be found at:

<https://www.ferris.edu/university-college/asc/index.htm>

e). Student Learning Assistance or SLA

In addition to tutoring services the program offers SLA with several of its classes. SLA may be linked to RADI 121 and RADI 143. This is determined each year. All students scoring an 80% or lower are required to attend SLA.

<https://www.ferris.edu/academics/sla/homepage.htm>

f). Counseling and Student Assistance

The Counseling Center is available to all students at FSU and is located in the Birkam Health Center. For more information on the services available to students please see:

<https://www.ferris.edu/student-life/PersonalCounseling/index.htm>

Program faculty may schedule a private conference with students if deemed necessary. Students should seek assistance from any of the instructors as needed.

g). Health/ Liability Insurance

Students enrolled in the Radiography Program are covered by liability insurance during the clinical experience. This plan does not provide any other coverage. It is mandatory that students maintain adequate health insurance during enrollment. Students' medical insurance coverage serves as the primary coverage if a student is injured. Health insurance may be purchased through Birkam Health or other private sector. For information on Health Insurance see Birkam Health:

<https://www.ferris.edu/student-life/HCenter/homepage.htm>

h). Health Services

First year students needing medical assistance can do so at Birkam Health Center. For more information on the service available at Birkam Health see:

<https://www.ferris.edu/student-life/HCenter/homepage.htm> or

You may also visit United Health Care Insurance online or call the company at (800) 767-0700.

i). Bookstore

Students may purchase books through the Ferris outfitters online bookstore. More information is available on the bookstore webpage:

<https://ferris.textbookx.com/institutional/index.php>

j). Career and Professional Success (CAPS)

Students may obtain help in finding employment by contacting Career and Professional Success. Services include:

- Resume writing/portfolio building
- Mock interviews
- Career fairs and workshops

For more information on employment services available to students visit:

<https://www.ferris.edu/student-life/career-and-professional-success/homepage.htm>

k). Student Services

The Timme Center houses all offices for student services including:

- Financial aid/scholarship information
- Cashier/account information
- Residential Life
- Telecommunications
- Dining Services
- Registration information

For more information on student services visit:

<https://www.ferris.edu/administration/businessoffice/timme.htm>

l). Scholarships

There are a number of academic and/or need based scholarships available to students in the Radiography Program. The Financial Aid Office is available to help students with finding scholarship opportunities or see the following websites for more information:

ASRT:

www.asrt.org/

MSRT:

<http://msrt.org/>

Ferris and College of Health Professions:

<http://ferris.edu/admissions/financialaid/scholarship/>

m). Radiography Organizations Webpages:

American Society of Radiologic Technologist:

www.asrt.org/

Michigan Society of Radiologic Technologist:

<http://msrt.org/>

JRCERT:

www.jrcert.org/

American Registry of Radiologic Technologist:

www.arrt.org/

n). Graduation Services:

The Graduation ceremony for the Radiography Program is held at the end of the Spring Semester in May of the second year. Students should be advised they are not officially done with the program until the end of summer semester. Students must complete a graduation application online in order to graduate. Any questions pertaining to the graduation ceremony, tickets, etc. should be directed to the College of Health Professions Deans office at 231-591-2270. For more information regarding the graduation ceremony for the College of Health Professions visit the University home page at:

<https://www.ferris.edu/current-students/Commencement/prepare.htm>

o). Parking

Students must register any vehicle on University property with Public Safety. This includes any students coming to campus for any activities during the second year. Both registration and parking passes may be obtained at the public safety office or online. For more information see:

<http://ferris.edu/administration/businessoffice/parking-services.htm>

II. University Policies

University Policies that affect the student include the following links from the Ferris State University Homepage under:

University Policies:

<https://www.ferris.edu/policies/>

Student Code:

<https://360.ferris.edu/external/pages/code-of-student-community-standards>

University Academic and Student Affairs Policies:

https://www.ferris.edu/administration/academicaffairs/Forms_Policies/index.htm

Emergency Preparedness:

https://www.ferris.edu/campus-safety/Education_Prevention_Section/index.html

College of Health Professions Policies:

<https://www.ferris.edu/health-professions/faq/Policies-Resources-Faculty-Staff-Students.htm>

Miscellaneous Policies:

<https://www.ferris.edu/academics/advising/academicpolicies.htm>

Student University Policies

A). Academic Integrity

The program expects honest participation in academic endeavors and fosters an environment in which optimal learning can take place, which is consistent with the mission of the University and program. Academic misconduct is destructive in the learning environment and cannot be condoned.

B). Overview: Code of Student Community Standards

Ferris State University exists to afford quality educational programs and experiences for the benefit of the students and communities it serves. In order to operate effectively, the University community requires a system of order in which its members, including the faculty, students, administration, and staff, support the educational functions and objectives of the University. It is the responsibility of each member of the University to promote standards of personal integrity that are in harmony with the educational mission of the institution.

As a member of the University community, students are expected to respect and value the rights of others, support the academic environment, and encourage the proper use of University facilities. Students are expected to observe national, state, and local laws as well as University rules, regulations, and policies. However, in developing this policy, the University wishes to reaffirm its traditional support of freedom of speech, freedom of inquiry, and freedom to dissent.

The Code of Student Community Standards, which is the official policy of the University, is comprised of principles and policies on Student Rights, Student Dignity, Misconduct, Victims' Rights, Alcohol and Other Drug Policies, Disciplinary Procedures, and other principles and procedures.

<https://360.ferris.edu/external/pages/code-of-student-community-standards>

C). Definitions: Code of Student Community Standards

Definitions

For the purposes of this code, the following definitions shall apply.

1. The term “**University**” means Ferris State University.
2. The term “**student**” includes the following:
 - a. A person who has been notified of their acceptance for admission to Ferris State University, who is admitted and enrolled in any credit-bearing course or program in any school or division of Ferris State University, or who is a continuing student between academic periods.
 - b. A person who resides in Ferris State University housing, whether or not that person is enrolled in any school or division of Ferris State University.
 - c. A person was enrolled at the University at the time of the incident but has since withdrawn while disciplinary matters are pending.

3. The term “**faculty member**” means any person hired by the University to conduct classroom responsibilities.
4. The term “**Director of Student Community Standards**” means the Director and all designees as assigned, including Conduct Case Manager. The Director of Student Community Standards has experience and extensive training on issues related to dating violence, domestic violence, sexual assault, and stalking as well as the procedures for conducting investigation and Conduct Conference processes that protect the safety of the complainants and promote accountability.
5. The term “**Vice President for Student Affairs**” means the Vice President and all appropriate designees as assigned.
6. The terms “**University official**” or “**staff member**” includes any person employed by the University, performing assigned administrative, professional, or para-professional responsibilities.
7. The term “**Campus Security Authority**” is defined as "An official of an institution who has significant responsibility for student and campus activities.

[1]"

Students can report crime to any campus security authority, including, but not limited to, University police, local police, Vice Presidents, Associate Vice Presidents, Deans, Associate Deans, Directors, Assistant Directors, Department Heads, Educational Counselors, Registered Student Organization Advisors, Hall Directors, Residence Hall Advisors, Coordinator of Student Life, Inter Fraternity Council Advisor, Student Recreation Center staff, PTM Director/Manager Racquet & Fitness Center, PTM Administrative Assistant, Athletic Coaches and Assistant Coaches, Athletic Director, Associate Athletic Director, Director of Student Community Standards, and Assistant Director of Student Community Standards.

8. The term “**Title IX**” refers to Title IX of the Education Amendment of 1972 and the related regulations and guidance, specifically as it relates to sexual harassment, gender discrimination and harassment, sexual assault, and sexual violence. The Title IX Office and the Office of Student Community Standards have adopted specific procedures for ending the discrimination, preventing its recurrence, and remedying the effects of the discrimination.
9. The term “**Complainant**” is defined as any person or group who submits a complaint alleging that a student violated the Code of Student Community Standards. When a student believes that they have been a victim of another student’s misconduct, the student who believes they have been a victim will have the same rights under the Code of Student Community Standards as are provided to the complainant when required by law, even if another member of the University community submitted the complaint itself [2]. Although the term complainant is used throughout the Code, the University recognizes it is not a term that is all-encompassing of an individual’s experiences, particularly when an act of violence is involved.
10. The term “**Respondent**” is defined as a student (as previously defined by Ferris State University) who is alleged to have violated the Code of Student Community Standards.
11. The term “**Witness**” is defined as an individual who has had direct presence/involvement in an incident and/or who was provided with information

- regarding the incident directly from the respondent(s), alleged complainant(s), or both. This also may include individuals, who in their professional capacity, have contributed information which led to allegations and/or subsequent charges.
12. The term “**Advisor**” is defined as any individual chosen by the complainant or respondent to provide support before, during, and after the Conduct Conference process. This person may be an attorney, but at no point may this individual represent in place of the individual they are there to support.
 13. The term “**Conduct Case Manager**” is defined as any University official who is authorized by the Director of Student Community Standards to meet with students regarding alleged violations of the Code of Student Community Standards, to recommend appropriate charges and outcomes, and to monitor the completion of assigned educational and/or administrative outcomes.
 14. The term “**Student Community Standards Appellate Officer**” is the Vice President of Student Affairs or their designee who is authorized to determine the merits of an appeal request, and to uphold, modify, or dismiss a decision made by the Office of Student Community Standards.
 15. The term “**day(s)**” is defined as calendar days, unless otherwise noted, excluding those when the University is considered closed.

<https://360.ferris.edu/external/pages/code-of-student-community-standards>

D). Student Rights & Responsibilities: Code of Student Community Standards

Student Rights

Each Ferris State University student has the right to the following:

1. The freedom to exercise all his or her citizenship rights, without University interference or fear of University disciplinary action for such activity.
2. All the rights guaranteed by the Constitution and laws of the United States and the State of Michigan.
3. Freedom from discrimination or harassment on the basis of race, sex, age, religion, national origin, disability, sexual orientation, or gender identity under federal and state laws.
4. Information pertaining to his or her academic standing, graduation requirements, and course requirements.
5. Confidentiality of his or her records, consistent with federal and state laws, and University policies.
6. Join associations of their common interest(s).
7. Peacefully protest, demonstrate, or picket as long as it does not disturb the functions or operations of the University.
8. Initiate a complaint that may bring about an investigation and/or disciplinary action involving another member of the University academic community.
9. Be provided all pertinent information that may be considered part of his or her hearing.
10. Not to be falsely accused of violating policies of the *Code of Student Community Standards*.

E). Student Responsibilities

1. Free Inquiry and Expression

Ferris State University, like all academic institutions, exists for the advancement of knowledge, the pursuit of truth, the development of students, and the promotion of the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. Students are expected to exercise their freedom to learn with responsibility and to respect the general conditions that maintain such freedom. Enjoyment of the freedoms described here depends in part on a student maintaining effective communication with the University.

2. Maintaining Local and Permanent Address

Ferris State University expects all students to maintain a current local and permanent address. Addresses may be updated online at [Ferris360](#) (select Your Information under “Tools” and then Update Personal Information, or in person at the Timme Center for Student Services).

3. Regularly Check & Respond to University Notices via Email

It is the student’s responsibility to regularly check their Ferris State University email and respond to University notice appropriately. The University has developed general regulations concerning Student Community Standards, which safeguard the right of every individual student to exercise fully the freedom to learn without undue interference.

4. Abide by University Policies

By entering into Ferris State University’s educational community, you are agreeing to abide by Ferris policies. Our policies maintain a safe and educational environment for you and others to learn and grow in. This includes the responsibility to comply with directives from university officials and to be honest.

<https://360.ferris.edu/external/pages/code-of-student-community-standards>

F). Academic Integrity Violations [1]

Allegations of academic integrity violations are addressed via the [Academic Affairs Academic Misconduct Process](#).

Students involved in egregious and/or repeated acts of academic misconduct are referred to the Office of Student Community Standards for allegations of academic misconduct. It is under the purview of each faculty member, in collaboration with their respective department and college, to spell out in their syllabus and enforce an academic outcome for academic integrity violations. A violation of the University policy on academic integrity includes, but is not limited to, the following:

1. Cheating/Copying/Unauthorized Collaboration

A student may not use, or attempt to use unauthorized assistance, materials, information, or study aids in any academic exercise, nor should a student give assistance, materials, information, or study aids to another student in any academic exercise.

2. Fabrication

A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations of the sources of information.

3. Facilitating Academic Dishonesty

A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.

Additionally, each student is responsible for taking reasonable precautions to ensure their work is not accessed by or transferred to another individual wherein it may then be used to commit a violation of the University academic integrity policy.

4. Interference

- i. A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
- ii. A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

5. Plagiarism

- i. *Proper Acknowledgement.* A student must not adopt or reproduce ideas, images, words, or statements of another person, including previous work of their own submitted for previous course credit, without appropriate acknowledgment.
- ii. *Requirement for Acknowledgement v. Common Knowledge.* A student must give credit to the originality of others and acknowledge indebtedness whenever they quote or paraphrase another person's words, either oral or written and whenever they use facts, statistics, or other illustrative material, unless the information is common knowledge.
- iii. *Sources used Verbatim.* In instances where students are using content directly quoted from a source, that content **MUST** be indicated through the use of quotations **AND** properly cited both in-text and at the end of the document.

6. Violation of Course Rules

A student must not violate course rules as contained in a course syllabus which are rationally related to the content of the course or to the enhancement of the learning process in the course.

7. Violation of Professional Standards and Ethics

A student must not violate the professional standards or ethical code related to one's intended profession as defined by the academic program or department.

G). Individual Misconduct On or Off University Property

On-Campus Misconduct

The University may hold a student accountable for the following acts of reported individual misconduct which occur on University property or at a University-sponsored function.

Off-Campus Misconduct

Additionally, the University may discipline a student for the following acts of reported individual misconduct that are not committed on University property, acts that arise from University activities that are being conducted off the University campus, or acts that occur online, if the misconduct:

1. Undermines the security of the University community,
2. Adversely affects the health and safety of the Ferris State University community and/or the pursuit of its objectives, or
3. Compromises the integrity of the educational process.

Such acts include but are not limited to:

1. Acting as an Accessory

Acting as an accessory to any unlawful act or the violation of any University policy knowingly and/or intentionally. This includes being present when a violation of policy occurs.

2. Advertising/Solicitation

- a. Any posting of advertising materials must be done by authorized University staff only. For any posting of advertising materials within Ferris' Housing facilities, approval must be given by the Center for Student Involvement (CSI), with the final approval authority resting with the Housing and Residence Life Office. Refer to CSI for posting policy procedures. The stuffing of mailboxes is not permitted.
- b. Solicitation is not permitted in University buildings and/or grounds, excluding any approved University sponsored charity fundraiser programs. University Housing reserves the right to individually approve or deny activities. University housing may not be used for business purposes.

3. Actions That Endanger

Actions that endanger the student, the University community, or the academic process. These actions include, but are not limited to the following:

- a. Attempts to Cause Fear or Alarm: Behavior that has the purpose or reasonably foreseeable effect of interfering with an individual's personal safety, academic efforts, employment, or participation in University sponsored activities and causes the person to have a reasonable apprehension that such harm is about to occur.
- b. Expressed or Implied Threats: An expressed or implied threat is behavior that interferes with an individual's personal safety, academic efforts, employment, or participation in University sponsored activities and causes a person to have a reasonable apprehension that such harm is about to occur.
- c. Creating a Condition that Endangers: Engaging in behavior that creates a

condition that endangers others.

- d. Throwing Objects: Throwing objects with the potential for disruption or danger.

4. Animals

Animals that are not service animals are not permitted in university buildings (residential students are permitted to have fish in their residence, not exceeding 20-gallons total capacity per room). Emotional Support Animals (ESAs) are only allowed in university housing with an accommodation from Disability and Accessibility Resource Center and approval from Housing and Residence Life; ESAs are not permitted in other campus buildings. Students who have an animal on campus are expected to properly pick up and dispose of the animal's waste. Additionally, animals must be in a carrier, on a leash, or harnessed if not in a designated room and are responsible for the animal's behavior and for ensuring the animal is not causing concern based on their behavior.

5. Computer and Information System Misuse

- a. Unauthorized and/or inappropriate use of computers is prohibited. Such use includes, but is not limited to: Any attempt to circumvent any security measure of the University or another entity.
- b. Intentional use, distribution, or creation of viruses, worms, or other malicious software.
- c. Unauthorized copying or distributing of licensed software, or copyright-protected or patent-protected material.
- d. Any attempt to access IT Resources or data without appropriate authorization and authentication.
- e. Without authorization, destroying, altering, dismantling, disfiguring, preventing rightful access to, or otherwise interfering with the integrity of IT Resources.
- f. Without authorization, invading the privacy of individuals or entities that are creators, authors, users, or subjects of the IT Resources.
- g. Use of IT Resources that disables other IT Resources, negatively impacts University business or materially increases the costs of IT Resources, or interferes with the intended use of the IT Resources.
- h. Develop or use any unauthorized mechanisms to alter or avoid charges levied by the University, or its service providers, for computing, network, printing, or other services.
- i. Use of IT Resources for financial gain and/or commercial purposes, without prior authorization.
- j. Using Ferris State University systems to search or purchase firearms, recreational drugs, alcohol, or pornography.
- k. Downloading, installing, or running security programs or utilities that reveal passwords, private information, or exploit weaknesses in the security of a system. For example, Ferris State University users must not run spyware, adware, password cracking programs, packet sniffers, port scanners, or any other non-approved programs on Ferris State University information systems.
- l. Network scanning, or doing security research (University People, Processes, or Technology), without explicit, written permission from the CIO or Vice President for Administration and Finance is prohibited.
- m. Unauthorized disclosure of credentials such as access codes, passwords, key

codes, etc. or allowing the use of your account or access codes by others is prohibited. This includes, but is not limited to, family, friends, and other household members.

6. Bullying

Bullying can be defined as engaging in actions that, intentionally or not, lead to physical or emotional distress in another person. This includes but is not limited to written, verbal, physical, or any electronic communication or behavior that is directed towards a person or group of people that is intended to cause, or that a reasonable person would know is likely to cause, physical harm or substantial emotional distress. This is not limited to abusive, humiliating, and/or intimidating conduct. Examples include but are not limited to creating webpages or accounts with malicious or negative focus, spreading rumors, targeting attributes of others, or posting insults towards another.

7. Damage To or Destruction of Property

Damage to, destruction, or misuse of property belonging to the University or others.

8. Dishonest Conduct

- a. False Accusation: Knowingly presenting a false accusation of misconduct toward another student or individual.
- b. Misrepresentation: Intentionally misrepresenting the truth to a university or safety official including providing false information or statements.
- c. Forgery: Producing, using, or possessing any falsified university or official document, identification, or form of monetary payment.
- d. Altered Parking Pass: Producing, using, or possessing any falsified pass used to obtain parking privileges at Ferris State University.
- e. Altered Identification: Producing, using, or possessing any falsified document for the purpose of gaining entry or access, or undue benefits.
- f. Alteration, or Misuse of any University Document or Record.

9. Disorderly/Disruptive Conduct

Behavior that unreasonably disturbs the peace of the university or local community and/or obstructs or disrupts the normal operations of the university and/or academic process or infringes on the rights of others to freely participate in the University's programs or services. Behavior that interferes with teaching, research, administration, or other University or University-authorized activity or that disrupts the University environment either during an event or incident or as a result of an event or incident. This includes instances of classroom disruption that go beyond mere verbalization of dissent.

10. Explicit Images

- a. Obtaining, posting, and/or distribution of another person's nude (full or partial) photos and/or videos without their consent.
- b. Obtaining, posting, and/or distribution of photos and/or videos of sexual activity without the knowledge and consent of all participants.
- c. Possession or distribution of photos, sound recordings, or videos of individuals under the age of 18 engaging in sexual activity and/or nudity (full or partial) is prohibited.

11. Failure to Comply

- a. Failure to comply with the directions of authorized University officials in the performance of their duties.
- b. Failure to comply with the directions of authorized community safety officials

in the performance of their duties (i.e. Law Enforcement Personnel, Emergency Medical Personnel, Fire Department Personnel, Emergency Management, etc.).

- c. Failure to comply with reasonable requests of other students.
- d. Failure to comply or complete a Student Community Standards Outcome.

12. Guests

Students are responsible for the actions of their guests and are responsible for ensuring their guests adhere to all University policies.

13. Harassment

Harassment is behavior that creates a hostile or intimidating environment in which verbal or physical conduct, because of its severity or persistence, is likely to unreasonably interfere with an individual's work environment, educational environment, living environment, or environment for participation in University activities.

14. Hazing

Hazing is defined as any conduct which subjects another person (whether physically, mentally, emotionally, or psychologically) to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the organization's intent or the person's consent or lack of consent.

15. Initiating or Circulating a Report

Initiating or circulating a report or warning concerning an impending bombing, fire, or other emergency or catastrophe, knowing that the report is false; making a false report or threat concerning a fire or that a bomb or other explosive has been or may be placed in any University building or elsewhere on University property; or transmitting such a report to an official agency, students, or others.

16. Intoxication/Excessive Consumption of Alcohol, Cannabis, or Other Drugs

Intoxication is defined as being under the influence of alcohol, cannabis or other drugs, regardless of age, where such behavior causes a disturbance or other concern to the University and/or local community.

17. Lewd, indecent, or obscene conduct

Behavior that can reasonably be deemed as lewd, indecent, or obscene is not permitted on or off-campus.

18. Personal Identification and Key Security

- a. Failure to Provide ID on Request: Ferris students are required to carry their student ID at all times. All students (and their guests) are required to provide identification upon request of a University official, including student staff members.
- b. Duplicate or Disseminate Student ID and University Keys: A student may not duplicate and/or disseminate their student ID or any University key.
- c. Another's ID or Key: A student may not use or possess another student's ID or key.

19. Physical Misconduct and Violence:

- a. Physical Harm or Violence: Physical behavior directed toward another person(s) which may include, but not limited to, assault, fighting, brawling, and/or striking another.
- b. Behavior That Restricts Freedom: The use of physical force or violence to restrict the freedom of action or movement of another person.

- c. Mutual Fights: Mutual physical behavior between parties which may include, but not limited to, assault, fighting, brawling, and/or striking.

20. Possession of Firearms, Explosives or other Weapons

A weapon, for the purpose of this policy, is defined as: (1) a loaded or unloaded firearm, whether operable or inoperable, (2) a knife, stabbing instrument, brass knuckles, blackjack, club, or other object specifically designed or customarily carried or possessed for use as a weapon, (3) an object that is likely to cause death or bodily injury when used as a weapon and that is used as a weapon or carried or possessed for use as a weapon, (4) an object or device that is used or fashioned in a manner to lead a person to believe the object or device is a firearm or an object which is likely to cause death or bodily injury, (5) pneumatic devices, including any device that is designed to expel a projectile by the use of air, gas, or spring, to include BB guns, paintball guns, and Airsoft guns. [2]

For purposes of this policy, a firearm is defined as any weapon which will, is designed to, or may readily be converted to expel a projectile by action of an explosive.

- a. No individual may possess a weapon, except as provided by the Ferris State University business policy on weapons, including individuals who hold a concealed weapon permit.
- b. No individual may possess an explosive device, or materials used on the construction of an explosive device.
- c. No individual may possess chemicals or other dangerous substances or compounds.
- d. No individual may possess any item that could reasonably be viewed as or mistaken for a weapon, such as airsoft guns.

Answers to questions or issues related to firearms or other weapons may be located in the University's Campus Violence and Weapons Prohibition policy.

21. Processing and/or Butchering of Animals/Game

Individuals are not permitted to process (butcher/clean/hang) animals/game (deer, rabbits, fish, goat, etc.) or hides anywhere in or near the residence halls, University apartments/suites, or elsewhere on any property controlled by Ferris State University.

22. Public Urination

Urinating in a public place, including on private property, on buildings, and/or inside a common space of a building.

23. Retaliation

- a. Taking or implying adverse action (verbal or physical) against any individual on the basis of a good faith report/allegation made by such individual is prohibited.
- b. Taking or implying adverse action (verbal or physical) resulting from an individual's (real or perceived) participation in an investigation, hearing, Conduct Conference, or inquiry by the university or other appropriate authority, or the individual's participation in a court proceeding relating to alleged misconduct is prohibited.

24. Rights and Freedoms

Actions that infringe upon the rights and freedoms of others are prohibited, regardless of the intentions behind the act.

25. Rioting

Rioting is defined as acting with violence and/or aiding, encouraging, and/or participating in a riot.

26. Sexual Misconduct

Sexual Misconduct is a general term that addresses unwanted behavior of a sexual nature, between people who have a dating/domestic relationship, and/or that is related to a person's sex, gender, sexual orientation, and/or gender expression/identity. Sexual misconduct includes:

- a. Sexual harassment
- b. Sexual assault
- c. Sexual exploitation
- d. Dating/domestic violence
- e. Stalking

Detailed policies, definitions, and resolution processes related to sexual misconduct by students can be found in the Code of Community Standards, Section III: Sexual Misconduct Resolution Process. Additional similar policies and processes applicable to students and other members of the Ferris community can be found in the Sexual Harassment and Related Title IX Grievance Process.

Students should be aware that sharing information regarding sex discrimination, sexual harassment, or related retaliation with an employee of the University, other than a designated confidential resource, will result in that employee sharing the information with an appropriate University official for review and investigation.

27. Smoking

Smoking, including the use of electronic cigarettes or similar items, is prohibited in all university buildings including apartments, residence halls, and East Campus Suites. Students must stand well away (minimum of 25 feet) from all buildings while smoking any nicotine or tobacco product outside and ensure that smoke is not bothering building occupants.

28. Stalking

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

29. Unauthorized Entry

- a. Unauthorized entry, use, or occupancy of University facilities including, but not limited to, residence hall space, suite, or apartment.
- b. Refusal to vacate a University facility when directed to do so by an authorized official of the University.
- c. Unauthorized entry into a residential private property, house, or apartment.
- d. Unauthorized entry on private property.

30. Unauthorized Fireworks

Unauthorized possession, use, manufacture, distribution, or sale of fireworks, incendiary devices, flammable or combustible materials, or other dangerous explosives on University Property is prohibited.

* See also, Ferris State University weapons policy

31. Unauthorized Possession/Use or Distribution of Alcoholic Beverages

The use or possession of alcoholic beverages is prohibited by Ferris State University when the following applies:

- a. Contrary to Law: On or off University property, or in the course of a University activity or student organization activity, when the possession or use is contrary to law and/or University policy.
- b. Creates Danger: On or off University property, when possession or use creates

a danger to self or others, including, but not limited to, driving while under the influence of alcohol.

- c. Supplying to Minors: The sale, gift, or transfer of alcohol to minors, or where a party is hosted where underage consumption occurs.
- d. In Public/Unauthorized area: In or on any property of the University frequented by the public, except in areas specifically designated by the President of the University.

32. Unauthorized Possession or Use of Illegal Drugs, Cannabis, Controlled Substances, and/or Misuse of Over-the-counter substances (real or implied)

Recreational and Medical Cannabis: The Michigan Regulation and Taxation of Marihuana Act and Michigan Medical Marihuana Act conflicts with federal criminal laws governing controlled substances, as well as federal laws requiring institutions receiving federal funds, by grant or contract, to maintain drug-free campuses and workplaces. The state constitutional amendment authorizing individuals over the age of 21 to recreationally use cannabis (“Proposal 1”) does not change Ferris’ prohibition or authorize a student to use cannabis on campus. Federal law, including the Drug Free Schools Act, continues to prohibit cannabis. Thus, cannabis use and possession, even if in compliance with Proposal 1, is prohibited anywhere on campus, including all on-campus housing, parking lots, etc. Off campus/Non-University property, such use or possession shall be governed by applicable state laws.

The term “controlled substance” is defined by Federal and Michigan law, and includes, but is not limited to, substances such as cannabis, cocaine, narcotics, certain stimulants and depressants, and hallucinogens. The following actions are prohibited by Ferris State University:

- a. Contrary to Law: Use or possession of any drug, controlled substance (including cannabis and products containing THC), or drug paraphernalia on University property or in the course of a University activity or student organization activity, contrary to federal law or without a valid and legal prescription for such drugs or controlled substances.
- b. Cannabis and Drug Accessories: Paraphernalia means any equipment, product, material, or combination of equipment, products, or materials, which is designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, ingesting, inhaling, or otherwise introducing cannabis into the human body.
- c. Creates Danger: On or off University property, when possession or use creates a danger to self or others, including, but not limited to, driving while under the influence of drugs, cannabis, THC based products, or controlled substances that impair one’s ability to operate a motor vehicle.
- d. Use of Facilities: Use of University facilities to manufacture, process, or distribute any drugs, cannabis, THC based products, or controlled substances contrary to law.
- e. Distribution: Sale, attempted sale, gift, transfer, or attempted transfer of drugs, cannabis, THC based products, controlled substances, or drug paraphernalia, whether such sale, gift, or transfer occurs on or off University property or in the course of a University activity or student organization activity.
- f. Manufacture: Possession, production, manufacture, or use of any substance that is used as a drug on or off University property.

- g. Prescription Misuse: Abuse or misuse of any prescription drug, the unauthorized possession of prescription medication, or the sale or attempted sale of a prescription drug.

33. Unauthorized Recording [3]

Making, attempting to make, transmitting, or attempting to transmit audio or video of any person(s) on or off campus in bathrooms, showers, bedrooms, or other premises where there is an explicit expectation of privacy with respect to nudity (full or partial) and/or sexual activity, without the knowledge and consent of all participants subject to such recordings.

34. Unauthorized Taking or Possession

- a. Unauthorized taking or possession of University property or services (including University Recreation or Dining Services).
- b. Unauthorized taking or possession of the property or services of others.

35. Violation of other published University regulations, policies, or rules

This includes actions that violate established guidelines governing conduct, activities, and responsibilities within the University community. Violations may result in corrective measures as outlined by University policies and procedures.

36. Any violation of any local, state, or federal law is against University Policy

This encompasses action(s) deemed unlawful according to any local, state, or federal law, regardless of the location or context in which they occur. Violations may result in corrective measures as outlined by University policies and procedures.

<https://360.ferris.edu/external/pages/code-of-student-community-standards>

H). Student Dignity and Harassment Policy

Statement of Principles

The University expects all students and employees to conduct themselves with dignity and respect for students, employees, and others. It is each individual's responsibility to behave in a civil manner and to make responsible choices about the manner in which they conduct themselves. Harassment of any kind is not acceptable at the University. The University does not condone or allow harassment of others, whether engaged in by students, employees, supervisors or administrators, or by vendors or others doing business with the University. Harassment is the creation of a hostile or intimidating environment in which verbal or physical conduct, because of its severity or persistence, is likely to significantly interfere with an individual's work or education, or adversely affect a person's living conditions.

To assist with the understanding of what harassment is, this Code of Community Standards contains specific definitions of two of the more prevalent types of harassment — racial harassment and sexual harassment.

Definition of Racial Harassment

Racial harassment includes any conduct, physical or verbal, that victimizes or stigmatizes an individual on the basis of race, ethnicity, ancestry, or national origin. Such behavior could involve any of the following:

- The use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person;
- Physical or verbal conduct, intentional or otherwise, that has the purpose or effect of (or explicitly or implicitly threatens) interference with an individual's personal safety, academic efforts, employment, or participation in University sponsored activities; or
- The conduct has the effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, learning or living environment.

Definition of Sexual Harassment

Based on the definition contained in the Equal Employment Opportunity Commission guidelines, adapted to include educational environments, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic advancement;
- Submission to, or rejection of, such conduct by an individual is used as a factor in employment or academic decisions affecting such individuals; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working, living or academic environment.

While sexual harassment most often takes place in situations of power differential between the persons involved, sexual harassment may also occur between persons of the same status (e.g., student-to-student). The person exhibiting sexually harassing conduct need not realize or intend the conduct to be offensive for the conduct to constitute sexual harassment.

Other Types of Harassment

The attributes of racial harassment described above are also the attributes of most other types of harassment. Harassment may be based upon a person's status that is protected by law (e.g., religion, veteran status, handicap, etc.) or may be based on some other reason not specifically covered by law. In any event, harassment of any type is not acceptable at the University.

Harassment Concerns

Any person who believes that he/she has been subjected to harassment of any kind (sexual, racial, or otherwise) should approach the individual whom he/she believes responsible. He/she should identify the specific behavior, explain that he/she considers the behavior to be offensive and/or harassing, and ask the individual to stop the behavior. If assistance is needed to approach the individual, an Academic Dean, the Dean of Student Life, the Director of Multicultural Student Services, or the Equal Opportunity Director should be contacted.

If approaching the individual is not possible (e.g., the person who believes that he/she has been subjected to harassment is uncomfortable or uncertain as to how the situation should be handled or is concerned that the situation may become volatile) or if approaching the individual does not resolve the matter, it should then be reported immediately to an Academic Dean, the Director of Multicultural Student Services, the Director of Student Conduct, or the Equal Opportunity Director. If, for some reason, the person who believes that he/she has been subjected to harassment is uncomfortable discussing the situation with any of these individuals, the situation should be reported to any member of the University Administration. The circumstances surrounding the matter will be fully investigated, including the nature of the harassment and the context in which it occurred.

All reports of harassment and subsequent investigations will be kept as confidential as possible. Anyone found to have violated this policy will be subject to discipline up to and including suspension or dismissal. Discipline may include, but is not limited to, official reprimand, official apology, sensitivity training, and/or other disciplinary action including dismissal. Likewise, because intentionally false accusations of harassment can have serious effects on innocent people, anyone found to have intentionally falsely accused another person of violating this policy will be subject to discipline, up to and including suspension or dismissal.

Code of Student Community Standards - Ferris State University
<http://www.ferris.edu/non-discrimination/>

I). Disruptive Behavior Policy Statement

The College of Health Professions strives to maintain a positive learning environment and educational opportunity for all students. Consequently, patterns of behavior which obstruct or disrupt the learning environment of the classroom or other educational facilities will be addressed.

1. The instructor is in charge of the course. This includes assignments, due dates, methods and standards or grading, and policies regarding attendance, tardiness, late assignments, outside conferences, etc.
2. The instructor is in charge of the classroom. This includes the times and extent to which they allow questions or discussion, the level of respect with which they and other students are to be treated, and the specific behaviors they will allow within their classes. Open discussion of an honest opinion about the subject of a course is encouraged, but the manner in which the class is conducted is a decision of the instructor.
3. An instructor is entitled to maintain order in his/her class and has an obligation to other students to do so. Toward that end, an instructor is authorized and expected to inform a student that his/her behavior is disrupting a class and to instruct the student to stop that behavior. If the student persists, the instructor is authorized to direct the student to leave the class. If the student fails to comply with a directive to leave the class, the instructor may call Public Safety to assist with the student's removal.
4. If a student persists in a pattern or recurrent disruptive behavior, then the student may be subject to administrative action up to and including an involuntary withdrawal from the course, following administrative review by the College of Health Professions

Dean's Office and/or University disciplinary proceedings. (University disciplinary procedures are delineated in the "Code of Student Community Standards." Available on-line <https://360.ferris.edu/external/pages/code-of-student-community-standards>

5. Disruptive behavior cannot be sanctioned by a lowered course grade (e.g., from a B to a C) except insofar as quality of classroom participation has been incorporated into the instructor's grading policy for all students. (Note: Academic misconduct, which is covered by other regulations, can be a legitimate basis for lowering a grade or failing the student.)
6. Students as well as employees are bound by the University's policy against harassment, in any form. Harassment will not be tolerated.
7. The office of the student's dean will be notified of any serious pattern or instance of disruptive behavior.

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.ferris.edu/health-professions/faq/pdfs-docs/CHP-Disruptive-Student-Policy-2021.pdf

J). What is the Family Educational Rights and Privacy Act (FERPA)?

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the University disclosures of personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an

attorney, auditor, collection agent, contract employee, or a clinical/internship facility); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ferris State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

As outlined by the Act, at the discretion of the University, “directory information,” as defined as academic college or program/major, addresses, admission status, athletic participation, class level, dates of attendance, degrees/honors/awards received, enrollment status, name, previous schools attended and telephone, may be released without your consent. However, you may request that all of the items identified as directory or public information be withheld and considered restricted information. To exercise this option, you must file a written request at the Timme Center for Student Services. The request for non-disclosure must be filed by the end of the first week of the fall term to ensure information will not be published in the student directory. A request for non-disclosure will be honored by the institution and remain active until you notify the Record’s Office in writing to remove the restriction.

Ferris State University regards all student records as protected by FERPA. Parents requesting access to their child’s records (grades, billing, etc.), including minors (children under the age of 18), are encouraged to ask their son(s) and/or daughter(s) to fill out an Authorization to Disclose Information form at the first-floor service counter in the Timme Center for Student Services.

<https://360.ferris.edu/external/pages/code-of-student-community-standards>

K). Student Complaint Policy

The University has established processes for students to file a formal complaint, when necessary, to address and resolve their concerns. Complaints against another student that allege a violation of University policy should be submitted to the Office Student Community Standards or the Department of Public Safety. Although not an exhaustive list, students with complaints of another nature should explore the following possible avenues.

1. *Academic Programs* (such as advising, instruction, the library, or course requirements). Please refer to the Academic Affairs policy for student complaints.
2. *Student Affairs* (such as Admissions and Records, Birkam Health Center, Commencement, Dean of Student Life, Enrollment Services, Institutional Research and Testing, Multicultural Student Services, Orientation, Personal Counseling Center, David L. Eisler Center, Scholarships and Financial Aid, Student Community Standards, Student Employment, Center for Student Involvement, Career and

- Professional Services, and University Recreation). Please refer to The Guide to Helping Students Resolve Their Complaints.
3. *Dining Services*. Please call the Department of Dining Services at 231-591-2210.
 4. *Housing* (such as residency requirement exceptions and housing contract issues). Please call 231-591-3745 or visit the [Residence Life page](#).
 5. *Department of Public Safety* (parking ticket appeals, citizen's complaints). Please call 231-591-5000.

<https://360.ferris.edu/external/pages/code-of-student-community-standards>

L). Guide for Students to Resolve their Complaints Related to Academic Affairs

A. Policy

Ferris State University is committed to addressing student complaints in a timely manner. All students have the right to initiate a complaint. Students are encouraged to resolve concerns informally themselves by first talking directly with the University representative involved. Ferris State University distinguishes between student complaints and student appeals of college policies and decisions.

a. Student Complaint Procedures

A student who has attempted to resolve the issue informally and was unable to do so, may file a formal written complaint. This should be done as soon as possible after attempting to resolve the issue informally, but within six months of the occurrence.

Formal complaints must be filed in writing with the direct supervisor of the person with whom the informal complaint was lodged. Written complaints should include an overview of the situation, summary of informal resolution process and the complainants signature.

This policy does not apply to complaints regarding unlawful discrimination, sexual harassment, and other sexual misconduct allegations. All allegations regarding unlawful discrimination and sexual misconduct involving employees should be directed to the Director of Equal Opportunity, MCK-109, (231) 591-2152. All other sexual misconduct allegations (those involving students, guests, volunteers, etc.) should be directed to the Title IX Coordinator, 129 UCB, (231) 591-2088.

b. Student Confidentiality

If a student does not want to personally or directly contact a University employee, to discuss a complaint, they may contact the person in the next highest level of authority, which would commonly be the supervisor (department chair, director, dean, associate vice president/provost). The student can request a meeting or send a signed written description of the issue and request that their identity be kept confidential. Efforts will be made to keep confidentiality, but doing so may limit the options to take action.

B. Audience

The intended audience for this policy are students, faculty, and staff.

C. Contacts

For help with or assistance in filing:

a. Academic Complaints

Contact: Associate Provost of Academic Operations, CSS-310, (231) 591-2300

b. Non-Academic Complaints

Contact: Dean of Student Life, DEC 129, (231) 591-2686

D. History

This policy was updated on March 4, 2020.

<https://www.ferris.edu/policies/academic-affairs-university-student-complaint-policy.htm>

***Ferris State University
Radiography Program
Student Handbook***

*SECTION 5:
Program Policies
& Procedures*

American Registry of Radiologic Technologist or ARRT Guidelines

Upon completion of the Radiography Program at Ferris State University students are eligible to take the registry. Certification is the initial recognition of an individual who satisfies certain standards within a profession. Employers, state licensing agencies, and federal regulators look at the ARRT credential as an indication that a person has met a recognized national standard for their discipline.

Candidates for ARRT certification must meet basic education, ethics, and examination requirements to become eligible. Candidates must also demonstrate competency in didactic coursework and an ARRT-specified list of clinical procedures by completing competency requirements established for the discipline. Students completing the Radiography Program will meet the requirements outlined by the ARRT and are eligible to take the exam with the Program Coordinators authorization.

Every candidate for certification must, according to ARRT governing documents, "be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics," and they must "agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics." ARRT investigates all potential violations in order to determine eligibility.

Issues addressed by the Rules of Ethics include convictions, criminal procedures, or military court martials as described below:

- Felony
- Misdemeanor
- Criminal procedures resulting in a plea of guilty or nolo contendere (no contest), a verdict of guilty, withheld or deferred adjudication, suspended or stay of sentence, or pre-trial diversion.

Juvenile convictions processed in juvenile court and minor traffic citations not involving drugs or alcohol do *not* need to be reported.

Additionally, candidates for certification are required to disclose whether they have ever had any license, registration, or certification subjected to discipline by a regulatory authority or certification board.

Students with any breach in the Code of Ethics must complete a pre-ethics application to determine if they are eligible to take the registry. The program cannot determine if an individual will be allowed to take the registry. Students are advised to complete the pre-ethic applications prior to beginning the program. The program must report any violations that occur while the student is in the program; this includes the student being dismissed from the program. Students should be aware that a national background check is done by the ARRT before a student can take the exam. Any student not reporting violations will be in breach of the code of ethics and will be subject to disciplinary action.

For more information regarding the Registry or to complete a pre-ethics application visit the ARRT webpage at: <https://www.arrt.org/> or call the main number at (651) 687-0048.

American Society of Radiologic Technologist (ASRT) Code of Ethics

As radiographers, we must adhere to strong Professional Standards. Ethical professional conduct is expected of every individual registered by the American Registry of Radiologic Technologists. The ASRT Code Ethics is a guide to the level of professionalism expected by anyone that is a Radiographer and may be found on the web page:

<http://www.asrt.org/main/standards-regulations/ethics>.

All students are expected to follow the Code of Ethics at all times throughout their career. By exhibiting high standards of ethics and pursuing professional development opportunities, radiographers demonstrate their commitment to quality patient care. The Code of Ethics is as follows:

- 1). The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
- 2). The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
- 3). The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socio-economic status.
- 4). The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.
- 5). The radiologic technologist assesses situations, exercises discretion and judgment, assumes responsibility for professional decisions and acts in the best interest of the patient.
- 6). The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
- 7). The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
- 8). The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
- 9). The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
- 10). The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

PROGRESSION POLICY

ADMISSION POLICY:

First year enrollment is limited to 50 students. The following qualifiers must be met for the student to apply to the program:

- Required courses for admission to program include:
 - A grade of a B- or higher in MATH 115 or MATH 117 (or Math New SAT score of 580 or higher)
 - A grade of C- or higher in English 150
 - A grade of C or higher in COHP 100 (or demonstrate competency)
 - A grade of C or higher in BIOL 251 OR a grade of B- or higher in BIOL 109
 - A student must maintain a college GPA of 2.5.
- Radiography Applicants must meet the requirements by the end of Spring semester to be considered.
- All qualifying Math & Science courses must be met in two attempts. Any transfer courses equivalent to the FSU requirement is counted as an attempt.
- Unsuccessful attempts include not meeting the grade requirement listed below, receiving a “W” (withdrawal), or a grade of “I” (incomplete) not converted to the required grade or higher by the end of the next semester.
- Prerequisite courses are not tied to the grade or attempt requirement.
- Qualified students must apply each February (during the 15-day window) to be considered as an applicant for the program. If not accepted to the program, you must apply each year.
- Placement into the clinical portion of the program is based on the following:
 - a. Qualification semester (Semester successful completion of the qualifiers - listed below).
 - b. Number of earned Ferris credits
 - c. Overall (GPA)

**Students who complete their qualifying classes the earliest will get a seat **
- Your program of study must be declared prior to or during your qualifying semester.

Qualification semester may not be earlier than the first time you declared radiography as your major
- For more information on admission to the Radiography program visit :
<https://www.ferris.edu/health-professions/admission-to-clinical-programs.htm>

○ PROGRESSION POLICY: -

- A grade of “C” or higher is required for all Radiography program requirements.
- Any student that receives less than a “C” in one radiography course must stop the radiography program sequence. They may return to repeat the course the next time it is offered (**if a seat is available in the program**).
 - A student receiving a grade of less than a “C” (including a “W”) in any two radiography courses (or two unsuccessful attempts in the same RAD course) will be dismissed from the program.

- *Any student with a conviction record is advised to contact the American Registry of Radiologic Technologist at 651-687-0048 or www.arrt.org in regard to his/her ability to take the registry upon completion of the program.*
- *Students may need to relocate for clinical internship during the second year of the program.*
- *Students may need to work weekends and afternoon shifts during the second year of internship. Internship is 40 hours a week for three semesters. Internship hours are unpaid.*
- *All general education requirements must be completed before internship. Any student not completing all general education requirements will not be allowed to enter internship.*

Pre- Reqs for Radiography Program Admission

The Radiography Program requires five criteria for admission:

- BIO 251 Human Anatomy OR BIO 109
- MATH 115 or ACT score of 24 or higher
- ENGL 150 English Composition
- Medical Terminology Competency or COHP 100
- Minimum college GPA of 2.5

Once a student meets the criteria, they may complete an application for admission into the program. Information pertaining to the application process may be found on the web link:

<http://www.ferris.edu/HTMLS/colleges/alliedhe/Admission-to-the-Clinical-Programs.htm>

Students are only admitted into the program during the fall semester. Students are required to attend all mandatory meetings and any unexcused absence will result in the student forfeiting his/her seat. Any consideration of “emergency” absences is at the discretion of the program coordinator. Any student relinquishing his/her seat must reapply for admission into the Radiography Program for the following year.

Students must complete a background check and all immunization requirements prior to starting the program. Any student not completing these requirements will forfeit their seat and will need to reapply for admission to the program for the following year.

Once admitted into the program, students must:

- Attend 3 mandatory meetings:
 - Spring: upon admittance into the program in March or April
 - Fall: prior to starting classes in August
 - Late Fall: Clinical information meeting in November
- Purchase uniform and supplies
- Submit Immunization Form, with required documentation
- Complete background check
- Maintain a Ferris GPA of a 2.5 or higher
- Provide health insurance coverage
- Provide proof of current CPR

Alternate Status

Enrollment in the Radiography Program is restricted due to the limited clinical resources that are required to operate a quality, accredited educational program. It is at the program coordinator's discretion to accept a number of alternates in addition to those accepted into the program.

Alternate status means that if a student that has been accepted into the program and is unable to begin the program in the fall semester, the next alternate on the list will be contacted to fill that position.

1. In the event a position becomes available during or at the end of the summer term, the position(s) will be filled with the next available alternate(s), according to his/her rank.
2. The alternate must successfully complete all of the required steps (criminal background check, immunization records) as outlined in the new student orientation prior to the beginning of the fall semester.
3. In the event that a position does not become available, the alternate will need to go through the application process again in January.

Academic Advisor

Students entering into the Radiography Program will be assigned a radiography faculty member as an academic advisor. Students must meet with their academic advisor during the fall and spring semesters during the first year of the program. Any student not meeting with their radiography advisor will have a hold placed on their account and will not be allowed to register for classes. The student must contact their assigned academic advisor and set up an appointment prior to their assigned registration date (located in MyFSU). Radiography advisors cannot remove business and housing holds on the students account. Students must contact the department indicated by the phone number next to the hold.

Unpaid Accounts

Students that have not paid their account in the business office will have classes dropped. When a radiography class has been dropped it is the student's responsibility to re-register for the courses once they have paid their bill. Students losing a seat in their desired lab cannot be placed back into that lab section that they were dropped from if the lab is full. The student will need to re-register for a new lab section or find another student that is willing to switch lab sections. Instructors cannot put a student into a lab section. Students that are at internship and have been dropped from a class will be sent home from clinical and will not be allowed to return until they have paid their bill and have re-registered for the class. Any time missed due to being sent home will need to be made up by the student. Scheduling arrangements will need to be made by the clinical coordinator along with the ACI. The student should be aware that this may delay them graduating.

Immunizations, Health Insurance, MRI screening and CPR

Appropriate documentation must be provided both before admission into the program and again towards the end of the spring semester prior to clinical internship. The student must create account with Complio by American Databank, selected the Immunization Tracking Package and Initial Background Check. Once completed, submit proof of immunizations, health insurance and CPR training online to their account via www.americandatabank.com. This information will be retained by Complio in compliance with current rules of confidentiality. Verification that the documentation is complete will be provided to the clinical site prior to internship. Students will not be allowed to begin internship until appropriate documentation is completed.

The following are required for admission into the program and must be maintained throughout both years of the program.

Immunizations:

- MMR (mumps, measles, rubella)
- Tetanus (within 10 years)
- TB
 - Negative two-step skin test administered 1-3 weeks apart or clear Chest x-ray report following last positive test result (within the past 12 months) OR QuantiFERON Gold (T-spot) Blood test is also acceptable
 - Annual renewal TB testing also required
- The Hepatitis B vaccine series
- Varicella: Chicken Pox (2 vaccines or positive antibody titer)
- Criminal Background Check:
 - www.americandatabank.com
 - 1st Initial Criminal Background Check and “Ferris State Rules” Immunization tracker prior to starting program.
 - 2nd Criminal Background Check only prior to leaving for internship. (a la carte in your Complio account during summer of 1st year.)
- Completed Release of Records Form
- MRI screening form
- Proof of Medical Insurance
- CPR: Each student must have current CPR certification before entering internship.
 - Only accept: The **American Heart Association (BLS- Health Care Provider)**
 - 1 man, 2 man, adult, child and infant and AED training
- Influenza which includes H1N1/H1N2 (annually)
- N95 mask fitting (will be performed at the internship sites, may be required to wear mask if refuse testing or may not be allowed in high risk areas.)

****Nicotine and drug test may be completed at internship site, any student testing positive for nicotine or drugs may be prohibited from attending clinical at the site or may be removed from the site. All clinical sites are smoke free environments.**

***Please note, if any of the above records expire while at internship, it is the student's responsibility to update their records via www.americandatabank.com.

Student Records, Storage and Security

All academic and clinical student records, immunizations, schedules, and evaluations will be retained by the clinical coordinator at Ferris State University. Confidentiality of student records shall be consistent with the Family Rights and Privacy Act of 1974 and specific Ferris State University policies. All student records will be maintained in a secured and locked environment or online. Records from students graduating from the program will be maintained for one year and stored in the radiography lab storeroom or online for several years via Complio. Copies of all documentation, kept in the student portfolio, include, but are not limited to:

- Attendance records
- Clinical hours
- Evaluations/competency
- Immunization records
- Demerit or merit forms
- Dosimetry reports

Course Requirement Completion

Clinical sites will not accommodate a student's class schedule while at internship. Due to this, all first-year radiography courses, CHP Core Requirements and University General Education must be completed before the student can complete the second year of the Radiography Program. Any student not successfully completing these courses will forfeit their spot at the clinical site and will need to wait until the course is offered again to begin their clinical internship. Students should be advised that they may not be assigned the same clinical site if they forfeit their spot.

FERPA

In order to abide by the student rights under FERPA, the Radiography Program faculty and staff must have permission to discuss any student information with a parent or legal guardian. Consent from the student must be given to the University and/or program and must include:

- Records(s) to be released
- Purpose of the disclosure
- Party/parties to whom disclosure may be made
- Signature of the student and date signed

If a student does not give permission to release any information to their parents/legal guardian, the program cannot discuss any issues with these individuals about the student. For more information on FERPA see:

<http://www.ferris.edu/htmls/staff/forms/datasecurity/FERPA-Staff-Reference-Sheet.pdf>

Class Officers

In the fall semester of the first year the students will be asked to elect a President, Vice President, Secretary and Treasurer to represent the class. Class officers will act as a liaison between the program faculty and students. The primary function of these officers are:

- 1). To present views and/or concerns to the program faculty and advisory committee.
- 2). To report activities to the class.
- 3). Plan, coordinate and oversee any class events, activities, fund raisers, etc.

Program Advisory Board

The Radiography Program's Advisory Committee functions in accordance to the institutional guidelines and supports the mission and goals of the program. The committee is composed of representatives of clinical education agencies, academic interest, institutional representatives, radiography students, alumni, and/or communities of interest.

The committee meets annually, unless concerns are raised, in which the committee will meet bi-annually. The committee distributes an agenda and meeting minutes are taken and sent out for review. The committee's responsibilities are to conduct program review, planning, evaluation, and give input on key issues occurring in the field of radiography as well as to review program goals and outcomes.

A first year and second year radiography student will also serve on the committee and are generally represented by the class president. If this individual is unable to serve, another representative among the class officers will be asked to act as a replacement.

Academic Standards Policy

A). Grade Scale:

The following grade scale is adhered to by all radiography courses at Ferris State University. Students should be advised that the Radiography Program has a stricter grading scale than the University.

Grading Scale

95 – 100%	A
92 - 94	A-
89 - 91	B+
86 - 88	B
83 - 85	B-
80 - 82	C+
77 - 79	C
74 - 76	C-
71 - 73	D+
68 - 70	D
65 - 67	D-
Below 65	F

Students may view their grades at any time via Canvas. Any student having concerns with his/her grade should contact the instructor for that course.

B). Withdrawal Process:

- Students are advised to meet with the instructor of the class prior to completing the withdrawal process.
- A student that wishes to withdraw from the Radiography Program or any RADI class is advised to meet with the program coordinator before completing the paperwork for the withdrawal process.
- A student who withdraws must return all program/clinical site property (including ID badges, dosimeters etc.)
- The student must follow the guidelines set forth by the University for the withdrawal process.
- The student is responsible for applying for any refunds that may be due and meet any outstanding debts to the University by the end of the two weeks notice period.
- The student should also be aware that they may not continue on in the Radiography Program if they withdraw from a radiography class. The student will need to contact the program coordinator for approval in order to have a seat in the program (if available).
- If a student is allowed to return to the program they will need to wait until the course is offered again (the following year) before they can register for the course.

C). RE-ENTRY PROCESS

Re-entry into the Radiography Program is handled on a case-by-case basis. Any student dismissed or leaving the Radiography Program will need to schedule an appointment with the Program Coordinator. **A student may re-enter the program only once.**

D). Program Dismissal

Any student dismissed from the Radiography Program will not be allowed to re-enter in the program. The student should also be aware that the Program Coordinator is required to contact the ARRT to report any breach of the Code of Ethics. The following are examples of actions which may lead to immediate dismissal from the program but are not limited to:

1. Unprofessional behavior or dishonest behavior
2. Falsification of any records or exams
3. Unlawful possession, use, or distribution of illicit drugs or alcohol
4. Theft
5. Failure to abide by program/hospital dress regulations
6. Indifferent attitude toward any person/patient
7. Insubordination
8. Poor program/clinical attendance
9. Consistent failure to phone the program/clinical site when unable to be there at the appointed time
10. Any breach of personal rules and regulations of the University or hospital
11. Felony conviction
12. Any infractions of Ethics as outlined by the ASRT Code of Ethics
13. Breach of patient confidentiality or HIPPA (HIPAA) violation
14. Any patient safety concerns i.e. repeated overexposure, patient neglect
15. Inappropriate use of the internet at the clinical site
16. Academic or clinical failure
17. Abusive treatment, harassment, threats, etc. of classmates, patients, visitors, faculty and staff
18. Discrimination against anyone associated with the hospital or University because of race, color, national origin, gender, handicap, creed, or disability
19. Unauthorized possession of any weapon on hospital or University premises
20. Disorderly conduct or fighting on University or hospital premises
21. Malicious gossip or derogatory attacks concerning anyone associated with the clinical facilities or University, this includes any social networking site
22. Willful damage of the University or hospital property
23. Maximum amount of demerit's due to failure to abide by the Radiography Programs Demerit Policy

E). Dismissal Procedure:

- 1). The program coordinator/clinical coordinator must be notified immediately of any unprofessional activity of the student(s).
- 2). Documentation of these incidents must be sent to the program coordinator.
- 3). The program coordinator will review all facts and documentation related to the student's violation of program regulations or professional standards.
- 4). If warranted, the student will be notified of the dismissal by the program coordinator.
- 5). The student will be given an outline of the specific reasons for dismissal.
- 6). Student may appeal program decisions by following the Student Conflict Resolution Policy.
- 7). Once a student has been dismissed from the program, they may not continue in the program or re-enter. A failing grade of an "F" will be given to the student for all radiography courses he/she is enrolled in.
- 8). The student must return all items belonging to the program or hospital immediately.
- 9). If dismissal is not warranted, the student will be reprimanded according to the Demerit System.

Dean's Office

Any student not progressing in the Radiography Program for any reason is advised to meet with the academic advising assistant or educational counselor in the College of Health Professions. Students may make an appointment by calling (231) 591-2270 or they may go directly to the Dean's office on the second floor of the College of Health Professions and make an appointment.

Graduation Requirements

Students must complete all of the required courses listed on the program checksheet. i.e. general education and radiography courses. Student must complete all assigned clinical hours (see academic calendar) and required competency (see master checklist and patient care competency). Students must submit an electronic portfolio with all required documentation before the end of RADI 299. All students must also complete 3 continuing education requirements. CE's may be earned by the following examples:

- Attending a state or national meeting
- Attending an approved training ,workshop, in-service at the hospital or internship site.
- Attending an approved wellness program
- Radiographic Journals
- Attendance at a registry review
- Any other approved educational activities by the Program Coordinator

*All CE requirements must be met by the end of summer semester. Proof of earned CEs must be kept in Canvas portfolio under the CE requirements tab. Failure to meet any of these requirements will result in a delay in graduation.

**It is the student's responsibility to fill out the graduation application with the Dean's office in spring semester of the second year indicating they are graduating from the radiography program. Any questions in regard to graduation must go through the Dean's office at 231-591-2270.

Demerit System

A Demerit system will be in place to guide and reprimand students as it pertains to professional conduct and performance. It is the student's responsibility to conduct themselves appropriately in the professional sequence. The guidelines are as follows:

- A student is dismissed from the program after receiving a total of 4 demerits.
- Students, when warranted, are given a warning prior to being issued a demerit.
- A student is penalized with a 5% deduction from the overall semester grade for each demerit in the class in which it occurred.
 - For on campus students: a demerit will be assigned to whichever class the infraction occurred.
 - If the infraction occurs outside the didactic class (i.e. open lab), the demerit will be applied to that lecture period in which the student indicates on the sign in form.
 - For more than one demerit being issued in the same class, an additional reduction of 5% for each demerit will be applied to the student's final grade.
 - For off campus students, demerit(s) will be issued to the following courses: RADI 291, 292, and 293.
 - Extreme circumstances may result in immediate dismissal/demerit from the Radiography Program.

The radiography intern may EARN a DEMERIT through EACH of the following (but is not limited to) as documented by the CI, Faculty, clinical coordinator, or program coordinator:

- Poor radiation protection practices of self/others:
 - Film badge protocols not followed
 - Lack of shielding
 - Excessive repeat radiographs
 - Unnecessary high exposure to patients (i.e., exposure index)
- Excessive tardiness
- Failure to contact program/clinical site when absent
- Failure to give proper notice to instructor/CI when requesting personal time off
- Poor personal hygiene
- Not in uniform according to dress code policy
- Not using lead markers according to department policy
- Lack of professional conduct (including, but not limited to):

- Rolling of eyes
- Insubordination (inefficient use of time, not following instructions, roaming, low # of exams performed)
- Sighing
- Sexual harassment
- Breach of confidentiality
- Disrespect toward Ferris faculty, staff, supervisors, CI
- Dishonesty
- Profanity
- Behaviors not in the best interest of the program, patient, hospital
- Peer or patient complaint
- Use of cell phone during classroom, laboratory or clinical time
- Reception of personal phone calls during classroom, laboratory or clinical time
- Leaving the class/clinical before scheduled time
- Not following programs/hospital protocol
- Not maintaining a clean work area
- HIPPA violation

Demerit Procedure

- A demerit form may be requested from any program faculty, or the student may access it from Canvas.
- The demerit form will be filled out documenting the events that resulted in a demerit being given.
- The student must review and sign the demerit form.
- The program coordinator/clinical coordinator must be notified immediately of any unprofessional activity of the student.
- A copy of the documentation must be sent to the program coordinator.
- The program coordinator will review all facts and documentation related to the student's violation of program regulations or professional standards.
- If warranted, the student will be notified of the demerit by the program coordinator, and a meeting will be scheduled.
- A deduction will be made in the student's grade in the appropriate course following the demerit guidelines.
- Students may appeal program decisions by following the Radiography Program Student Conflict Resolution Policy.
- Documentation will be housed in the students' file located in the clinical coordinator's office.

Merit System (Clinical Only)

A student is awarded one (1) hour of clinical time off for EACH Merit earned. There is a maximum of four (4) Merits allowed per semester.

The radiography intern may EARN a MERIT through the following as documented by the CI, clinical coordinator, or program coordinator:

- Perfect attendance (i.e., student does not use ANY of the 3 personal/sick days given in a semester).
- No tardies (i.e., student is on time and prepared for internship as scheduled).
- Student staying beyond schedule time to help with a patient exam
- Total of 20 or MORE mandatory and elective exams completed in a semester
- Receive a letter of appreciation/commendation from CI, radiologist, manager, or patient. The patient cannot be a relative and solicitation is not allowed.
- Any additional activities that the CI feels warrant a Merit.

Approval for any time off due to a Merit being awarded must be approved by CI. See attendance policy.

Radiography Program Student Conflict Resolution

Students are encouraged to attempt to resolve disagreements with faculty members, administrators, and other students prior to proceeding on to the following process.

This procedure has been designed to address grievances regarding conduct related to:

- the academic setting including, but not limited to, classroom and practicum sites
- academic performance and progress concerns
- right to privacy issue
- And any allegations not in compliance with JRCERT.

This means of resolving disagreements in no way replaces any University policy or procedure that is available to students, faculty members, or administrators. Individuals who utilize this process retain all rights to access other grievance procedures available within and outside the University.

Students are to follow this procedure if they believe that they have a grievance and seek remedy for it:

1. Submit a written detailed account of the situation, including copies of support documentation and suggested remedies to the Radiography Program Coordinator. If the faculty member involved (the respondent) is the Radiography Program Coordinator, this information should be submitted to the department head. The written account must be submitted within 5 days of the occurrence.
2. The Radiography Program Coordinator (or department head) must acknowledge receipt of the written account, notify the respondent(s) [faculty member(s), department head, student(s)] of the complaint, and notify the grievant student and respondent in writing of a meeting or meetings scheduled to discuss the situation within 48 hours of receipt of the written account. The meeting(s) to discuss the situation must occur within five (5) working days of receipt of the written account.
3. A meeting with the Radiography Program Coordinator and all parties involved will occur no later than 5 working days of the written account. It is during this meeting that the Radiography Program Coordinator will discuss the situation and attempt to assist the involved parties in resolving the disagreement. If the student is not satisfied with the result of this meeting he/she must submit a written account of events to the Department Head within five (5) working days.
4. The Department head will schedule a meeting to discuss the situation with the student within 48 hours of the written account. The Radiography Program Coordinator, Department Head, and all parties involved will meet and have a written disposition of the meeting(s). The Department Head will submit a written account of events and submit a written decision to the student within five (5) working days.

5. Students who are not satisfied with conclusions reached at the meeting may elect to meet with the Dean of College of Health Professions. Students must petition the Dean and a meeting with the Department Head, Radiography Program Coordinator, and all parties involved will be scheduled. The Dean will make a decision on the issue and inform the student, faculty member, and Department Head in writing within five (5) business days of the meeting.
6. If the student does not agree with the decision of the Dean, he/she may petition the office of the VPAA according to the respective policies and procedures of that office.

*If the complaint occurs at the end of the semester, the business day count will continue into the next semester, including summer semesters

Portfolio Policy

Each student will be required to create an e-portfolio which they will maintain throughout the Radiography Program. Portfolios include important documentation from the first and second year in the program, including assessment data, immunization records, and clinical documentation. Portfolios will be reviewed during lab periods on campus and during clinical site visits each semester. Students will be notified in advance of when the portfolio will be reviewed. Any student with an unorganized or incomplete portfolio will be given a demerit. All portfolios will be submitted for review during RADI 299. All required documentation must be in the portfolio in order for the student to graduate from the program. Any portfolio not in order or missing items will be returned to the student to find the item and put the information in order.

Any incomplete portfolios will indicate that a student has not met the graduation requirements for the program and the student will not receive their diploma and they will not be allowed to take the registry. It is the student's responsibility to obtain the required documentation for their portfolio.

The following information must be included in the portfolio in order to graduate:

- **First Year Information:**
 - Portfolio Checksheet
 - Radiation Protection Brochure and Rubric (housed in Canvas Course)
 - Evaluation Forms (Trajecsys)
- **Second Year Information:**
 - Masters (Trajecsys)
 - Evaluations & Trauma Competency (Off-Shift Rotation) Forms (Trajecsys and Canvas)
 - Radiation Reports (Must be signed by CI, submitted in Canvas)
 - Time Sheets (Trajecsys)
 - Time-off Requests Forms (Trajecsys)
 - Student Log Book (Trajecsys)
 - Patient Care Information (Trajecsys)
 - CE Graduation Requirements (Canvas)
 - Hospital Orientation Check sheet (Trajecsys)
 - Other (Radiation Safety Assignment, MRI Questionnaire, etc.)

*****See portfolio instructions for more detailed information on what is required in the portfolio in order to graduate.**

Attendance Policy

Students must be familiar and comply with all policies and procedures of Ferris State University, Radiography Program, and its affiliating Medical Imaging Departments and clinics. Students failing to comply with these policies will be subject to Disciplinary Procedures, as outlined in this manual.

Students are expected to be present and on time for all scheduled class, laboratory, clinical, and test sessions. Absences/tardies/early dismissals hinder the student's learning experience and can be a distraction for fellow classmates.

A). First Year Students/ On Campus:

I). Classroom Policy for Attendance, Tardy and Early Dismissal

It is the student's responsibility to notify an instructor of an absence or tardy issues a minimum of 30 minutes prior to the scheduled start time of the class or lab. It is also the student's responsibility to contact the instructor to review work missed.

Remember, professionalism is a determination with site placement for clinical internship. Any student not contacting the instructor in regard to a missing class period will be subject to disciplinary procedures. Emergency situations will be reviewed on a case-by-case basis by the instructor and/or program coordinator.

A). Attendance for Classroom

a). Excused Absence

Students are advised to notify the instructor prior to missing class, when possible. Any student missing class must provide documentation within 24 hours of the student returning to class. An excused absence will not result in a deduction to the students' grade. Students with the following documentation will be given an excused absence:

- a). University sponsored event in which an excused form from the University is provided to the instructor.
- b). Death in the family. Appropriate verification will be needed such as obituary, or funeral card. A death in the family is defined as immediate family:
 - a. Spouse
 - b. Natural or adopted child
 - c. Natural or adopted parent
 - d. Adopting step-parent
 - e. Brother and sister, whole blood or half

- f. Grandparent
- g. Grandchild
- h. Mother-in-law, Father-in-law

c). Extended hospitalization or medical leave. Appropriate verification from physician and hospital. (Doctors' appointments are not considered excused.)

d). Students who are commuters: During dangerous weather conditions in which driving is considered unsafe by local police authorities. Area schools must be closed.

e). Being called to testify in a court case. (Not your own or for being arrested.) Verification is required.

f). Jury duty. Verification is required.

g). Active military duty. Verification required.

h). Clinical site visits with prior approval from instructor. Verification required

***Birkam Health Center slips will not be accepted as an excused absence.

****Students should be aware that due to the strict schedule of the program it will be difficult to make up assignments, test, etc. missed from time off. The program will work with individuals to the best of their ability, but it may be in the best interest of the student to withdraw from the program and continue the sequence the following year, if a seat is available.

b). Unexcused Absences

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

- a). Childcare problems.
- b). Incarceration/jail.
- c). Employment.
- d). Lack of sleep, motivation, etc.
- e). Doctors' appointments scheduled during class time.

f). Not notifying instructor of missed class time.

c). Penalty for Absences

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

1 day = without penalty

2 day = 1 % deduction in the final grade

3 day = 2 % deduction in the final grade

4 day = 3% deduction in the final grade

more than 4 days = 1% additional deduction of final grade for each day missed

B). Tardy Policy for Classroom

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

2 tardies = 1 absence

4 tardies = 2 absences

6 tardies = 3 absences

Policy continues as tardies are acquired

C). Leaving Early Policy for Classroom

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

D). Cell Phone Usage Policy for Classroom

A student should turn the ringer off of his/her cell phone while in class. If a cell phone rings during class time the student will receive a demerit for the class.

E). Snow Days/Power Outages

The Radiography Program follows the University Policy for on-campus students. If the University has cancelled classes for the Big Rapids campus, students are not expected to report to class or lab. Due to a strict schedule for the lab period, students missing a lab period due to weather or power outages will need to make arrangements with the program to make up the lab hours missed.

F). PANDEMIC POLICY

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

In the case of a pandemic event due to H1N1 / Corona virus or other potential adverse situation, the Radiography Program has determined that it is prudent to develop a plan of action to meet the needs of the students. The Radiography Program has determined that all classes and labs will continue as scheduled. In the event that the instructor is unable to be present for class, the information will be posted on-line or another instructor from the program will present the material during the normally scheduled class time. Students are urged to check Canvas regularly for updates regarding the status of their class. Students should be aware that if a lab is cancelled they will be required to make up that lab period on another day. Make up labs will occur during availability of the room and will be posted for the students to make arrangements to use this facility. Lab times will be posted on Canvas with instructions on how to complete the lab assignment.

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

II). Labs Policy on Attendance, Tardies and Leaving Early

A). Attendance for Lab

The lab policy for absences follows the same excused and unexcused guidelines as the classroom. Any student missing a lab period for excused or unexcused absences must make up all of the material missed.

B). Tardy for Lab

It is highly encouraged that students arrive to lab 5 minutes early. Lab is to begin on time as there is much content to cover. Any student who is 15 minutes or more late for lab will not be allowed to participate in the scheduled lab and will need to make arrangements for a make-up lab (see make up lab policy). If a student is tardy (arriving after the lab door has been closed) to lab they will lose 25% of the total points for that week's lab.

C). Leaving Early Policy for Lab

A student must authorize leaving class early with the instructor. If a student chooses to leave class early it will be counted as a missed lab period and the student must make arrangements to make up any material missed.

D). Missed Lab

Labs are vital to the students learning and success, therefore all labs must be completed. If a student fails to make up a lab the student will receive an "F" for his/her lab grade. Any missed labs must be made up within one week. Any student not making up their lab will be given a zero for their lab and an "F" for their final lab grade. Make up evaluations must be completed within a week of the scheduled lab. Any student not completing an evaluation will receive a zero and will be dismissed from the program. Repeat evaluations that are not made up may result in dismissal from the program.

E). Make-up Labs

A student will receive a 50% deduction in the total number of points for a make-up lab. A student will not be penalized if prior arrangements have been made for a missing lab. Any make up lab must be done within a week of your normally scheduled lab time or a missed lab will be recorded, which will result in a lab grade of "F".

F). Out-of-uniform

If a student arrives to lab out of uniform the student will be sent home and required to make-up the lab. See make-up lab policy and dress code policy.

G). Non-printed Lab

Students not prepared for lab will be subject to the same penalty as a tardy. 25% of the total possible lab points will be deducted for any student showing up to lab without their lab worksheets.

H). Switching Lab Time

Students must participate in their scheduled lab time. Any student that is unable to attend his/her scheduled lab time must have permission to attend another lab time from the instructor **prior** to their scheduled lab time. Any student not making prior arrangements for another lab time will fall under the make-up lab policy.

I). Student's Lab Supplies

Student must have the following with them at all times:

- Left and Right Markers
- Text Book
- Calculator
- Tape
- Small Notebook

Any student that does not have all of the lab supplies with them will be considered to be out of uniform. The student will be sent home and required to make-up the lab. See make-up lab policy and dress code policy.

J). Cell Phone Usage Policy for Lab

A student should turn the ringer off of his/her cell phone while in lab and keep the phone in the classroom portion of the lab. Any student caught with a cell phone outside the classroom portion of the lab during their scheduled lab time will receive a demerit and a tardy will be issued resulting in at 25% deduction in their total lab points.

III. Clinical Policy on Attendance, Tardies and Leaving Early

The Radiography Program requires clinical attendance in accordance with Academic Calendar for the second year or internship portion of the program. Additional parameters of attendance policy include:

A). Time Sheets

Students are required to keep a record of their daily attendance at the internship site. The Clinical Instructors (CI) at each clinical site will verify all daily attendance records by reviewing and signing the time sheet every two weeks. The student will retain a copy of all time sheets in their portfolio.

B). Calendar

The students on clinical internship will follow the semester schedule as indicated on the Academic Calendar provided to the student in this manual. Any student not attending clinical on an assigned day will be issued an unexcused absence.

C). Rotations

Student clinical schedules cannot exceed forty hours per week. The student will be required to work either two weeks of afternoons and/or weekend shifts at a minimum of once per calendar year. This could be 2 weeks of afternoons, 2 weekends or one of each. Regular and prompt attendance is expected. The CI at each site will determine the schedule for each student including rotations through various departments and the time students will begin and end their shift. This schedule is based on the Academic Calendar provided in this manual. It is the student's responsibility to review his/her schedule and to report on time. Any student not aware of their scheduled time, will be issued an unexcused absence, and will be required to use a personal day for time missed.

D). Personal Days

In addition to the scheduled breaks and school holidays, the student will be allocated three (3) personal days off each semester, including summer semester. To be considered a personal day, the student must inform the Clinical Instructor and clinical coordinator at least 48 hours in advance of their intent to be absent. The student's absence for personal days will not affect his or her grade. A "time-off request" form must be completed and signed by the CI prior to having the time off. A copy of the time off request form must be placed in the portfolio.

E). Sick Days

Sick days are considered part of the 3 personal days allocated per semester. In the case of illness, the CI and clinical coordinator should be notified as soon as possible prior to the intern's scheduled time to report to the clinical site for that day. A "time-off request" form must be completed upon returning to the clinical site and a copy retained for the portfolio. A student failing to notify their CI and clinical coordinator in regards to missing clinical in a timely manner will be issued a demerit.

F). Excused Absence

Excused absences are defined under classroom policies. A student that has an excused absence will be allowed to use a personal day or make up the scheduled time at the site pending CI approval.

If the Clinical Instructor and clinical coordinator deems that a student's attendance has extenuating circumstances which may merit special consideration, the CI must inform the clinical coordinator prior to the last day of the semester. A plan to resolve attendance and academic issues shall be cooperatively developed between involved parties.

G). Unexcused Absence

Unexcused absences are defined under classroom policies for absences. A student will be issued a demerit and receive a 5% reduction for the grade in the Clinical Practicum courses for every unexcused absence, i.e. RAD 291, 292, or 293. For example, if the student's clinical grade is 95% and he/she had three unexcused absences for the semester, they would receive an overall clinical grade of 80% ($95\% - 15\% (3 \times 5\%) = 80\%$). If the student's clinical semester grade is below 77% (C) by program policy, he or she will not be allowed to progress through the program.

H). Tardiness

It is also imperative that students are at the clinical sites on time. Excessive tardiness will not be tolerated by the clinical sites or the University. Tardiness is defined as arriving at the clinical site in the students assigned rotation after the scheduled start time. (Individual hospital policy may supersede this policy.) Three tardies in any semester will count as one unexcused absence, and the clinical grade will be adjusted as described above. Students will be issued a demerit for excessive tardiness.

If a student is going to be late or absent, it is his or her responsibility to notify the clinical site at least ½ hour prior to the start of his or her scheduled shift. Failure to do so is considered a serious breach of professional conduct and results in a demerit being issued. (Students arriving early or requesting to working late may not count this time for their assigned clinical time hours.)

I). Breaks

The supervising technologist will schedule student breaks, depending on department workload. A student must have approval prior to leaving an assigned clinical area. Students are allocated a 30 minute lunch and two 15 minute breaks, unless otherwise instructed by the clinical site (hospital policy may supersede). Students leaving early for break or arriving late from break will be issued a tardy, see tardiness policy. Excessive tardiness will result in a demerit being issued.

J). Overtime

At times it may be necessary for a student to stay later than his/her assigned time. If a student is involved in a case where it would not be in the patient's best interest for the student to leave, students may stay over their assigned time. It is not the program's policy to allow the accrual of "overtime". Due to strict supervision guidelines, program officials prefer that students maintain hours consistent with those reflected in the student clinical schedule in order to assure adequate supervision of students. In extenuating circumstances, early arrival or staying over the scheduled time will require special permission from the clinical instructor on site. Any hours over the scheduled time will need to be adjusted in the time period to ensure the student's hours do not exceed 40 hours for a scheduled week.

K). Snow Days

The Radiography Program does not recognize snow days as a legitimate day off and, therefore, clinic days will not be canceled. Every attempt will be made by the intern to attend their internship site without risking one's life. A personal day may be used if the student feels that the weather conditions are warranted unsafe. If the student is out of his/her allotted PTO days for the semester, the time missed will need to be made up.

L). Compensatory Time

Compensatory time can be earned according to the merit system. Students must make prior arrangements with the site when taking time off with the merit system. Students are required to complete a leave of absence form for any time off due to a merit being awarded. Merit hours are not counted as absences.

M). Leave of Absence

1). Bereavement Leave

A radiography intern who is absent from clinical internship as a result of the death of a member of the immediate family shall, upon notification of the CI and the clinical coordinator, and completion of Leave of Absence Request form, be entitled to release time not to exceed three (3) regularly scheduled days of clinical attendance. Immediate family is herein defined as follows:

- a. Spouse
- b. Natural or adopted child
- c. Natural or adopted parent
- d. Adopting step-parent
- e. Brother and sister, whole blood or half
- f. Grandparent
- g. Grandchild
- h. Mother-in-law, Father-in-law

Any intern, only upon proper advance authorization from the Clinical Instructor and clinical coordinator, may be granted bereavement leave for deceased persons not listed above.

2). Military Leave

Ferris State University Radiography Program will follow all state and federal regulations concerning reservist and guard military active duty. The program coordinator, clinical coordinator, and CI will be notified prior to clinical internship as to the status of military active duty. Two weeks of military active duty should be taken during semester break if at all possible. The Leave of Absence Request form should be filled out and authorized by the CI at least 1 month prior to the requested time off (See Leave of Absence Form). Students may use up to 3 personal days per semester for time missed from clinical for military duty. Arrangements for any hours above this time will need to be authorized by the program and clinical coordinator in conjunction with the CI. Students should be aware that any hours missed from clinical may delay their graduation date.

3). Jury Duty

A student called for jury duty should notify the CI immediately and fill out the Leave of Absence Request form at least 1 month prior to the scheduled court date. (See Leave of Absence Form). Arrangements for any hours missed due to jury duty will need to be authorized by the program and clinical coordinator in conjunction with the CI. Students may elect to use their personal days instead of making up the time for Jury Duty. Students should be aware that any hours missed from clinical may delay their graduation date.

4). Medical Leave

Any student needing to take a medical leave may do so by providing the proper documentation from a physician. Documentation must be submitted immediately to the program coordinator for approval. Arrangements will be made with the internship site in regards to time off once documentation is in place. The student will be responsible for making up any internship hours missed due to the medical leave. A student may use their 3 personal days to cover a portion of the time they have missed.

In order to return to clinical, the student must provide documentation from their physician to the program coordinator. Once documentation has been provided, arrangements will be made with the site for a schedule that falls under the programs policy of no more than 40 hours a week. Students should be aware that any hours missed from clinical may delay their graduation date.

N). Out-of-uniform:

If a student arrives to clinical out of uniform the student will be sent home and the time missed will be an unexcused absence. Students being sent home from clinical for being out of uniform will receive a demerit. See dress code policy.

O). Pandemic Policy

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

All FSU Radiography students are expected to follow the infection control policy at their clinical facility. Students that have been exposed to a highly communicable disease and have developed symptoms of the disease should be instructed not to report to their clinical site. Students missing clinical must provide documentation from a physician to return to their clinical site. Documentation must be sent to the program officials in order to be cleared to return back to clinical. Students should also be aware that if they exhibit symptoms of a communicable disease they may also be sent home by the clinical facility. Students will be required to provide documentation from a physician in order to return to their clinical site.

If at any time the student to staff ratio falls below a 1 to 1 ratio the student will be sent home. If a student is sent home due to staffing issues the student and CI must contact FSU program officials immediately. Under no circumstances should a student be utilized as staff during a pandemic situation. Determination of the student to return to the clinical site will be made by the program officials when staff shortages subside.

FSU program officials will determine any modifications to the student's rotation due to a pandemic situation. Early release time may be an option as long as all other clinical/program requirements are met. Early release time will be handled on a case by case basis. If it is determined that the student will be unable to return to the clinical site to which they were originally assigned, a search for a suitable clinical site will commence.

P). Hospital Job Actions or Strikes

In the event of a hospital action or strike at an assigned clinical education site, the clinical coordinator will make every attempt to work out a schedule that will accommodate the interns at this site. If the clinical coordinator and CI are unable to work out a schedule that is conducive to learning and meets all the programs requirements the student will be removed from the site immediately. Students will need to wait for further instructions from the program coordinator. All attempts will be made to place the student at another clinical site. The student should be aware that in this event they may need to delay their clinical internship and make up time later in the program which will delay graduation.

Policy on Homework, Test and Quizzes

A). Homework

Homework is expected to be turned in on time. If any homework assignments are turned in after the assigned time the student will receive a score of “0” for that assignment. *(Up to 1/2 credit may be awarded for late work per the instructors’ discretion)*

B). Quizzes

Students will not be allowed to make up a quiz unless they have an excused absence. A quiz must be taken within 48 hours upon the student returning back to campus/internship or a score of “0” will be recorded.

- Quizzes on campus will be returned to the student in their student file.
- Students may also argue questions on a quiz. This must be done via Canvas within 48 hours of the quiz being returned for consideration. Students must show documented proof to support their argument. Students are not to interrupt classroom time, quizzes, or test to argue test questions. No exceptions. An email must be sent to the instructor regarding the student’s question.

C). Test

Students will not be allowed to make up a test unless they have an excused absence. Test must be made up within 48 hours upon the student returning back to campus or a score of “0” will be recorded.

- The instructor will have a copy of the test for students to view. The test will be housed in the instructor’s office for the student to view at later dates. Students must make appointments to view the test.

- Students that wish to argue questions on a test may do so via Canvas within 48 hours of the test grades have been posted for consideration. No credit will be given to students who ask other instructor's or faculty members for help when arguing a question. Students must show documented proof to support their argument. This means the student must show the page number and statement in the book in order to earn credit.

Dress Code Policy

Policy on Uniforms:

Students are required to wear proper uniform attire at all times in the laboratory and clinical setting. Students will be sent home and issued an unexcused absence if they are not in uniform or are unprepared. Any student not adhering to the dress code policy will be issued a demerit.

A professional career requires a personal attitude of responsibility and commitment. This career responsibility will be reflected through academic and clinical courses.

Uniform

- Students must wear a personnel monitoring device at collar level at all times in the laboratory and clinical setting (see pregnancy policy for placement during pregnancy).
- Students must purchase at least one set of scrubs for on campus and a minimum of 3 pairs of scrubs for off campus.
- Students must be in professional attire which includes: Non-wrinkled scrubs, clean and neat appearance.
- Scrub sets on campus must be of a Royal blue solid color, no prints allowed, any brand is allowed. A white, gray, black or navy t-shirt material may be worn underneath the scrub.
- Students in the clinical setting will adhere to the dress code established by the hospital including the color of scrubs that will be worn.
- No printed shirts, jeans, belts, etc. are allowed under the scrub attire.
- Scrubs must be well fitting and adequately hemmed. Scrubs are not to be rolled at the waist or rolled up at the ankle.
- Student's undergarments should not be shown. No bra straps, underwear, boxers, etc.
- No excessive jewelry, long earrings, gold chains, tongue rings, hats, bandanas, etc.
- Nails should be well kept and no longer than 1/8th inch. No chipped nail polish, no outlandish colors.
- No open toed shoes are allowed. Shoes must be clean and in good condition. Tennis shoes are recommended.

- Hair must be of natural color (i.e., no bright colors). Hair can be pulled back away from face for your protection but it is your decision. No outlandish hair styles (i.e., Mohawk).
- Equipment :
 - Markers: Right and Left Markers with the individual's initials
 - Calculator
 - Lab Assignment or Portfolio
 - Text books
 - ID Badge (for internship site only)
- No gum
- No scented perfume, lotions or sprays
- Failure to abide by the dress code will result in Demerits as described in the Merit/Demerit system.

Radiographic Identification Markers

- A set of Right and Left Markers with the students initials must be purchased by the student at the start of the fall semester.
- If at any time a student loses their markers, it is the student's responsibility to purchase a new set with their initials on them.
- The student must have these markers with him/her at all times while in clinical and in the radiography lab on campus.
- The student may not loan these markers to anyone else as they identify the student's work.
- Failure to have markers on site may result in the student being sent home which will result in an unexcused absence.
- Failure to have markers at the clinical site will result in the student being issued a demerit.

Radiography Lab Rules and Regulations for On Campus Students

1. NEVER expose any person to ionizing radiation under any circumstances.
2. A dosimeter must be worn during all lab sessions. Remove your badge and store it appropriately at the end of each lab session. If you are caught outside of the lab with your dosimeter on, one point will be deducted from your lab grade. Failure to abide by this policy will result in a demerit.
3. Dosimeters must be worn when operating all radiographic equipment including Fluoroscopy, C-arm and the portable machine. All dosimeters must be located on the top, outside collar of the lead apron. Any student not wearing his/her dosimeter or not wearing them correctly will be issued a demerit.

4. Before making a radiographic exposure, ensure that all individuals (fellow students, instructors, etc.) are behind a protective barrier.
5. Federal and State law prohibits any radiographic exposure without a qualified instructor present in the lab. All instructors must be registered.
6. If you suspect that you have been exposed to ionizing radiation (x-rays) in the radiography lab, immediately notify an instructor. Students will be taken to the Radiation Safety Officer (RSO) to fill out the appropriate paperwork.
7. All equipment controls must be turned off and main line switches locked at the end of each laboratory session by a qualified lab instructor.
8. Report any equipment malfunctions to an instructor immediately.
9. Report any unsafe or hazardous conditions (exposed wires, liquid spills, etc.) to an instructor immediately.
10. Place all image receptors and ancillary equipment in their appropriate storage bin.
11. Laboratory neatness is the responsibility of everyone. At the end of the lab session, replace and organize all equipment.
12. Please exhibit professional behavior and courtesy in the lab at all times.
13. Food is not allowed in any lab area. Drinks are not permitted outside of the classroom area.
14. Smoking is not allowed anywhere in the College of Health Professions building. This includes devices designed to help individuals quit smoking.
15. Do not move phantoms without assistance from an instructor. Any student placing the phantom on the floor, storage bins, etc. will be issued a demerit.
16. Any student leaving the building with their dosimeter must see the RSO and fill out the appropriate paper work.
17. Radiation badges are collected each month and mailed in to monitor the student's radiation dose.

18. Radiation dosimetry reports are received on a monthly basis. Reports are housed in the radiography lab and may be viewed at any time by the instructors and students. Students having any questions regarding their radiation reports are instructed to set up a meeting with an instructor. Any student with a high radiation dose reading will be instructed to meet with the program coordinator and RSO.
19. The Michigan Department of Community Health book on Ionizing Radiation Rules is kept in the lab 105B. Students may view this at any time.
20. Radiation Safety Board is posted in the radiography lab. The Radiation Board consists of the MSDS sheets, RSO contact information, Michigan Community Health Rules for Control of Ionizing Radiation for Machines, Department of Health Ionization Radiation Information and Radiation Safety Machine Certificates.
21. Students are instructed to practice radiation safety while working with any equipment. The 3 Cardinal Rules; time, distance and shielding should always be adhered to. This includes wearing a lead apron and/or thyroid collar anytime a student operates the C-arm, portable and fluoroscopy equipment.
22. A demerit may be given for failing to observe any of these rules of laboratory operation and professionalism.
23. Chronic abuse of these rules may result in disciplinary action up to and including expulsion from the program.
24. See pregnancy policy if you declare your pregnancy and would like to make accommodations for the lab.

RADIATION SAFETY

The following rules have been established for the students' protection against ionizing radiation in the laboratory and clinical internship. The Radiography Program adheres to the principle of As Low As Reasonably Achievable (ALARA). These rules are established for the student and must be strictly followed.

A). Personnel Monitoring Device

- First and second year students will receive a radiation dosimeter to monitor radiation exposure.
- The student must wear the dosimeter at all times while in the clinical area and during laboratory experience when exposures are made.
- The proper location of the dosimeter is at collar level, facing forward, and outside the lead apron when worn.
- The student must report, to the RSO, lost or damaged badges, or any other exposure to the badge that does not reflect the student's exposure.
- Students are responsible for exchanging dosimeters in a timely manner.

B). Radiation Exposure Reports

- A monthly/quarterly dosimetry report will be maintained in the laboratory and at each clinical site.
- The program faculty and CI's will monitor these reports. CI's must notify the clinical coordinator immediately of any readings of 20 millirems or higher for any given month. (E.g. If reported quarterly, then divide by 3)
- All CI's must review and initial each students dosimetry report.
- Access to radiation reports may be given at any time. It is the students' responsibility to ask an instructor or lab coordinator to see his/her radiation reports on campus and contact the Radiation Safety Officer (RSO) for the clinical site. All radiation reports will be available for the students' review and should be initialed by the student for documentation.
- Students may address questions about the report to the program faculty and CI.
- Student dosimetry reports are part of the permanent student record. On campus dosimetry reports are housed in the radiography lab. Clinical students are responsible for maintaining a copy of these reports in their portfolio.
- First year students that receive an exposure of 20 millirems in any month will be notified by the program and RSO and action to reduce radiation exposure will be taken when necessary.
- Second year students completing internship will receive notifications from the RSO at the clinical site. It is the responsibility of the second year student, in conjunction with the CI, to notify the clinical coordinator if the exposure for any given month is 20 millirems or higher. Action to reduce radiation exposure will be taken when necessary by faculty working with the institution the student is completing their internship with.

C). Holding a patient or phantom

- At the clinical site a student should never hold or support a patient during exposure, nor should the student hold or support a cassette during exposure.
- With the exception of fluoroscopic and mobile studies, students are required to stand outside the room when taking an exposure.
- During activation of the tube, the student must not be in a direct visual line with either tube or patient. The student may not observe the patient during exposure from an adjacent room or hall unless through a lead glass protective window. The student must not view around a door, nor through a crack between door and wall.
- During an exposure or procedure, the student will not place himself or herself in direct line with the central ray/primary beam, regardless if they are wearing a lead apron or have a lead shield between the tube and themselves. The tube must, in all cases, be pointing away from the student's body.
- Under no circumstances will the student permit themselves or fellow students (or any other human being) to serve as patients for test procedures or experimentation.
- Non-technical staff (non healthcare, workers, patients, family, etc.) assisting the patient during the radiographic exposure should be supplied with an apron and gloves at all times. Steps should be taken to ensure that female non-technical staff, within child-bearing age, assisting the patient during the radiographic exposure are not pregnant.

D). Fluoroscopic Procedure

During fluoroscopic procedures, the following procedures will prevail:

- A lead apron will be worn at all times, or the student must be behind a lead protective screen and not in visible line with either tube or patient.
- The film badge will be worn as noted above.
- The student should stand as far from the patient and tube as possible, consistent with the conduct of the examination. This often entails taking at least two steps back and standing behind the radiologist whenever practical.
- Lead gloves must be worn by student if his/her hands will be exposed in the primary beam. Thyroid shields and lead glasses should be worn whenever possible while working in fluoroscopy areas.

E). Mobile/Surgical Radiography

When performing mobile radiographic procedures, the following will prevail:

- A lead apron will be worn with personnel monitoring device outside at collar level.
- Stand as far from the patient and tube as possible, minimum 6 feet from source.
- Must be done under direct supervision with a registered radiologic technologist.

PREGNANCY POLICY

Female students who become pregnant or suspect pregnancy should inform the Program Coordinator immediately. The first trimester is known to be the most radiosensitive time for a fetus. Thus, it is beneficial, but not required, to meet with the Radiation Safety Officer (RSO) of the program or clinical site as soon as possible to review safety practices and monitoring options. Students have the right to declare, not declare, and un-declare their pregnancy at anytime. This is in accordance to both the state and federal laws. Student confidentiality will be maintained at all times.

1. It is up to the pregnant radiation worker to decide whether or not she will formally declare her pregnancy to the Radiation Safety Officer (RSO).
 - a. She may choose to declare her pregnancy to the RSO. The RSO will meet with the pregnant worker to review radiation safety procedures, the risk to the fetus, and NRC Regulatory Guide 8.13.
 - b. She may choose not to declare her pregnancy to the RSO. In this case, only the radiation limits for adult radiation workers will be in effect, not the limits for the fetus. Undeclared pregnant workers are protected under the regulations for adult radiation workers.
 - c. Declaration of pregnancy will remain into effect until the declared pregnant woman withdraws the declaration in writing to the RSO.
2. All female occupationally exposed to ionizing radiation will be given a copy of NRC Regulatory Guide 8.13 as part of the process of becoming a certified radiation handler.
3. A special situation arises when a radiography student becomes pregnant. Under these conditions, radiation exposure could also involve exposure to the embryo or fetus. A number of studies have indicated that the embryo or fetus is more sensitive than the adult, particularly during the first four months of pregnancy. This can be a problem since many students are unaware of their pregnancy during the first month or two of gestation. Hence, the NRC and the State of Michigan require that all occupationally exposed individuals be instructed concerning the potential health protection problems associated with prenatal radiation exposure.
4. The maximum permissible exposure for a declared pregnant occupationally exposed individual during the entire gestation period is 500 mrem. There are relatively few clinical applications where radiation levels are high enough that a fetus would receive this dose before birth. If a radiography student is pregnant, she may notify the Radiation Safety Officer, and then declare the pregnancy in writing in order for the prenatal exposure limits to take effect. The pregnant

radiography student will then meet with the RSO and a complete assessment of her radiation exposure potential will be made. The written declaration is made by completing a Declaration of Pregnancy form, which is maintained in the records by the RSO.

5. If notification is not made in writing, the radiation exposure limits remain at the occupational level; that is, 5 rem per year. An individual may “un-declare” her pregnancy at any time, but this also should be documented.
6. Declared pregnant student will be assigned two personnel monitoring devices, one for the whole body, worn at collar level, and one for the fetus, normally worn on the abdomen (placed under wrap-around lead apron). The two personnel monitoring devices will be exchanged on a monthly or quarterly basis, depending on type of device. Exposures must be maintained beneath a cap of 50 mRem per month in order to prevent exposure spikes.
7. Students progression in the program when pregnancy is declared:
 - First and second year students will be given the option to withdraw from the program and return the following year on a date determined by the program coordinator.
 - First and second year students that wish to complete the didactic or clinical portion of the program have the right to do so. It is the student’s responsibility to meet with the program coordinator/clinical coordinator and faculty members to determine a schedule to make up any missed didactic or clinical time due to pregnancy/childbirth. Students must provide a note from the doctor for any missed class/lab time and releasing them from medical leave. Any student continuing with the program will perform all required procedures.

Incident Reports

- Students must comply with hospital and University policies for reporting unusual occurrences. This pertains to any incident including injury to student.
- A student with any concerns or problems related to safety issues should seek immediate assistance from supervising radiographer, CI, faculty or staff.
- An incident report must be completed in the department and program faculty must be contacted. Students must follow University and hospital protocol for reporting an incident. Students should follow hospital protocol for follow up of incident.
- A copy of the incident report must be sent to the program and/or clinical coordinator.
- For questions concerning injury see the Health/ Liability Insurance.

***Ferris State University
Radiography Program
Student Handbook***

*SECTION 6:
Clinical Education
Plan*

CLINICAL PLACEMENT PROCESS

1). In the first semester of the Radiography Program, the clinical coordinator will have a mandatory student meeting to outline the clinical placement process and timetable with the new (first year) radiography students. This meeting will take place in early November.

- At the clinical meeting the following will be provided:
 - a. A list of all available clinical sites along with the names and phone numbers of the Clinical Instructors.
 - b. A copy of the PowerPoint
 - c. Clinical Preference Form
 - d. Students will sign up for which clinical sites they would like to intern at.
 - Students will be advised to sign up for a minimum of three clinical sites
 - Students may sign up for as many clinical sites as they wish.
 - All students will be made aware that:
 - Students may need to relocate in order to complete clinical internship.
 - Students may also be required to work weekends and/or afternoons during clinical internship.

2). The clinical coordinator and program coordinator will meet to review which clinical sites students will be assigned to. Site visits are based on but not limited to:

- a. Student's choice of clinical site
- b. Student needs and reasons for choosing site:
 - 1) Family responsibilities
 - 2) Financial constraints
 - 3) Convenience
 - 4) Personal connection with site
- c. Faculty professional opinion
- d. Outside influences
- e. Other intangible factors

3). Students wishing to visit sites will need to justify why they need to visit the site.

4). At the end of November, the students will be asked to fill out the Clinical Preference Form with their choices for clinical sites, and any reasons they have for their choices. The Clinical Preference Form must be returned to the clinical coordinator.

- Students should be aware that they are not ranking their choices on this form, they are listing where they are willing to intern

- 5). Once all the Clinical Site forms are received by the clinical coordinator, the Placement Committee (radiography faculty) will meet to place students at clinical sites. These decisions will be made using (but not limited to) the following criteria:
 - a. Student's choice of clinical site
 - b. Student needs and reasons for choosing site:
 - 1) Family responsibilities
 - 2) Financial constraints
 - 3) Convenience
 - 4) Personal connection with site
 - c. Faculty professional opinion
 - d. Outside influences
 - e. Other intangible factors
- 6). Any faculty disagreements concerning placement of students will be settled by majority rule.
 - In case of a tie student names will be placed in a hat and a draw will take place
 - If a student cannot be placed with one of their 3 choices the student will meet with the program coordinator and clinical coordinator and additional site choices will be made.
- 7). The clinical coordinator will call/email the clinical sites to confirm placement of the students.
- 8). After all committee decisions have been finalized, the students will be notified through email of their clinical site.
 - Clinical site placement may not be finalized until early to mid-spring semester
- 9). Any student or clinical site questions about the process and/or outcomes should be addressed by the clinical coordinator.
- 10). The clinical sites will receive copies (via Complio) of current immunizations, CPR, and background checks (if anything appears on the background check) at the end of May.
- 11). Students will be notified by their clinical site in the summer semester of any requirements/orientation that needs to be completed. Students are advised if they have not heard from their CI by the end of July they should contact the site.
- 12). If a student is required to attend orientation prior to the start of internship, they will be given a personal day to use fall semester for each day in orientation.

Current Clinical Sites

☐ Ascension - Allegan General Hospital	Allegan
☐ UP Health System -Bell Hospital	Ishpeming
☐ McLaren- Central Michigan Hospital	Mt. Pleasant
☐ Covenant Healthcare	Saginaw
☐ Marshfield Medical Center - Dickinson	Iron Mt.
☐ Corewell - Gerber Memorial Hospital	Fremont
☐ Holland Community Hospital	Holland
☐ Huron Memorial Hospital	Bad Axe
☐ McLaren-Lapeer Region Hospital	Lapeer
☐ McLaren-Macomb Medical Center	Mt. Clemens
☐ Corewell - Big Rapids Hospital	Big Rapids
☐ Munson HealthCare- Cadillac	Cadillac
☐ Trinity Health Mercy Hospital-Muskegon	Muskegon
☐ Munson Medical Center	Traverse City
☐ McLaren-Northern Michigan Hospital	Petoskey
☐ Trinity Health – Grand Haven	Grand Haven
☐ Munson HealthCare- Otsego Memorial Hospital	Gaylord
☐ OSF St. Francis Hospital- Escanaba	Escanaba
☐ Corewell - Butterworth	Grand Rapids
☐ Corewell - Reed City Hospital	Reed City
☐ Ascension - St. Joseph Hospital	Tawas
☐ My Michigan Medical Center (War Memorial)	Sault Ste.Marie
☐ My Michigan Medical Center (Alpena)	Alpena
☐ Michigan Medicine	Ann Arbor

Clinical Policies

A). Hospital Orientation

All students must attend hospital orientation before they can start clinical rotations. All students must have the hospital orientation checklist completed and signed. Once completed students should place checklist in their portfolio. Students are advised to contact clinical coordinator if any subject area on the checklist is not completed. The clinical coordinator will make arrangements to supply the student with additional information. See the Appendix for Hospital Orientation Checklist.

B). Clinical Day

The length of scheduled clinical day shall be no **less** than 8 and never exceed **more** than 10 hours unless extenuating circumstances dictate otherwise. Extenuating circumstances shall be discussed with the adjunct clinical instructor and clinical coordinator so that a course of action may be developed. Work week may not exceed 40 hours.

C). Clinical Scheduling

The clinical student schedule is under the direction of the clinical coordinator and the Clinical Instructor. Evening and weekend clinical rotations are determined by the Clinical Instructor with the approval of the clinical coordinator and shall be assigned judiciously and justified by specific educational benefit not provided by typical day shifts. Clinical schedules are: 40 hours a week, day shift position. The student will be required to work either two weeks of afternoons and/or weekend shifts at a minimum of once per calendar year. This could be 2 weeks of afternoons, 2 weekends or one of each. Sites that have more than one student may stagger shifts according to work load. The ratio of staff to students prior to a student competency in a given examination or procedure shall not exceed 1:1.

D). Clinical Rotation

Rotation of students in areas other than diagnostic radiology is under the discretion of the clinical coordinator and the clinical instructor based on the progress and experience of the student. It is encouraged, especially in the summer semester when interns show good progress toward completing masters, that opportunities for participation in paradiagnostic imaging disciplines be provided.

E). Clinical Study Time

Within the clinical work week, interns shall be provided three hours of, on site, release time. This provides each student the opportunity to attend class, conduct independent study, complete computer based program assignments, take tests, work on case studies, or perform other program related activities. During these designated times, the interns shall not be expected to perform clinical procedures or other work duties. Students not receiving study time are advised to contact the clinical coordinator.

F). Breaks/Lunch/Activities

Any student leaving their assigned clinical area for any reason must obtain permission from the supervising RT (R) or CI.

G). Clinical Supervision

Student radiographers shall be supervised at all times. There shall be no more than one student for each certified radiographer (ARRT).

All radiographs taken by students shall be monitored and evaluated by a certified radiographer or quality control technologist prior to submission of the radiographs to the radiologist for interpretation.

Students shall not take the place of staff radiographers.

Definitions of Supervision

1. **Direct Supervision:** Until the student radiographers achieve the required proficiency in a given procedure all clinical assignments shall be carried out under the direct supervision of qualified, certified radiographers. The following are the parameters of direct supervision:
 - a. A qualified, certified radiographer reviews the request for the radiographic procedure to determine the student's ability to perform the procedure and to determine if assistance is needed.
 - b. The qualified certified radiographer evaluates the condition of the patient in relation to the student's proficiency.
 - c. The qualified certified radiographer reviews and approves the completed radiographs.
 - d. Unsatisfactory examinations shall be repeated only under direct supervision and in the presence of a qualified supervising radiographer, regardless of the student's level of competency.
2. **Indirect Supervision:** Once a student has completed a procedural competency, he or she may be able to perform subsequent procedures under indirect supervision. A qualified certified radiographer shall be immediately available to assist the student regardless of the level of achievement. This means the radiographer must be in close proximity (within shouting distance) to the room in which the exam is being performed. Telephones, beepers, electronic devices, etc. are not considered immediate availability.
3. **Mobile/Surgery exams must be done under direct supervision regardless of mastery of exams.**

H). Repeat Radiographs

The policy of Ferris State University is that an unsatisfactory radiograph taken by a student must be repeated in the presence of a registered radiographer. Any student's failure to comply with this policy will result in immediate disciplinary action.

I). Student Employment

Students may work while completing their clinical internship. Students are advised to limit the amount of hours worked and may not request that the clinical site work around their work schedule.

Students that are working as a student technologist may do so if hours worked are outside of clinical hours. Any exams completed during hours at work will not be allowed to be counted as a competency. Any hours worked may not be counted towards student clinical hours. Students cannot be substituted as regular staff while participating in the clinical component of the program.

Clinical Masteries (Procedural Proficiencies) Process and Grading

1. All performance grades will be the responsibility of the student to complete. All Master Forms must be signed by the evaluating RT (R), student, and CI.
 - If any master forms do not have all the required signatures they will be considered incomplete.
2. The following are the minimum number of Masters to be completed each semester:
 - a. 12 mandatory, 5 electives must be completed by the end of the fall semester (17 total)
 - b. 12 mandatory, 5 electives must be completed by the end of the spring semester (17 total)
 - c. 12 mandatory, 5 electives must be completed by the end of the summer semester (17 total)

**Out of the 15 electives: One elective MUST come from the head section, and two MUST come from the fluoroscopy section with one of these being either a UGI or BE.
3. The recommended number above represents the minimum number of Masters necessary for each semester. Any additional Masters obtained in any semester will count toward the total for the next semester. If a student fails to obtain the minimum number of Masters required for a semester, he or she will receive a grade of “Incomplete” until the number of Masters is obtained. If the student fails to obtain the minimum number of Masters within the next semester, the “Incomplete” grade will automatically be changed to an “F”, and the student will not progress through the program. All Masters (36 mandatory and 15 elective) must be completed before the student is eligible for graduation.
4. Purpose: The clinical assignments are the most meaningful and important activities in which students are engaged. During this time, the student will be performing different diagnostic examinations. The student will be transferring knowledge from theory to application of skills in performing diagnostic radiographic procedures. As time progresses and experience is gained, the level of the student's competencies will increase. The clinical competencies are designed to prepare the student for entry level job competencies upon completion.

5. Process: The process by which the student will attain competency on any radiographic examination has a minimum of six steps: (1) cognitive understanding, (2) simulation, (3) observation, (4) performance, (5) mastery, (6) re-evaluation.

Steps 1 and 2 are performed and evaluated during the first-year, on campus didactic and laboratory portion of the program. By successfully completing the first year of the radiography program, the student is allowed to progress into the clinical internship portion. It is during this internship that steps 3 through 6 are completed.

To successfully complete step 3 of the process, the student must observe a registered technologist performing a given examination. The number of exams to be observed before the student is allowed to progress is determined by the Clinical Instructor.

After the student has successfully completed the observation step of the process, he or she will be allowed to perform the examination **under direct supervision** of a registered technologist. To be under direct supervision, a registered technologist must physically be in the radiographic room observing the student and the patient throughout the entire duration of the exam. **There are no exceptions to this policy.**

When the student has performed the appropriate number of examinations (as determined by the CI), the student may attempt to “Master” that exam. After a student masters a given exam, he or she is allowed to perform that exam under **indirect supervision** (a registered technologist must be within shouting distance).

Periodically throughout the competency process, the clinical instructor or visiting Ferris faculty may re-evaluate a student on ANY mastered exam. If it is determined that a student is not competent to perform given exam, the master will be taken away and the student will have to re-start the process of mastering the exam.

The following are guidelines for the evaluation of a student as to their clinical competency and the completion of the “Master” form.

- a) Masters may only be completed by an ARRT registered technologist.
- b) Students should not be allowed to attempt a Master until he or she is properly prepared as determined by the Clinical Instructor.
- c) Masters should never be done with any coaching or assistance from a technologist or other student. If the student needs the technologist to step in, the process should be terminated.

- d) A Mastered procedure should be completed as outlined by the Radiology Department Protocol for that exam.
 - e) Any extenuating circumstances (i.e., patient condition) should be documented on the Master form.
 - f) Masters must be completed on patients, unless approval has been given to simulate from the CI and Clinical Coordinator.
 - g) The student must notify the technologist of their intention to perform a Master before they start the procedure. If a procedure has previously been started, the student may not attempt a competency on that procedure.
 - h) If a student attempts a Master and fails to complete any of the areas as described, they will be required to repeat the entire procedure and will not earn a master for the exam.
 - i) If any radiographs must be repeated for any reason, the student must obtain the repeat under the direct supervision and guidance of the technologist and the exam will not count as a master.
 - k). Once a student has completed the requirements for mastering the exam, and is deemed competent, the student is responsible for having the master sheet filled out
6. To be eligible for graduation, each intern must show competency on 51 (36 mandatory and 15 optional) competencies.
7. Simulations may be done at the clinical site by the CI. Before any simulations occur, the CI must consult with the clinical coordinator for approval. Simulations cannot be completed until the summer semester. No more than 2 exams may be simulated unless approval for more is given by the clinical coordinator.
8. Mastery sheets will be retained in the portfolio. Visiting Ferris faculty will review the portfolio upon visitation and the portfolio will be graded for completeness/neatness at the end of the semester. All mastery sheets must have the student, RT (R), and CI signature in order to be accepted as a master. If any signature is missing the student will not be allowed to use the form as a master and will need to redo the exam.
9. If a student is not demonstrating the level of competency for an exam that has already been mastered at any time, the student may have the master taken away. The student will need to go through the mastery process again. The clinical coordinator should be contacted prior to any master being taken away from a student.

Clinical Educational Objectives

Content and clinical practice experiences shall be designed for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential, competency-based assignments in the clinical setting, concepts of team practice, patient-centered clinical practice, and professional development shall be discussed, examined, and evaluated.

Clinical practice experiences shall be designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement shall assure the wellbeing of the patient preparatory to, during, and following the radiologic procedure.

Clinical Objectives

Within the curriculum model of the program, at the conclusion of the structured, sequential, clinical practice learning experiences, the student will be able to:

1. Assess and evaluate priorities in daily clinical practice.
2. Perform imaging procedures under the appropriate level of supervision.
3. Establish concepts of team practice that focus on organizational theories, roles of team members, and conflict resolution.
4. Adapt to changes and varying clinical situations.
5. Establish patient-centered clinically effective services for all patients regardless of age, gender, disability, ethnicity, and culture.
6. Establish appropriate and effective written, oral, and non-verbal communication with patients, the public, and members of the health care team (peers, physicians, nurses, administration, etc.).
7. Provide patient and family education appropriate to comprehension level of patient/family.
8. Interact with the patient and family in a manner that provides the desired psychosocial support.
9. Assess and evaluate psychological and physical changes in the patient's condition, and formulate appropriate actions.
10. Adapt procedures to meet age-specific, disease-specific, and cultural needs of patients.
11. Monitor the patient and document patient histories.
12. Assess patient using the ABCs of CPR, and demonstrate basic life support procedures.
13. Respond appropriately to patient emergencies.
14. Interpret patient side effects and/or complications of radiologic procedures, (contrast administration, etc.), and take appropriate actions.

15. Document care in the patient's record.
16. Apply standard and transmission-based precautions.
17. Synthesize the technologies and methodologies for the performance of radiologic procedures.
18. Analyze, apply, and demonstrate competency in the principles of radiation protection standards.
19. Apply the principles of total quality management.
20. Report equipment malfunctions and select appropriate corrective actions according to department protocol.
21. Evaluate procedure orders for accuracy and follow up to make corrective changes.
22. Demonstrate safe, ethical, and legal practices.
23. Demonstrate awareness and operate within the radiographer's Scope of Practice and Standards, regardless of personal beliefs and the appropriateness of the patient's care.
24. Apply principles of transferring, positioning, immobilizing, and appropriate restraining of patient.
25. Demonstrate knowledge of the institution's procedures and respond to emergencies, disasters, and accidents.
26. Distinguish the chain of command in emergencies, disasters, and accidents.
27. Differentiate between emergency and non-emergency procedures.
28. Identify and respond appropriately to rapid physiological changes in the patient's condition.
29. Adhere to national, institutional, and/or department standards, policies, and procedures regarding care of patients, provision of radiologic procedures, and the reduction of medical errors.
30. Demonstrate competency in the selection of technical factors to produce quality diagnostic images with lowest radiation exposure possible.
31. Evaluate images for appropriate clinical information, image quality, and patient documentation.
32. Demonstrate competency in determining corrective measures to improve inadequate images.

Ferris State University Radiography Program Student Handbook

Appendix

Radiography Program
Requirements Checklist

1. The following reports must be uploaded online via [Complio -American DataBank](#) no later than August 1, 20__:

Requirements:	Online Submission Date:
I. CPR Certification	
II. Release of Records Form	
III. Immunizations: Varicella, MMR, Tetanus, Hepatitis B & TB	
IV. 1 st Criminal Background Check	<i>Complete Online Only</i>
V. Other Requirements: Online Training by GCN (Blood-Bourne Pathogens, FERPA- Higher Ed, HIPAA & Hazard Communications)	

2. The following reports must be uploaded online via [Complio -American DataBank](#) no later than April 30, 20__:

I. Health Insurance (either submit health insurance card or insurance waiver form)	
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3. The following reports must be uploaded online via [Complio -American DataBank](#) no later than September 5, 20__:

Requirement:	Online Submission Date:
Student Acknowledgement Form	

4. The following reports must be uploaded online via [Complio -American DataBank](#) each year no later than November __:

Requirement:	Online Submission Date:
Influenza Immunization (annually)	

5. The following reports must be uploaded online via [Complio -American DataBank](#) no later than June 30, 20__:

Requirements:	Online Submission Date:
I. Health Insurance (prior to clinical internship)	
II. 2 nd Criminal Background Check	<i>Complete Online Only</i>

REQUIREMENTS:	DETAILS:
CPR CERTIFICATION	▶ Recommend the American Heart Association Health Care Provider Course (Or other provider: however, must be at least a 2 year certification must have one person, two person, adult, child and infant and Defibrillator training) ◦ 1. Copy both front and back of your card required ◦ 2. Card must be signed ◦ 3. Renewal date will be set based on expiration of certification *Should try and complete this sometime in July, otherwise will have to renew during internship
HEALTH INSURANCE	▶ Provide a copy of your current health insurance card or proof of coverage ◦ 1st Year: If decide to opt out • Health insurance waiver form must be uploaded online via Complio -American DataBank no later than April 30, 20__ ◦ 2nd year: Cannot opt out • Must be uploaded online via Complio -American DataBank no later than April 30, 20__ ◦ *Both sides of insurance card are required • <i>Verification of coverage from the provider is required if the name on the document does not match (for example, a student's parents or their maiden name appears on the document)</i>
IMMUNIZATIONS:	
INFLUENZA (annually)	▶ Submit documentation of flu shot administered during the current flu season ◦ Declination is NOT acceptable ◦ Includes H1N1 ◦ Renew every year, 1 year from original administered date
VARICELLA (Chickenpox)	▶ Two vaccines OR positive antibody titer ▶ Follow up action for negative or equivocal titer: single booster AND repeat titer ▶ Series in process is acceptable (the individual will provide documentation of vaccination & the next actions will be scheduled according to CDC guideline) ▶ We will accept ANY titer result documented by a medical professional
MEASLES, MUMPS, & RUBELLA (MMR)	▶ MMR listed as a single requirement- 2 vaccines (6 months apart) OR 3 component positive antibody titers ▶ Follow up action for negative or equivocal titer: Single booster ▶ Series in process is acceptable (the individual will provide documentation of vaccination & the next actions will be scheduled according to CDC guidelines) ▶ We will accept ANY titer result documented by a medical professional
Tetanus, Diphtheria, & Pertussis (Tdap)	▶ Tdap booster administered within past 10 years. ▶ The date of renewal will be set 10 years from the administered date
HEPATITIS B	▶ Three vaccination series OR positive antibody titer ▶ Declination is NOT acceptable (<i>Absolutely No exceptions</i>) ▶ Follow up action for a negative or equivocal titer: Single booster AND repeat titer ▶ Series in process is acceptable (the individual will provide documentation of vaccination & the next actions will be scheduled according to CDC guidelines) ▶ We will accept ANY titer result documented by a medical professional
TUBERCULOSIS (TB)	Initial TB Testing IF NEGATIVE: ◦ 1. Negative two-step skin test administered 1-3 weeks apart within the past 12 months IF POSITIVE: ◦ 1. Clear Chest x-ray report following last positive test result, administered within the past 12 months Renewal TB Testing IF NEGATIVE: ◦ 1. Negative one-step skin test IF POSITIVE: ◦ 1. Clear Chest x-ray report

HEALTH INSURANCE WAIVER FORM

ACKNOWLEDGEMENT OF RESPONSIBILITY FOR MEDICAL COSTS INCURRED

I, _____, hereby certify that I understand that I am responsible for any medical care costs that may be incurred related to injuries or illness that occur during and/or as a result of my radiography education experience. These costs will be fully or partially covered by a health insurance policy that will be in force during my clinical experience or by me personally.

☐ I do not plan to carry health insurance during the 1st year of the radiography program.

Signature

Date

RELEASE OF INFORMATION FORM

I, _____, give my consent to release the above requested information to the Radiography Program within the College of Health Professions at Ferris State University, which may be shared with any clinical affiliate I attend.

In addition, I understand that my social security number may be required in order to obtain a radiation dosimetry badge and/or gain access to patient information systems in some clinical settings. I hereby give my permission for the Radiography Program to provide this information to the appropriate agencies at their discretion.

My Social Security Number: _____

I understand that this information will be kept confidential and will only be used for the purpose of decisions related to program admission and for clinical placement as a requirement of the radiography program.

Student Signature

Date

FSU Radiography Program

Final Semester On-Campus

Year: 20____

STUDENT PROFILE

(Please Print)

Student Information: (full given name)

First Name: _____ Middle _____ Last: _____

Local Address: _____

Local Phone Number: _____

Best E-Mail Address: _____

Social Security Number: (for film badge) _____

Date of Birth: (For film badge) _____

Internship Information Only:

Where would you like your mail sent during your year of internship? (If you do not currently have a local address please contact your CI when you do.)

Address: _____

Phone Number: _____

Preferred Name at Clinical: _____

* All information is kept completely confidential and is only for the use of the Radiography Program to assess students and their academic needs.

**Ferris State University
Radiography Program
Demerit Form**

Student Name: _____ Date: _____

- ☐ Warning
- ☐ 1st Demerit
- ☐ 2nd Demerit
- ☐ 3rd Demerit
- ☐ 4th Demerit Dismissal from program

Explain the incident that occurred:

The above information was reviewed with me and I have no further questions. I understand that I am given: 1 warning and 3 demerits before program dismissal will occur. I also have read and understand the Demerit Policy that is clearly outlined in the Student Handbook

Student Signature

Date

Faculty Signature

Date

Portfolio Check Sheet

Student Name: _____

Date Reviewed: _____ Reviewer: _____

Mandatory Student Portfolio 1 st Year Info.	Location	Yes	No	Comments
Portfolio Checksheet				
Radiation Brochure & Rubric	Canvas			
First Year Evaluation Forms	PC			
Immunization Records	Complio			
Mandatory Student Portfolio 2nd Year Info.	Location	Yes	No	Comments
52 Masters Complete 36 Mandatory 15 Elective	Trajecsys			
5 Clinical Evaluations 2 Fall 2 Spring 1 Summer - Trauma Competency (Off-shift Rotation) Forms	Trajecsys			
Rad. Reports - Canvas Monthly or quarterly	Canvas			
Time Sheets	Trajecsys			
Time off Request	Trajecsys			
Student's Patient Log Book	Trajecsys			
Patient Care Information i.e. ARRT General Patient Care Checklist and competency sheets	Trajecsys			
CE Graduation Requirements (3 total)	Canvas			
Other: Hospital Orientation, Certificates, awards, etc.	Trajecsys			
Radiation Safety Assignment	Canvas			

Missing Items Tracking Sheet:

Missing Item	Date Contacted	Date Material Rec.	Initials	Comments

FSU Radiography Program

STUDENT PORTFOLIO INSTRUCTIONS

Each student will be required to upload all requirements to the correct location for their e-portfolio which will be maintained throughout the next two years of the Radiography Program. Creating a hard copy portfolio is highly recommended, but not required. The portfolios will help you to stay organized and it will help us check your progress during your didactic and clinical experience. Students will keep a paper copy for their records and also submit documents to an online platform to faculty. The online version will be reviewed at the end of the second year. If you are ***missing any information it will prevent you from graduating from the Radiography Program.*** We are asking you to start this process now to make the transition easier. We will be reviewing your Portfolio during clinical site visits and at the end of each semester when you are on campus. Please check page 109 for proper placement of the documents below:

- **First Year Information:**
 - Portfolio checksheet
 - Radiation Protection Brochure and Rubric
 - Evaluation Forms : 14
 - Immunization Records/ CPR card (not required)

- **Second Year Information:**
 - Master Checklist
 - Masters (kept in order of master checklist)
 - Evaluations & Trauma Competency (Off-Shift Rotation) Forms
 - Radiation Dosimetry Reports (Signed by CI)
 - Time Sheets
 - Time-off Requests Forms
 - Student's Patient Log Book
 - Patient Care Information
 - CE Graduation Requirements
 - Hospital Orientation Check sheet
 - Other (Radiation Safety Assignment, MRI Questionnaire, etc.)

*****THESE ITEMS MUST BE UPLOADED IN THE APPROPRIATE DIGITAL LOCATION!!!!!!**

First Year Information:

Portfolio Checklist:

Do not fill out this form, this will be used at the end of the second year to verify information in your portfolio by an instructor.

Radiation Protection Brochure and Rubric:

You will be required to complete a radiation protection brochure in RADI 122 in Spring Semester. You must place the brochure and grading rubric for this assignment in your portfolio.

Evaluations:

During each semester for RADI 105, 107, and 109 you will be evaluated over positioning and anatomy. You will be required to place all of these evaluations in your portfolio. If an evaluation form is lost you will be required to make-up that exam in order to assure that the exam was completed.

Fall Semester:

RADI 105:

- Upper Ext.
- Lower Ext.: Foot- Tib/Fib
- Lower Ext.: Knee – Pelvis
- Abd./Chest

Spring Semester:

RADI 107:

- Shoulder Girdle
- C-spine/T-spine
- Lumbar/Sacrum/Coccyx
- Bony Thorax
- Skull
- Facial Bones
- Sinuses

Summer:

RADI 109:

- Upper and lower GI
- Radiography Day
- Final Eval

Total number of Evals: 14

Immunizations:

The required list of immunization records and current copy CPR card for the Radiography Program may be kept in this section of your portfolio. Complio-American DataBank records must be up to date. Any records that expire during internship will result in immediate removal from the hospital site.

Second Year Information:

Master Checklist:

Pull a copy of the Master List from Canvas file called “Portfolio” and place in the tab section called “Master Checklist”. The Master Checklist should have an updated log of all your current procedures (masters and electives). This listing will help you to record your Mandatory and Elective procedures that are needed for graduation. This is an easy tool that will aide you in remembering what exams you have Mastered. You may document the date and the tech that completed your master on your master checklist.

Masters:

Each master must be entered into Trajecsys by the evaluator, then signed digitally by student’s signature (‘View’ the Comp, scroll down to +Comments, add your name, save/submit).

Evaluations:

Your CI must review your evaluation with you and have you 'digitally' sign with your name through Trajecsyst before submitting it to your Canvas course. .

Total Evals:

Fall semester : 1 Mid Term , 1 Final Eval

Spring: 1 Mid Term , 1 Final Eval

Summer: 1 Final Eval

****Trauma Competency (Off-Shift Rotation) Forms**

Evaluation: Completed when you rotate to an off shift.

Radiation Report:

A copy of each month and/or quarterly Film Badge Reading Report must be submitted in the Canvas Radiography Portfolio. All names and ID's must be crossed off with black permanent marker except yours.

All students will be required to notify the clinical coordinator if the exposure for any given month is 20 millirems or higher.

Recommendations will be determined based on the incident that occurred with consultation of the clinical instructor and RSO of the clinical internship. Must be signed by your CI.

Time Sheets:

Trajecsyst will hold your Clock-In and Clock-Out punches. You must have a pair of punches or the system will need you to complete a Time Exception. Your CI will approve your time records.

Time off Request:

Please fill out a "Time Off Request Form" anytime you are using a personal day, call in sick, or miss clinical due to another emergency. This must be entered into Trajecsyst and authorized by your CI PRIOR to your PTO day usage.

Student's Patient Log Book:

In order to show equality between the sites we must show that each student is receiving an equal number of exams. In order to do this we must have each student record all of the exams that they have completed in Trajecsys. There is a section for each area of the body. Upper/Lower Extremities, etc. You must record all of the information provided on the Log each week and place this in your portfolio ***throughout the entire internship.***

Patient Care Information: ARRT General Patient Care Checksheet, and Patient Care Lab competency sheets from RADI 109 and 171. Any patient care information obtained during the second year of internship. This is entered by the PC in Trajecsys.

CE Graduation Requirements:

Students must complete CE per graduation requirements and keep proof of CEs earned in their portfolio. All students must also complete **3 continuing education requirements**. CE's may be earned by the following examples:

- Attending a state or national meeting
- Attending an approved training ,workshop, or in-service at the hospital or internship site.
- Attending an approved wellness program
- Radiographic Journals
- Attendance at a registry review
- Any other approved educational activities by the Program Coordinator
- Fuji, Kodak or Philips vendors sometimes offer free CEs online.

*All CE requirements must be met by the end of the summer semester. Failure to meet any of these requirements **will result in a delay in graduation**. Must be entered into Trajecsys.

Other:

Hospital Orientation Checksheet, Certificates earned, HIPPA training documentation, Radiation Safety Assignment, MRI Questionnaire, etc.

** Demerits will be given for any unorganized and incomplete portfolios. Portfolios will be checked off each semester on the second clinical site visit

with the exception of summer semester. Summer semester the portfolio will be reviewed during the last week of internship.

***Portfolios are due and should be complete at the end of the summer semester (with the exception of most recent dosimeter reports). Portfolios must be complete and in order. Any portfolio missing items will not be accepted. Any incomplete portfolios will indicate that a student has not met the graduation requirements for the program and the student will not receive their diploma and will not be allowed to take the registry.

Final Score:

Radiography: First Year Evaluation Form

Name: _____ Date: _____

Examination (body part)				
Projection				
Exposure factors, calipers				
Film size, speed, placement				
Proper position				
Tube-part-film alignment				
Correct tube angle				
Radiation Protection				
Correct use of markers				
Breathing technique				
Speed of exam				
Review of anatomy				
Repeat	Yes / No	Yes / No	Yes / No	Yes / No
Subtotal Points (R=50% pts.)				
Repeat Points (+/-)				
Total Points				
Comments:				

Student Signature: _____

Evaluator Signature: _____

Grading: Each projection is worth 20 points.

10 categories: 2 = satisfactory 1 = partial proficiency 0 = unsatisfactory

*Any projection with a grade below 85% will be repeated.

Repeats will receive only half the earned points per view.

**Ferris State University
Radiography Program
Clinical Affiliation Preference Form**

Please list the names of the hospitals you would agree to intern at during your clinical practicum. It is recommended you list at least **three (3)** hospitals you are willing to intern at below:

- _____
- _____
- _____
- _____

Please indicate any specific needs, reasons, or information that may affect the decision concerning your placement:

***Please sign and return this form by **December 6, 2024**. The student will be notified by early **spring semester** for their clinical assignment. The clinical site will be informed of these assignments prior to student notification, and each site has the right to deny, with cause, any student. The program does not guarantee placement of clinical sites listed above. **The program has the right to place students in clinical site deemed most appropriate for that individual and site. Students may need to relocate in order to complete internship.** Students are also aware that that they may not be offered a job at the internship site that they attended. Students should contact career services in regard to job assistance.

Student Name (Print): _____

Signature: _____ Date: _____

**Ferris State University
Radiography Program
Student Clinical Site Visit Form**

Name: _____ Date: _____

Clinical Site Visited: _____

Please check when completed:

_____ Spent 8 hours in the Radiology Department observing procedures

_____ Toured the entire hospital or clinic

_____ Met with Clinical Instructor

_____ Interviewed at least 2 radiographers in the department

_____ Interviewed with another student

_____ Interviewed with a department administrator and/or radiologist

List the exams/procedures observed:

Student Signature

Date

Clinical Instructor Signature

Date

Please comment on what you liked about your visit to the clinical site:

What didn't you like about your clinical site visit?

**Ferris State University Radiography Program
ARRT General Patient Care Verification Checklist**

General Patient Care Checklist	Completed in Course:
CPR Certified	Date of Renewal:
Vital Signs: Blood Pressure, Pulse, Pulse Oximetry, Respiration & Temperature	RADI 105
Sterile and Medical Aseptic Technique	RADI 109
Venipuncture	RADI 109
Transfer of Patients	RADI 105/109
Care of Patient Medical Equipment: Oxygen tank and IV tubing	RADI 105/109

*CPR Certification Verified Online.

Student Signature: _____ Date: _____

Verification of Competency Completed

By: _____ Date: _____

**FERRIS STATE UNIVERSITY
RADIOGRAPHY PROGRAM**

CASE STUDY PRESENTATION

What you will need:

- 1 radiographic series with no pathology
- 1 radiographic series of the same area with pathology. Must meet same age criteria. (Do not compare pediatric patient to an adult.)
- 1 Image of the area of interest that is not typically done with the series
- ****Examples: Tomography, CT, MRI, Ultrasound, Nuclear Medicine, Surgery, Angiography, special view...
- Typed report or PowerPoint: 1 copy for you to read from, 1 copy for us (see below for info to include.)

What is included in your report?

Routine Projections:

Be able to discuss position and projection for procedure. You must be able to identify key anatomy on the radiographs. It is suggested you label each radiograph with important anatomy. Also include, SID used, centering point, and routine projections for your hospital. Be prepared to discuss differences between your hospital routine and what is stated in your text.

Pt. Information:

History (Hx.), Age, Body habitus, Diagnosis (Dx.), any other pertinent information. You will do two separate patient information descriptions, one for non-pathology case and one for the pathology case.

Radiograph Critique:

Brightness, Receptor exposure, Contrast, Spatial resolution, Distortion, Proper ID, marker placement, Exposure Index, technique, artifacts, positioning to include proper position, any positioning errors and how to correct errors. Please include imaging vendor (Fuji, Agfa, Kodak, etc.). **You should have TWO critiques. One for the non-pathology and one for the pathology. It is best to set it up, so you have the patient info for non-pathology followed by the non-pathology critique, then the patient information for the pathology followed by the pathology critique. (Please see rubric)**

Radiation Safety Considerations:

Collimation, shielding, any repeats taken, etc.

Related Pathology case:

Compare the Pathology and non-pathology films to one another. Discuss pathology. Give definition and show on film. Explain if technique must be altered due to additive or destructive pathology. Any contraindications that would require change in technique or series due to pathology.

Related Special projection/procedure:

This can be a general diagnostic special view (special projection not routinely taken, or tomography) -**OR**- CT, MRI, US, NM, Special Procedures. You must show a photo from the book, internet or radiograph that describes the view to be used and explain why it would be used. Give general information of why and how the view will aide in diagnosing. This view can be from a different patient, not from your pathology patient, but must be related to what you have discussed.

Theory:

Discuss a theory that is somehow related to your case. Use your text book as a guide. Theories must be related to your case.

Examples of theories that may be used:

-15% Rule

-30% rule

-Rule of Thumb

-Density Maintenance Formula

-Grid Conversion Factor

-IRS Conversion

-Anode Heel Effect

-Filters

-Collimation/Lead Blockers

-PA vs. AP

-Focal Spot Size

-Ways to reduce patient dose, increase detail, reduce distortion, etc.

-AEC selection

If you are uncertain of what theory, you would like to use or would like input on a theory contact the clinical coordinator and they can help you with your theory.

General Directions:

Your case study presentation will be over an exam listed below. At sites where there is more than one student, communicate so that no one does the same exam—draw them out of a hat if need be. **If the same theory or exam is used at the same site, the students involved will be deducted 5 pts. Off their total score.** There is no reason for you not to communicate with the other students at your site. Also, the same theory cannot be used by the same individual more than once. **A 5-point deduction will result in a student reusing the same theory.**

You will turn in a typed paper with the above information on it—it can be in a PowerPoint or outline form. The paper must be typed and professionally done (Free of grammatical, punctuation, and spelling errors.)

Case Studies will be presented when the Ferris instructors visit your site. One (1) fall semester, two (2) spring semester, and **one (1) summer semester**. A case study should be between 10-15 min each.

You will turn in a typed paper with the above information on it—it can be in a PowerPoint, or outline form. The paper must be typed and professionally done (Free of grammatical, punctuation, and spelling errors.)

Case Studies will be presented when the Ferris instructors visit your site. One (1) fall semester, two (2) spring semester, and one (1) summer semester. A case study should be between 10-15 min each.

CASE STUDY GRADE:

The Case Study Grade is WORTH 35 POINTS and will be calculated into your final grade.

Breakdown of Scoring for Case Study:

TOPIC AREA	POINT VALUE
Routine Projections:	2
Non-Pathology Pt. Information:	1
Non-Pathology Radiograph Critique:	6
Pathology Pt. Information:	1
Related Pathology case and critique:	6
Related Special projection/procedure:	4
Theory:	6
Anatomy Identified	5
Quality of work (neatness, grammar, etc):	4
<u>TOTAL</u>	<u>35</u>
Penalty for same topic or theory	-5 -10 -15
<u>Total Score</u>	_____/35

<u>Fall Semester</u>	<u>Spring Semester</u>	<u>Summer Semester</u>
Abdomen Chest Finger Wrist Hand Forearm Elbow Humerus Toe Calcaneus Foot Ankle Tib/fib Knee Femur Hip	Shoulder Scapula Pelvis L-spine T-spine C-spine Coccyx Sacrum Ribs Sternum SI joints AC joints *The following may be used but only if one of the above is not available. If you opt for one of these it will be verified by your ACI by the clinical coordinator before you may use it: Upper Ext. Lower Ext. Chest Abdomen	GI GU Head work Biliary system * Positions from the Previous semesters may be used if one of the above is not available. If you opt for one of these it will be verified by your ACI by the clinical coordinator before you may use it.

**Ferris State University
Radiography Program
MERIT FORM**

Student: _____

Date: _____

Actions that warrant the receiving of the MERIT:

Signature of Person Initiating Action

Signature of CI

Ferris State University

Hospital Orientation Checklist

The following criterion has been covered during the hospital orientation:

Policies and Procedures:	Yes	No
Hazards i.e. Fire, electrical and chemical		
Emergency Preparedness		
Medical Emergencies		
HIPAA		
Standard Precautions including communicable diseases		
Body Mechanics		
Sexual Harassment		
Substance Abuse		
Other:		

I _____ have attended the hospital orientation on _____
Student Name Date

and have covered the above criterion established by state and federal requirements.

Student Signature

Date

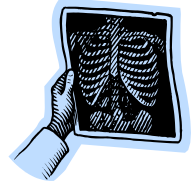
 CI Signature _____
 Date

Clinical Forms Timeline:

Forms	As Needed	Mid-Semester	Monthly	End of Fall Semester	End of Spring Semester	End of Summer Semester
Master (competency) form	X					
Master Form Log	X					
Patient Care Log			X	X	X	X
Mid-Semester Evaluation: Fall, Spring semester only		X				
Final Evaluation: Fall, Spring and Summer				X	X	X
Trauma Eval.				X	X	X
Evaluation of the Clinical Coordinator						X
Student Evaluation of Internship						X
Program Evaluation						X
Leave of Absences	X					
Personal Time off	X					
Dosimetry report			X	X	X	X

It will be the sole responsibility of the intern to see that these forms are completed and provided to the appropriate authority and to retain a copy in the portfolio.

**FERRIS STATE UNIVERSITY
RADIOGRAPHY PROGRAM
Competency Paper Evaluation Form**



NAME _____ HOSPITAL _____ DATE _____

EXAM _____

CRITERIA	Y	N/A	N	COMMENTS
Proper patient ID				
Proper Tube/Part/ Film alignment; Equipment use				
Proper Technique/AEC selected				
Film ID/Markers visible				
Patient Care /exam modifications/ communication				
Proper Positioning				
Radiation protection demonstrated				
Produced diagnostic image				
Confidence in doing the exam/Timeliness TIME: _____				
Student identifies anatomy as indicated by RT(R)				
Sterile technique maintained				
Other:				

signature of RT(R)

date

signature of student

date

Signature or initials of CI

date

Remember:

- Clinical staff and students are required to follow the direct/indirect supervision policy as stated in the clinical manual.
- Any repeat radiographs must be done under direct supervision.
- All mobile and surgical exams fall under direct supervision

- **The following are general guidelines for student performance during a competency evaluation:**

Proper Pt. ID

- * Determined procedure and dept. routine
- * Clinical history taken
- * Requisition/paperwork/computer requirements completed
- * Properly identified pt. using dept. protocol
- * Displayed professionalism
- * Explained procedure to pt.
- * Provide for pt. modesty/properly gowned pt.
- * Gave proper instructions
- * Provide good overall pt. care

Proper Tube/Part/Film alignment; Equipment use

- * Utilized proper SID and OID
- * Demonstrate competence in using tube locks, IR size
- * Used a grid when appropriate
- * Safely operate mobile unit and operate all controls

Proper technique/AEC selected

- * Utilized measurements, technique charts, department protocols to properly set exposure factors

Film ID/Markers visible

- * Correct pt. name on radiographs
- * R or L in proper area

Patient care/ exam modifications/communication

- * Was able to adjust for any emergent or unpredicted situation
- * Kept patient informed during exam giving reassurance and instructions
- * Maintained pt. modesty

Proper positioning

- * Provided for procedural and emergency; supplies where necessary
- * Position the pt. correctly
- * Position the part being examined properly
- * Remove any artifacts

Radiation Protection Demonstrated

- * Film badge worn properly (student)
- * Used shielding when appropriate
- * Collimated efficiently
- * Selected exposure factors to provide diagnostic film with minimal exposure
- * Demonstrated proper use of lead apron, thyroid collar, gloves, etc. when appropriate

Produced Diagnostic Image

- * Final radiograph is of diagnostic quality and can be forwarded to radiologist for interpretation
- * Able to discuss radiographic quality in terms of density, contrast, detail, and distortion

Confidence in doing exam/timeliness

- * Performed exam in a smooth manner, minimizing pt. movement
- * Performed exam with good overall speed and proficiency
- * *Please indicate approximate time it took to complete exam.*

Identify Anatomy as indicated

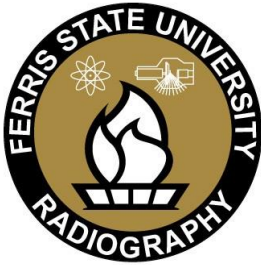
- * Able to identify anatomy as requested by evaluating technologist

Sterile technique maintained

- * Where appropriate followed department guidelines for asepsis/universal precautions, etc.

Other

- * Please indicate any concerns/comments pertaining to master evaluation. Use additional space as needed



Trauma Competency Evaluation: Off Shift Rotation

Name of Student: _____ Date (s) _____

The grading scale is as follows: 3 highest to 1 being the lowest

Objective	3	2	1	Comments
Demonstrates the ability to communicate effectively with healthcare personnel in the Emergency Department and the Radiography Department	3	2	1	
Locates the crash cart within the radiography department.	3	2	1	
Demonstrates the ability to act in an appropriate manner when faced with a trauma/emergent situation according to department protocol.	3	2	1	
Initiates appropriate procedures in the event of a "code" or other emergent situation.	3	2	1	
Appropriately modifies the radiographic exam to fit the trauma situation and the needs of the patient.	3	2	1	
Demonstrates appropriate techniques in the handling of patients who are immobilized (backboard, sling, cast, other immobilizers)	3	2	1	
Demonstrates proper practice of universal precautions when handling an emergent situation.	3	2	1	
Demonstrates competent use of mobile radiography equipment.	3	2	1	

Additional Comments:

Signature of Supervising Technologist: _____

**Performance Evaluation
Ferris State University
Radiography Program Student Evaluation**

Student: _____ Date: _____

Hospital: _____

Semester: Fall FINAL

Please circle the number in each category that accurately demonstrates the student's performance.

5=excellent 4=Above Average 3=Average 2=Below Average 1= Poor

(*If student receives below a 3 please give feedback. You may use back of form for additional comments.)

							Comments:
1).	Organization of Work	5	4	3	2	1	
2).	Assessment of Exam	5	4	3	2	1	
3).	Quality of Positioning	5	4	3	2	1	
4).	Technical Considerations	5	4	3	2	1	
5).	Radiation Protection	5	4	3	2	1	
6).	Equipment Usage	5	4	3	2	1	
7).	Quantity of Work	5	4	3	2	1	
8).	Patient Communication	5	4	3	2	1	
9).	Punctuality	5	4	3	2	1	
10).	Self-confidence	5	4	3	2	1	
11).	Appearance	5	4	3	2	1	
12).	Attitude toward Constructive Criticism / Instructor	5	4	3	2	1	
13).	Ability to make sound ethical choices	5	4	3	2	1	
14).	Initiative	5	4	3	2	1	
15).	Appropriate terminology used in Radiology setting	5	4	3	2	1	
16).	Able to critique own films	5	4	3	2	1	
17).	Cooperation	5	4	3	2	1	
18).	Team Work	5	4	3	2	1	
							Total Score: _____ / 70

Strengths:

Weaknesses:

Goals:

Clinical Evaluation Rubric for Performance Evals

1).	Organization of Work	5	4	3	2	1
	Ability to perform work in a logical and efficient sequence in an accurate and desirable speed.	Learns and performs rapidly and efficiently	Works at a steady pace and is efficient	Works well but not at a desirable speed, at times efficient but not consistent	Does not work at a desirable speed, not efficient most of the time.	Often hinders patient flow, not able to keep up with flow or exam
2).	Assessment of Exam	5	4	3	2	1
	Ability to apply knowledge and skills to accurately read requisition, identify errors, and assess patient needs	Able to perform exam without error and assess patient needs, does not require assistance	Able to perform exam with few errors and assess patient needs, occasionally requires assistance	Needs some guidance and assistance for exam	Makes careless errors and needs frequent reminders	Constantly makes careless and repeated errors
3).	Quality of Positioning	5	4	3	2	1
	Accurately positions patient and meets protocol established by hospital for exam	Consistently accurate, no repeats	Accurate, very few repeats	Quality of work is acceptable for level of learning	Work is inconsistent, makes errors	Constantly making errors and having repeats
4).	Technical Considerations	5	4	3	2	1
	Meets protocol for techniques established by hospital for proper radiographic image quality	Learns rapidly, is accurate and able to adapt to conditions	Good, learns well, usually accurate, needs little guidance	Does well , usually accurate, requires some guidance	Slow to learn, does not make appropriate technical changes	Needs constant instruction and guidance, not able to make changes on own.
5).	Radiation Protection	5	4	3	2	1
	Ability to follow safe radiographic safety measures to protect the patient and self	Always follows safe radiographic safety measures to protect the patient and self	Usually follows safe radiographic safety measures to protect the patient and self	Seldom follows safe radiographic safety measures to protect the patient and self	Very rarely follows safe radiographic safety measures to protect the patient and self, makes few errors adding to patient dose	Never follows safe radiographic safety measures to protect the patient and self, makes several errors adding to patient dose
6).	Equipment Usage	5	4	3	2	1
	Follows protocol established for various pieces of equipment in the Radiology Department	Always follows protocols, is able to operate all pieces of equipment without error	Usually follows protocols, is able to operate most pieces of equipment without error	Usually follows protocols, but is unable to operate all pieces of equipment without assistance from tech.	Rarely follows protocols, is unable to operate all pieces of equipment without assistance from tech, causes damage to equipment	Never follows protocols, damages equipment due to lack of knowledge and skills
7).	Quantity of Work	5	4	3	2	1
	Produces adequate amount of exams, demonstrates room readiness and performs other job duties	Exceeds in exams required, room ready without being directed and	Above average in the number of exams required, room ready without being directed, or little	Average number of exams completed, room ready with little assistance is needed,	Below average number of exams completed, room rarely ready with assistance is needed with most task	Most exams not completed, room not ready, assistance is

	outlined in the Radiology Department	completes other task without direction	assistance is needed and completes other task with little direction	most task complete with little direction		needed with almost all task
8).	Patient Communication	5	4	3	2	1
	Demonstrates courtesy, confidence, and strong communication skills and establishes a good rapport throughout exam and department.	Always conducts oneself in a positive manner	Usually conducts oneself in a positive manner	Occasionally negative attitude, but usually caring towards patient	Indifferent attitude, uncaring demeanor with patient	Inappropriate language or statements, rude, uncaring
9).	Punctuality	5	4	3	2	1
	Attends clinical on assigned date, promptly notifies CI of absences/tardies and reports to clinical on time, including breaks and lunches	Always punctual, never tardy or absent or lost from department.	Rarely late, tardy or absent from department, calls in if not on time or ill.	Tardy, absent or lost from department but not on a frequent basis.	Frequently late, absent, or lost from department.	Excessive tardiness, absenteeism, lost from department.
10).	Self-confidence	5	4	3	2	1
	Confidence in one's own judgment and ability, and able to apply knowledge and skills to practical applications.	Always Confident in one's self and able to apply knowledge and skills to practical applications.	Usually Confident in one's self and able to apply knowledge and skills to practical applications.	Usually Confident in one's self and able to apply knowledge and skills when guided	Not confident in one's self, needs constant guidance	Has no confidence in one's ability, unable to apply knowledge and skills in any situation
11).	Appearance	5	4	3	2	1
	Follows the hospital and schools protocol for dress code, including appropriate uniform, name tag, and personal hygiene.	Always adheres to dress code, professional appearance, well groomed, in uniform.	Usually well groomed, professional in attire, occasionally out of uniform	Occasionally out of uniform, untidy	Doesn't adhere to uniform policy all the time, inappropriate dress, poor hygiene.	Extremely poor hygiene, out of uniform, unacceptable dress. Does not meet dress code policy.
12).	Attitude Const Criticism	5	4	3	2	1
	Able to make positive changes to one's self based on opinions of others and exercise self-control.	Makes positive changes to one's self based on suggestions from others	Usually makes changes to one's self based on suggestions from others	Attitude is acceptable, accepts some criticism	Negative attitude, rarely accepts criticism	Negative attitude, doesn't accept criticism
13).	Ability to make sound ethical choices	5	4	3	2	1
	Makes appropriate moral decisions and uses good judgment.	Always makes appropriate moral decisions and uses good judgment.	Usually makes appropriate moral decisions and uses good judgment.	Occasionally makes appropriate moral decisions and uses good judgment.	Seldom makes appropriate moral decisions and uses good judgment.	Never makes appropriate moral decisions and uses good judgment.

14).	Initiative	5	4	3	2	1
	Readiness to begin working without being prompted, motivation and enthusiasm demonstrated in department	Looks for things to do at all times, always busy, willing to help	Usually looks for things to do at all times, usually busy, willing to help	Doesn't perform well independently, but will complete task when asked.	Does only assigned task when asked, unwilling to do other task	Puts forth not effort, indifferent to workload, unwilling to do assigned task
15).	Appropriate terminology used in Radiology setting	5	4	3	2	1
	No longer using layman terms, explains exams/procedures in a professional manner	Always explains exams/procedures in a professional manner	Usually explains exams/procedures in a professional manner without guidance	Sometimes explains exams/procedures in a professional manner without guidance	Seldom explains exams/procedures in a professional manner, usually requires guidance from tech.	Never explains the exam in a professional manner
16).	Able to critique own films	5	4	3	2	1
	Ability to review, and make corrective adjustment to radiographs taken	Always able to review, and make corrective adjustment to radiographs taken without assistance	Usually is able to review, and make corrective adjustment to radiographs taken without assistance	Makes suggestions to improve images, but needs guidance on what changes to make	Very rarely is able to make suggestions to improve images on own and requires assistance on what changes to make	Is unable to evaluate films and make changes necessary without the assistance of others
17).	Cooperation	5	4	3	2	1
	Demonstrates ability to work well and communicate with hospital staff, shares in work load and shows interest in assignments.	Always shows an interest and willingness to work, never complains	Usually shows an interest and willingness to work, complains very little	Usually shows an interest and willingness to work, complains, needs guidance to do work	Shows very little interest, complains often, occasional conflict with coworkers	Not part of the team, unwilling to work, conflicts with coworkers
18).	Team Work	5	4	3	2	1
	Recognizes the importance of working together to achieve a common goal, is a team player.	Always listens to, shares with and supports the efforts of others.	Usually listens to, shares with and supports the efforts of others.	Often listens to, shares with and supports efforts of others but at times is not a team member	Generally works alone, rarely listens or supports other members of the team.	Always works alone, does not support efforts of the department.

LEAVE OF ABSENCE REQUEST

NAME: _____

CLINICAL SITE: _____

DATE: _____

# of Days or Hours	Type	First Day Off	Expected Return Date
	Jury Duty*		
	Bereavement Leave**		
	Military Leave***		

* Court slip needs to be attached.

** Indicate on reverse side relationship, date of death, date of funeral, and place where funeral service is to be held.

*** Copy of Military Orders needs to be attached.

Jury Duty and Military Duty requests will be due one month prior to such duty.

Student Signature

Date

CI Signature

Date

FERRIS STATE UNIVERSITY								
RADIOGRAPHY PROGRAM								

PERSONAL TIME OFF REQUEST				DOCUMENTATION OF TIME OFF				
----------------------------------	--	--	--	----------------------------------	--	--	--	--

<i>ALL</i> requests <i>MUST</i> be submitted at least 24 hours in advance for PERSONAL TIME OFF <i>ALL</i> students <i>MUST</i> document SICK TIME OFF when returning to clinical Complete this form in it's entirety								
--	--	--	--	--	--	--	--	--

Student name				<i>print</i>				
---------------------	--	--	--	---------------------	--	--	--	--

	personal time off							
--	-------------------	--	--	--	--	--	--	--

	illness							
--	---------	--	--	--	--	--	--	--

Date submitted to CI				<i>date</i>				
-----------------------------	--	--	--	--------------------	--	--	--	--

	personal time off							
--	-------------------	--	--	--	--	--	--	--

	illness							
--	---------	--	--	--	--	--	--	--

Date(s) of Time Off				<i>date(s)</i>				
----------------------------	--	--	--	-----------------------	--	--	--	--

				<i>from</i>			<i>to</i>	
--	--	--	--	-------------	--	--	-----------	--

Signature of student				<i>sign</i>				
-----------------------------	--	--	--	--------------------	--	--	--	--

Signature of CI				<i>sign</i>				
------------------------	--	--	--	--------------------	--	--	--	--

				<i>date</i>				
--	--	--	--	--------------------	--	--	--	--

MASTER CHECKLIST

All 36 Mandatory's and 15 Electives must be completed in order to graduate

Imaging Procedure		M	E	Tech Initials	Date		Imaging Procedure	M	E	Tech Initials	Date
Chest and Thorax							Spine and Pelvis				
Chest Routine		M					Cervical Spine	M			
Chest AP (wheelchair or stretcher)		M					Thoracic Spine	M			
Ribs		M					Lumbar Spine	M			
Chest Lateral Decubitus			E				Cross-Table (Horizontal Beam) Lateral Spine (Patient Recumbent)	M			
Sternum			E				Pelvis	M			
Upper Airway (Soft-Tissue Neck)			E				Hip	M			
Sternoclavicular Joints			E				Cross-Table (Horizontal Beam) Lateral Hip (Patient Recumbent)	M			
Upper Extremity							Sacrum and/or Coccyx		E		
Thumb or Finger		M					Scoliosis Series		E		
Hand		M					Sacroiliac Joint		E		
Wrist		M					Abdomen				
Forearm		M					Abdomen Supine	M			
Elbow		M					Abdomen Upright	M			
Humerus		M					Abdomen Decubitus		E		
Shoulder		M					Intravenous Urography		E		
Clavicle		M					Fluoroscopic Studies****				
Scapula			E				Upper GI Series, Single or Double Contrast		E		
AC Joints			E				Contrast Enema, Single or Double Contrast		E		
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)*		M					Small Bowel Series		E		
Trauma: Upper Extremity (Non-Shoulder)*		M					Esophagus (NOT Swallowing Dysfunction Study)		E		
Lower Extremity							Cystography/Cystourethrography		E		
Toes			E				ERCP		E		
Foot		M					Myelography		E		
Ankle		M					Arthrography		E		
Knee		M					Hysterosalpingography		E		
Tibia-Fibula		M					Mobile C-Arm Studies				
Femur		M					C-Arm Procedure (Requiring manipulation to obtain more than one projection)	M			
Patella			E				Surgical C-Arm Procedure (Requiring manipulation around a <u>sterile</u> field)	M			
Calcaneus			E				Mobile Radiographic Studies				
Trauma: Lower Extremity*		M					Chest	M			
Head***							Abdomen	M			
Skull			E				Upper or Lower Extremity	M			
Facial Bones			E				Pediatric Patient (Age 6 or younger)				
Mandible			E				Chest Routine	M			

Temporomandibular Joints			E				Upper or Lower Extremity		E		
Nasal Bones			E				Abdomen		E		
Orbits			E				Mobile Study		E		
Paranasal Sinuses			E				Geriatric Patient (At least 65 years old and physically or cognitively impaired as a result of aging)				
							Chest Routine	M			
							Upper or Lower Extremity	M			
							Hip or Spine		E		

**Trauma requires modifications in positioning due to injury and monitoring of the patient's condition.*

*** Head- Candidates must select at least one elective procedure from this section.

**** Fluoroscopic Studies: Candidates must select two procedures from this section and perform per site protocol.

Ferris State University Radiography Program

Tally Sheet for Patient Log for Week of: _____

Imaging Procedure	#	Of	Exams	Imaging Procedure	#	Of	Exams
Unassisted, Assist or Observe	UA	A	O	Unassisted, Assist or Observe	UA	A	O
Chest and Thorax				Spine and Pelvis			
Chest Routine				Cervical Spine			
Chest AP (wheelchair or stretcher)				Thoracic Spine			
Ribs				Lumbar Spine			
Chest Lateral Decubitus				Cross-Table (Horizontal Beam)			
Sternum				Lateral Spine			
Upper Airway (Soft-Tissue Neck)				Pelvis			
Upper Extremity				Hip			
Thumb or Finger				Cross-Table (Horizontal Beam)			
Hand				Lateral Hip			
Wrist				Sacrum and/or Coccyx			
Forearm				Scoliosis Series			
Elbow				Sacroiliac Joint			
Humerus				Abdomen			
Shoulder				Abdomen Supine (KUB)			
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)*				Abdomen Upright			
Clavicle				Abdomen Decubitus			
Scapula				Intravenous Urography			
AC Joints				Fluoroscopy Studies****			
Trauma: Upper Extremity (Non Shoulder)*				Upper GI Series, Single or Double Contrast			
Lower Extremity				Contrast Enema, Single or Double Contrast			
Toes				Small Bowel Series			
Foot				Esophagus			
Ankle				Cystography/Cystourethrography			
Knee				ERCP			
Tibia-Fibula				Myelography			
Femur				Arthrography			
Trauma: Lower Extremity*				Hysterosalpingography			
				Mobile C-Arm Studies			
				C-Arm Procedure (Requiring manipulation to obtain more than one projection)			

Patella				Surgical C-Arm Procedure (Requiring manipulation around a sterile field)			
Calcaneus				Mobile Radiographic Studies			
Cranium***				Chest			
Skull				Abdomen			
Paranasal Sinuses				Orthopedic			
Facial Bones				Pediatric Patient (Age 6 or younger)			
Orbits				Chest Routine			
Zygomatic Arches				Upper or Lower Extremity			
Nasal Bones				Abdomen			
Mandible				Mobile Study			
Temporomandibular Joints							
				Geriatric Patient (Physically or Cognitively Impaired as a result of aging)			
				Chest Routine			
				Upper or Lower Extremity			
				Hip or Spine			

TIME SHEET (if Trajecsyst is down)

DATE	DAY	TIME IN	TIME OUT
	Sunday		
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		

DATE	DAY	TIME IN	TIME OUT
	Sunday		
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		

DATE	DAY	TIME IN	TIME OUT
	Sunday		
	Monday		
	Tuesday		
	Wednesday		

	Thursday		
	Friday		
	Saturday		

DATE	DAY	TIME IN	TIME OUT
	Sunday		
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		

CI signature: _____

Program Number 0082

Program Name Ferris State University

Radiography Curriculum Analysis

Professional Curriculum	Program Course(s)
Introduction to Radiologic Science and Health Care	
The Health Science Professions	Radi 141, COHP 101
The Health Care Environment	Radi 141, COHP 101
Medical Terminology	COHP 100
Medical Abbreviations and Symbols	COHP 100
Procedures and Terminology	Radi 104, 105, 106, 107, 108, 109
Understanding Orders, Requests and Diagnostic Reports	Radi 104, 105, 106, 107, 108, 109
Hospital Organizations	COHP 101
Radiology Organizations	Radi 141
Accreditation	Radi 141
Regulatory Agencies	Radi 141

Professional Credentialing	Radi 141
Professional Organizations	Radi 141
Professional Development and Advancement	Radi 141
Ethics and Law in the Radiologic Sciences	
Ethics and Ethical Behavior	Radi 104, 141, 212
Ethical Issues in Health Care	Radi 104, 141, 212
Legal Issues	Radi 212, 213, 223
Legal Doctrines and Standards	Radi 212
Patient Consent	Radi 212

Human Anatomy and Physiology	
Anatomical Nomenclature	Radi 104, 203
Chemical Composition	Radi 104, 121, 213
Cell Structure and Genetic Control	Radi 122, 213
Metabolism	Radi 122, 213
Tissues	Radi 104, 122, 213
Skeletal System	Radi 104, 105, 106, 107, 108, 109, 223, BIO 251
Muscular System	Radi 104, 122, 213
Nervous System	Radi 106, 122, 213
Sensory System	Radi 104, 106, 122, 213
Endocrine System	Radi 106, 122, 213
Digestive System	Radi 104, 108, 109, 122, 223
Cardiovascular System	Radi 108, 122, 213
Lymphatic System and Immunity	Radi 104, 108 122, 223
Respiratory System	Radi 104, 105, 122, 213
Urinary System	Radi 108, 109, 122, 223
Reproductive System	Radi 104, 108, 122, 213
Introduction to Sectional Anatomy	Radi 108, 204, 213

Pharmacology and Venipuncture	
Drug Nomenclature	Radi 211
Drug Classification	Radi 211
General Pharmacologic Principles	Radi 211
Six Rights of Drug Safety	Radi 211
Drug Categories Relevant to Radiography (Uses and Impact on Patient)	Radi 211
Contrast Agents	Radi 108, 109, 211
Routes of Drug Administration	Radi 108, 211
Venipuncture	Radi 108, 109, 223
Current Practice Status	Radi 108, 109, 171
Imaging Equipment	
X-ray Circuit	Radi 121, 143, 213
Radiographic Equipment	Radi 141, 142, 213
Diagnostic X-ray Tubes	Radi 141, 213
Fluoroscopy	Radi 108, 109, 171, 213
Overview of Quality Control	Radi 170, 171, 213

Radiation Production and Characteristics	
Structure of the Atom	Radi 121, 203
Nature of Radiation	Radi 121, 122
X-ray Production	Radi 143, 223
Interaction of Photons with Matter	Radi 122, 213
Principles of Exposure and Image Production	
Exposure Factors	Radi 141, 142, 203, 213
Receptor Exposure	Radi 141, 142, 213
Differential Absorption	Radi 143
Spatial Resolution	Radi 141, 142, 143, 144
Shape Distortion	Radi 141, 142, 143, 144
Magnification	Radi 141, 142, 143, 144

Beam Restriction	Radi 141, 142
Beam Filtration	Radi 141, 142
Scatter Radiation	Radi 121, 122, 141, 143
Grids	Radi 108, 141, 142, 143, 144
Exposure Factor Formulation	Radi 141, 142, 143, 144
Digital Image Acquisition and Display	
Image Acquisition	Radi 141, 142, 143, 144
Initial Processing	Radi 141, 142, 143, 144
Post Processing	Radi 141, 142, 143, 144
Image Acquisition Errors	Radi 143, 144
Quality Management	Radi 170, 171
Image Display	Radi 143, 144
Data Management	Radi 142, 144
Image Analysis	
Image Appearance Standards	Radi 104, 105, 106, 107, 108, 109, 141, 142, 143, 203, 213, 291
Imaging Standards	Radi 104, 105, 106, 107, 108, 109, 141, 142, 143, 203, 213, 291
Image Appearance Characteristics	Radi 104, 105, 106, 107, 108, 109, 141, 142, 143, 203, 213, 291
Procedural Factors	Radi 104, 105, 106, 107, 108, 109, 141, 142, 143, 203, 213, 291
Corrective Action	Radi 104, 105, 106, 107, 108, 109, 141, 142, 143, 203, 213, 291

Radiation Biology	
Introduction	Radi 122, 203, 223
Molecule	Radi 122, 203
Basic cellular biology	Radi 122, 203
Types of ionizing radiation	Radi 122, 203
Sources of medical radiation exposure	Radi 122, 203

Other sources of radiation exposure	Radi 122, 203
Radiation Energy Transfer	Radi 122, 213
Radiation Effects	Radi 122, 213
Radiosensitivity and Response	Radi 122, 213, 223
Radiation Protection	
Introduction	Radi 122, 203
Justification for radiation protection	Radi 122, 203
Potential biological damage of ionizing radiation	Radi 122, 203
Objectives of a radiation protection program	Radi 122, 203
Sources of radiation	Radi 122, 203
Legal and ethical responsibilities	Radi 122, 212
Units, Detection and Measurement	Radi 122, 223
Surveys, Regulatory/Advisory Agencies and Regulations	Radi 122, 223
Personnel Monitoring	Radi 104, 122, 223
Application	Radi 122, 223
Patient Protection	Radi 104, 122, 203
Clinical Practice	
Clinical Practice	Radi 291, 292, 293
Procedural Performance	Radi 105, 107, 109, 291, 292, 293
Clinical Competency	Radi 291, 292, 293

Patient Care in Radiologic Sciences	
Health Care Team	Radi 104, 105, 106, 107, 108, 109
Professionalism and Communication in Patient Care	Radi 104, 105, 106, 107, 108, 109
Patient/Radiographer Interactions	Radi 104, 105, 106, 107, 108, 109
Safety and Transfer	Radi 104, 105, 106, 107, 108, 109
Evaluating Physical Needs	Radi 104, 105, 106, 107, 108, 109
Infection Control	Radi 108, 109
Medical Emergencies	Radi 108, 143, 203

Trauma	Radi 108, 109, 203
Reactions to Contrast Agents	Radi 108, 109, 211, 213
Tubes, Catheters, Lines and Other Devices	Radi 104, 105, 108, 109, 203
Mobile and Surgical Radiography	Radi 108, 109, 143, 171
Radiographic Procedures	
Standard Terminology for Positioning and Projection	Radi 104, 105, 106, 107, 108, 109
General Considerations	Radi 104, 105, 106, 107, 108, 109
Patient Considerations	Radi 104, 105, 106, 107, 108, 109
Positioning Considerations for Routine Radiographic Procedures	Radi 104, 105, 106, 107, 108, 109
Procedural Considerations for Contrast Studies	Radi 108, 109
Radiographic Pathology	
Definitions/Terminology	Radi 104, 106, 108, 202, 213
Causes of Disease (Process, Examples)	Radi 202, 213
Radiologic Pathology (Definitions, Etiology, Examples, Sites, Complications, Prognosis, Radiographic Appearance, Procedural and Technical Considerations, Appropriate Imaging Modality)	Radi 104, 106, 108, 202
Implications for Practice	Radi 104, 106, 108, 202
Additional Modalities and Radiation Therapy	
Bone Densitometry	Radi 108, 204
Cardiac-interventional	Radi 108, 204
Computed Tomography	Radi 108, 204
Magnetic Resonance	Radi 108, 204
Mammography	Radi 108, 204
Medical Dosimetry	Radi 108, 204
Nuclear Medicine	Radi 108, 204
Radiation Therapy	Radi 108, 204
Ultrasound/Sonography	Radi 108, 204
Vascular-interventional	Radi 108, 204

Educational programs in radiography are **required** to incorporate mathematical/logical reasoning and written/oral communication as general education elements in their curricula. There must be a minimum of 15 credit hours of general education coursework. Each program is required to submit information regarding the courses

Required Post-secondary General Education	Credit Hour	Course Number	Course Title
Mathematical/Logical Reasoning (required)	3	MATH 115 or ACT of 24 or higher	Intermediate Algebra
Written/Oral Communication (required)	3	ENGL 150	English I
	3	ENGL 250	English 2
	3	COMM 121	Fund. Of Public Speaking
Total Hours for Required Post-secondary	12		

In the spaces below, list the additional post-secondary general education coursework students are required to complete that meets/exceeds the 15 hours

Category (See Below)	Course Number	Course Title	Credit Hours
Natural Sciences	BIOL 251	Human Anatomy	4
Social/Behavioral Sciences	SOC 121/Psyc 150	Introduction to Sociology or Introduction to	3
Core Curriculum	COHP 101	Orientation to Health Care	3
Core Curriculum	COHP 102	Safety Issues in Health Care	1
Total Hours for Additional Post-secondary General Education Courses			11

Categories:

- Mathematical/logical reasoning
- Written/oral communication
- Arts and humanities
- Information systems
- Social/behavioral sciences
- Natural sciences

**Ferris State University Radiography Program
Student Acknowledgement Form**

The Student Acknowledgement Form must be uploaded online via [Complio -American DataBank](#) no later
no later than September 5, 20__

Please initial below as you read each statement:

- 1.) ____ I have received and thoroughly read the Radiography Student Handbook. I comprehend all of the policies and regulations contained therein and the responsibilities to be undertaken.
- 2.) ____ I have read the pregnancy policy in the Radiography Student Handbook and understand the procedure and rights I have as a student.
- 3.) ____ I comprehend and the Radiography Programs Disciplinary System and am aware of the consequences for program violations.
- 4.) ____ I have read the lab rules and regulations and agree to abide by the programs Lab Policy.
- 5.) ____ I comprehend that while performing my job duties I may be exposed to radiation and blood, body fluids. I will use appropriate protective equipment and report any incidents immediately to the acting supervisor and clinical coordinator.
- 6.) ____ I understand the clinical placement process. I also understand that I may have to relocate in order to complete my clinical internship.
- 7.) ____ I understand that it is my responsibility to adhere to the dress code policy and that failure to do so will result in disciplinary action.
- 8.) ____ I understand that by signing this form I give my consent to release any requested medical information, including but not limited to, immunization records, CPR and insurance card and background check information to the College of Health Professions at Ferris State University. I understand this information will also be shared with the clinical affiliate I attend for my Radiography Internship.
- 9.) ____ I understand that it is my responsibility to update all information in my portfolio and submit the necessary information online via [Complio -American DataBank](#) by the specified due date. I understand any missing information may prohibit me from graduating on time.

I have read, understand, and agree to abide by all of the policies, procedures and regulations contained within this student handbook. I understand that these policies may be modified or eliminated by the program faculty with sufficient notification in writing to all students and that I will be governed by these changes. I understand it is my responsibility to update my handbook with any changes that are made.

Printed Name

Student ID

Student Signature

Date

MAGNETIC RESONANCE (MR) ENVIRONMENT SCREENING FORM FOR INDIVIDUALS*



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

*NOTE: If you are a patient preparing to undergo an MR examination, you are required to fill out a different form.

Date ____/____/____ month day year	Name _____ Last Name First Name Middle Initial	Age _____
Address _____		Telephone (home) (____) ____-____
City _____		Telephone (work) (____) ____-____
State _____ Zip Code _____		

- Have you had prior surgery or an operation (e.g., arthroscopy, endoscopy, etc.) of any kind? ☐ No ☐ Yes
If yes, please indicate date and type of surgery: Date ____/____/____ Type of surgery _____
- Have you had an injury to the eye involving a metallic object (e.g., metallic slivers, foreign body)? ☐ No ☐ Yes
If yes, please describe: _____
- Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)? ☐ No ☐ Yes
If yes, please describe: _____
- Are you pregnant or suspect that you are pregnant? ☐ No ☐ Yes



WARNING: Certain implants, devices, or objects may be hazardous to you in the MR environment or MR system room. Do not enter the MR environment or MR system room if you have any question or concern regarding an implant, device, or object.

Please indicate if you have any of the following:

- | | |
|--|--|
| ☐ Yes ☐ No | Aneurysm clip(s) |
| ☐ Yes ☐ No | Cardiac pacemaker |
| ☐ Yes ☐ No | Implanted cardioverter defibrillator (ICD) |
| ☐ Yes ☐ No | Electronic implant or device |
| ☐ Yes ☐ No | Magnetically-activated implant or device |
| ☐ Yes ☐ No | Neurostimulation system |
| ☐ Yes ☐ No | Spinal cord stimulator |
| ☐ Yes ☐ No | Cochlear implant or implanted hearing aid |
| ☐ Yes ☐ No | Insulin or infusion pump |
| ☐ Yes ☐ No | Implanted drug infusion device |
| ☐ Yes ☐ No | Any type of prosthesis or implant |
| ☐ Yes ☐ No | Artificial or prosthetic limb |
| ☐ Yes ☐ No | Any metallic fragment or foreign body |
| ☐ Yes ☐ No | Any external or internal metallic object |
| ☐ Yes ☐ No | Hearing aid |
| ☐ Yes ☐ No | Other implant _____ |
| ☐ Yes ☐ No | Other device _____ |



IMPORTANT INSTRUCTIONS

Remove **all** metallic objects before entering the MR environment or MR system room including hearing aids, beeper, cell phone, keys, eyeglasses, hair pins, barrettes, jewelry (including body piercing jewelry), watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clipper, steel-toed boots/shoes, and tools. Loose metallic objects are especially prohibited in the MR system room and MR environment.

Please consult the MRI Technologist or Radiologist if you have any question or concern BEFORE you enter the MR system room.

I attest that the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form.

Signature of Person Completing Form: _____ Date ____/____/____
Signature

Form Information Reviewed By: _____
Print name Signature

☐ MRI Technologist ☐ Radiologist ☐ Other _____