

**Stony Brook University
School of Health Professions**

**Radiologic Technology Program
2022-2023
Clinical Student Handbook**



**School of Health Professions Clinical Student
Handbook:**

<https://healthprofessions.stonybrookmedicine.edu/students/incoming/orientation>

Technical Standards for Admission and Retention

Stony Brook University (SBU) complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If a prospective student who is otherwise qualified, requires a reasonable accommodation, he or she should contact Disability Support Services at SBU. Technical Standards/Essential Functions must be met with or without accommodation.

- Students must be able to communicate in the English language, both verbally and in written format, with co-workers, hospital staff and patients.
- Students must be able to read and comprehend written material in the English language.
- Students must be able to reach and adjust the x-ray tube or gamma camera that is at a height of 76-80 inches from the floor.
- Students must assist or move patients from wheelchairs and carts onto the examination tables. This requires the use of their backs and muscles to support and move patients. Students must be able to lift a minimum of thirty pounds and possess the ability to support up to 175 pounds.
- Students' eyesight must be 20/40, either naturally or through correction. Students must be able to read the printed words in a textbook, read and adjust the x-ray/camera control panel, read radiographic technique charts/patient dose charts, and read a radiographic or scintigraphic image.
- Students must be able to hear instructions from co-workers and be able to respond to verbal requests by patients at a distance of 6 to 10 feet.
- Students must be able to give clear verbal commands to a patient who is positioned for an imaging examination at a distance of 6 to 10 feet from the control area.
- Students must be able to assess the condition of all patients assigned for an imaging examination.
- Students must be able to write legibly with proper spelling of medical terms.
- Students must be able to move around and stand without assistance for long periods of time.
- Students must be physically free of use of non-prescription drugs, illegal drugs, and alcohol.
- Students must demonstrate professional demeanor and behavior and must perform all aspects of work in an ethical manner in relation to peers, faculty, staff and patients.
- Students must adhere to the codes of confidentiality.
- Students must conform to appropriate standards of dress, appearance, language and public behavior.
- Students must show respect for individuals of different age, ethnic background, religion and/or sexual orientation.

Professional Behavior

Performance Skills and Attitudes – Assessment Procedures

In addition to mastery of cognitive skills and knowledge, students will be evaluated on their performance skills and attitudes. These include:

- Adherence to the Stony Brook University/SHTM Code of Conduct
- Ability to work with and relate to **peers**, **patients**, faculty and other members of the health care team
- Attitude & behavior
- Attendance and punctuality
- Appearance and professional demeanor

Successful completion of each area of study requires that the student continuously maintain high standards. This means that regardless of one's level of achievement in cognitive skills and knowledge, if one's professional behavior is not appropriate, they may not meet minimum requirements for successful completion of the Radiologic Technology Program.

Unsatisfactory Performance Skills or Attitudes

Unsatisfactory behavior, such as, but not limited to: disruption of class activities, expression of derogatory or disrespectful remarks to an instructor or another student, inability to work with peers, or excessive absences or tardiness may be cause for warning or further disciplinary action.

A student that has exhibited unsatisfactory behavior that may affect their final evaluation and academic standing shall receive a written warning that stated behavior may jeopardize successful completion and may lead to failure and/or dismissal from the program.

The details of these policies and procedures can be found in the Academic Standing Policy of the School of Health Professions. All students are also expected to adhere to the Stony Brook University Student Conduct Code.

General Rules of Conduct and Safety

Students are expected to conduct themselves in a professional manner at all times.

Conduct

- Students are expected to observe the guidelines set forth in the directives (Article 35 of the New York State Health Law) issued by the New York State Department of Health, Radiologic Technology, Bureau of Environmental Radiation Protection.
- Students must abide by the standard rules and regulations of the SHTM, Radiologic Technology Program and all affiliated Clinical Education Centers.
- Students will address the staff, patients and fellow students in an appropriate and professional manner at all times.
- Eating and drinking are permitted in designated areas **ONLY** and **NEVER** in a patient care area.
 - Smoking during clinical rotations is not permitted.
- Personal relationships with staff and patients are not permitted.
- Personal conversation and discussions with classmates or staff while interacting with patients are considered unprofessional conduct and should be limited to off duty hours.
- Grievances and personal dislikes should be aired in private and only with the appropriate personnel.

Safety

- Students are required to acquaint themselves with the routine radiation and electrical safety policies and procedures and abide by all departmental radiation safety rules.
- Accidents or injuries involving students or patients will be reported immediately to clinical supervisor and also to the Program Director.
- Radiation monitors (dosimetry badges) will be worn by students at all times while on clinical assignment.

- Gross and willful negligence in the use of radiation and/or in the handling of radioactive substances which endangers the health of the student(s), staff or patient will result in immediate dismissal.
- Students shall adhere to the guidelines set forth in the ***SHP Student Responsibilities for Clinical Education*** policy.

Personal Telephone and Electronic Media

- The use of a mobile phone, or any other personal communication device, is NOT permitted during clinical duty hours, with the exception of accessing clinical records on Trajecsyst. This includes both voice communication and texting.
- Personal communication devices are to be turned to the “OFF” position during clinical duty hours and stored with your other personal items outside of the patient care area. (staff room, locker, your car, etc.)
- Taking photographs in a patient care area is NEVER permitted as it is a violation of federal HIPAA laws.
- The use of hospital computer equipment to access social media websites or any other personal use is NOT permitted under any circumstances.
- A student shall be permitted to access the Stony Brook University website or contact program officials for school related business with the permission of the clinical supervisor.
- A student shall be permitted to access personal communication devices during lunch period and approved breaks ONLY.
- All e-mail correspondence will be conducted in a professional and business-like manner that is consistent with the conduct of a healthcare professional. This includes proper identification of all involved parties and an appropriate subject line.

HIPAA & Compliance Training.

1. Open Blackboard, scroll to the bottom, open the Annual Faculty and Staff HIPAA & Compliance Training.
2. Select “Content” at the left of the screen
3. Open and read all attached files
4. Read the “Confidentiality Acknowledgment Statement.”; you will be signing that document during orientation.
5. After reading all of the material, hit the “Mark Reviewed” button next to each section of the training
6. Complete two tests (passing score is 90%):
 - a. HIPAA-FERPA Test
 - b. Health Sciences Schools Health Care Compliance Test
7. After reading all of the material, hitting the “Mark Reviewed” buttons, and passing the tests, you may print your certificate
 - a. Select “Tools” at the left of the screen
 - b. Select “Achievements”
8. You must submit a copy of both certificates of completion and a signed copy of the Workforce Confidential Agreement to your program director within the first week of the program.

Radiologic Technology Program Clinical Education Policies and Procedures

The application of theory learned in the classroom is applied to the clinical environment throughout the student’s clinical education.

The following procedures are to be utilized when a student attempts to satisfy all Performance Objectives:

The clinical instructor(s) maintains all ongoing processes where the student must:

- Observe the Instructor perform the specific procedure.
- The student will assist the Instructor perform the specific procedure.
- Have the Instructor observe the student enact the same procedure.
- Have the Instructor critique and correct any possible errors.

- Prior to the student's attempt to satisfy a specific performance objective, the Instructor must observe the student successfully perform the procedure a minimum of three (3) times. Exceptions are permitted for those procedures that are infrequently performed, at the discretion of the Clinical Instructor.
- Having satisfied the above criteria, the student can request (at their own discretion), that the Instructor evaluates their performance for Clinical Competency.
- The student must perform each step of the procedure correctly and consistently to be deemed successful in satisfying any attempted Objective.

Clinical competency evaluation forms are maintained to record student grades and progress and to communicate their performance. All records are maintained electronically on Trajecsyst and verified by the Program Director. A student not successful in completing their clinical requirements will be **ineligible** for graduation. The program uses the Monthly Clinical Performance Evaluation form, Clinical Competency Evaluation, and Procedure Log to document and evaluate student progress during the clinical education program.

All educational activities of the Radiologic Technology Program are maintained with various channels of communications. Methods of communication include, but are not limited to, scheduled clinical site visits by the Program Director, intermittent telephone calls, written correspondence, advisory committee meetings, conversations with the Clinical Supervisors, and formal student/program director meetings.

Each student is provided with a Clinical Education Handbook during the required **Orientation to Clinical Education** program. Due process policies for students participating in the clinical education component are in place, as is the behavioral and technical objectives and standards, attendance academic standing, probation and dismissal and pregnancy policies.

Clinical Education Plan

The clinical supervisor will give an introduction to the Radiology Department the first day of your clinical assignment. Radiographic and fluoroscopic equipment functions, controls, panel readings and indicator lights, patient communication, monitoring devices and safety features are identified and discussed. Methods of patient care and radiation safety coursework presented in lecture form compliment the beginning student's clinical experiences.

Instructional methods used to teach all clinical coursework include: Demonstrations, Personal Experiences, Case Study, Lecture and Simulation Technique.

The clinical education assignments will be developed and distributed at the beginning of each semester. Clinical rotation schedules will be provided to each student and the clinical supervisors.

The “Plan” for the clinical education component of this program is to satisfactorily complete all clinical performance objectives. All clinical areas of study will have competency objectives incorporated into an evaluation instrument. The objectives are specific to the rotation site and are progressive.

Students are evaluated by the clinical staff at the end of each month and/or at the end of their rotation from each diagnostic area within the Radiology Department against the performance objectives identified for that area. These evaluations will be utilized to establish a final grade (Pass/Fail) for the clinical education session and are kept in the student’s file.

Clinical Supervision:

All clinical activities involving a patient shall require appropriate supervision by a registered Radiologic Technologist as follows:

- Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the **direct supervision** of a qualified radiographer. **Direct supervision** is interpreted as the presence of a qualified radiographer in the radiographic procedure room during the positioning of the patient and the radiographic exposure.
- After demonstrating competency, students may perform procedures with **indirect supervision**. **Indirect supervision** is interpreted as the presence of a qualified radiographer adjacent to the room where a radiographic procedure is being performed.
- In support of professional responsibility for provisions of quality patient care and radiation protection, **unsatisfactory radiographs shall be repeated only in the presence of a qualified radiographer, regardless of the student’s level of competency.**

Clinical Education Hours

Students enrolled in the Radiologic Technology Program must complete a minimum of 225 clinical days (8 hours per day) of supervised clinical education and all clinical evaluations of students must attain the minimum grade of **Pass/Satisfactory** to qualify for graduation.

Assignments to Affiliated Clinical Education Centers:

NO STUDENT WILL BE PERMITTED TO ENTER THE CLINICAL SETTING WITHOUT MEDICAL CLEARANCE AND THE REQUIRED IMMUNIZATIONS as specified on the *SHP Health Form for Clinical Programs*. Documentation of compliance must be uploaded to your Castle Branch account.

One-Year Clinical Education Session

- Each student will be assigned to a clinical education site five (5) days per week (Monday through Friday), generally at 8:00 am until 4:00 pm, with a 1 hour lunch break. The time of the break is to be scheduled at the discretion of the clinical instructor. The start/end times may be modified for a given clinical site only upon approval of both the clinical instructor and the program director.
- For those students that will need time off for extended illness, family sick leave or other approved personal need, their clinical education session may be extended to no later than August 31, of the final summer semester.
- Students are allowed five (5) absents during the clinical year without penalty.
- If student absences exceed 5 days, appropriate documentation will be required. Failure to provide documentation as requested will result in the student being placed on probation.
- A schedule for approved Holiday Recess time-off for the clinical year shall be provided. All other days off shall be considered as personal or sick leave absences.
- In the case of absences in excess of the 5 allowed absences, the student will be assigned to a clinical education session five (5) days a week (8:00 a.m. – 4:00 p.m.) for the remainder of the time necessary to completion of 225 clinical days and must accompany satisfactory and timely evaluations of **all** required clinical and behavioral objectives. **Only then**, will the student be reviewed to determine if qualified to graduate.

- The clinical hours are 8:00 a.m. to 4:00 p.m. ONLY, unless the student is assigned to a facility where the daily hours differ. If a student signs in at any time later than 8:00 a.m. (or the designated reporting start time) without proper approval the student will be sent home & under no circumstances, be given credit for that day. There will be no working through lunch and leaving early or leaving a clinic early without permission from your Clinical Instructor and/or Clinical Supervisor. Only program designated instructors or supervisors can document and/or authorize your release from your clinical responsibilities each day.
- All clinical records are required to be accurately recorded in a timely fashion on the electronic record system known as Trajecsys. ANY attempt to falsify or omit clinical records shall be considered to be unethical and unprofessional conduct and grounds for disciplinary action.
- NYS Department of Health regulations specify that student clinical activities shall NOT exceed 8 hours per day, or 40 hours per week. Students shall not be assigned to clinical duties on evenings or weekends or holidays, **except** during the last 6 months and with the approval of the program director and the supervising clinical instructor.

Twice a month, students will be required to report back to campus for didactic education units, self-guided education units, testing, presentations, and review. A schedule will be provided during clinical orientation.

MRI-CPE program: Students are also required to attend Saturday morning (9:00 AM – 12:30 PM) MRI education sessions from September 2022 until May 2023.

Upon successful completion of the noncredit clinical year program and passing the ARRT examination in Radiography, students will be eligible to engage in the clinical experience needed to qualify for ARRT certification in Magnetic Resonance Imaging.

The student may be able to use hours in their place of employee, if however the employer is unable to provide hours required, the program director will schedule the student for clinical experience at a Stony Brook Medicine location.

TIME AND ATTENDANCE POLICY

The presence of students in the clinical facility must in no way alter the routine work schedule of the department or inconvenience the patients or staff. Therefore, **dependability** and **punctuality** are essential.

ATTENDANCE:

1. Each student will receive a clinical schedule. Students are allowed in the patient procedure area **only** on their assigned days.
2. Each student is responsible for clocking-in and clocking-out accurately each day utilizing the Trajecs clinical record system. Clinical Instructor/Supervisor must verify all student attendance records.
3. Failure to accurately record clinical attendance shall be grounds for program probation and/or dismissal.
4. No student will be permitted to have assigned clinical hours during weekends or night-shifts.
5. A student may be assigned clinical hours during hospital holidays or evening shifts **ONLY** upon the expressed approval of both the Clinical Instructor **AND** the Program Director.
6. Students are not permitted to engage in clinical activity for more than 40 hours per week or 8 hours per day.
7. Clinical attendance will be recorded in full-day or half-day units **ONLY**. Therefore reporting late or leaving early will be recorded as a loss of a half-day.
8. A student is required to notify the Program Director **IMMEDIATELY** upon leaving your assigned clinical site early or arriving late **FOR ANY REASON** by sending e-mail message to me at: joseph.whitton@stonybrook.edu

ABSENCE

9. In case of absence due to illness, the student must notify the Clinical Supervisor by telephone **BEFORE** the designated start time.
10. In addition, a student must notify the Program Director by e-mail message to: joseph.whitton@stonybrook.edu on the day of **ANY** absence

due to an emergency situation or illness. A notification received after the designated start time will be considered to be late & a violation of this policy with appropriate disciplinary action.

11. The student must accurately record an absence on the Trajecsyst Report System **prior to the designated start time** regardless of the reason for the absence.
12. ALL REQUESTS for a day of absence for a full-day or half-day will be made in ADVANCE to the Program Director with sufficient time to respond to your request with APPROVAL or DISAPPROVAL during regular business hours. That will require a minimum of 24-hours during weekdays, excluding weekends and holidays.
13. A student shall NOT assume that a request for absence time will be approved without notification of such approval from the Program Director, or designee. Further, a student that is absent from clinical assignment or leaves early from clinical assignment, **FOR ANY REASON**, without approval from the Program Director will be placed on program probation immediately.
14. An excess of **five (5) days** absence at any time, without proper approval and documentation stating the reason for the absence(s); will be sufficient reason to have the student's participation in the program reviewed for possible probation.
15. Absences for inclement weather are excused **ONLY** when the Stony Brook HSC is closed. To determine if SB-HSC is closed call 631-444-SNOW (7669) or SB-ALERT notification system.

PUNCTUALITY:

16. Each student is required to report to their assigned clinical area, ready for duty **PRIOR** to the designated start time. Clocking-in at the designated start time shall be considered as **LATE**.
17. A student must contact their clinical supervisor if they expect to be arriving late for **ANY** reason. They must clock-in accurately and it will be recorded as a lateness. An appropriate TIME EXCEPTION will be included on Trajecsyst.

18. A student with 5 lateness within a semester will be given a WRITTEN WARNING. A subsequent lateness will be grounds for PROGRAM PROBATION.
19. A student that arrives late without contacting the clinical supervisor **shall be sent home** and charged with an absence for that day. The Program Director must also be notified by e-mail.
20. Students may not work through lunch hours in order to leave clinic early, except in **extraordinary circumstances** that are approved by the Clinical Supervisor and/or Program Director.
21. A student that fails to return on time from break or lunch hour **shall be sent home** and charged with an absence for that day. The Program Director must also be notified by e-mail.

TIME RECORD SUBMISSION ON TRAJECSYS:

22. Failure to submit a true and accurate time record to Trajecsys for the purpose of “Clock In” or “Clock Out” shall be considered a violation of this policy and result in the following disciplinary actions:
 - **First incidence:** forfeiture of one clinical education day that must be made up after the scheduled completion date.
 - **Second incidence:** forfeiture of one clinical education day that must be made up after the scheduled completion date and recommendation for program PROBATION.
 - **Third incidence:** removal from clinical activities and recommendation for DISMISSAL from the program.
23. Failure to submit a time record to Trajecsys from the Radiology Dept of the assigned clinical site shall be considered a violation of this policy and result in the following disciplinary actions:
 - **First incidence:** forfeiture of one clinical education day that must be made up after the scheduled completion date.
 - **Second incidence:** forfeiture of one clinical education day that must be made up after the scheduled completion date and recommendation for program PROBATION.
 - **Third incidence:** removal from clinical activities and recommendation for DISMISSAL from the program.

Any and all extenuating circumstances that would prevent a student from meeting these criteria shall be communicated to the program director of the Radiologic Technology program as soon as possible.

Any attempt to alter or falsify an attendance record shall be considered to be unethical and unprofessional conduct and shall be grounds for dismissal from the Radiologic Technology program.

MAKE-UP TIME:

The fulfillment of the required 225 eight (8) hour days of supervised clinical education time is the *student's* responsibility. A student shall not be eligible for program completion or to receive a NYSDOH Temporary Permit to Practice or be eligible to sit for the ARRT examination until the attendance requirement is fulfilled. Therefore, the student is required to promptly make-up any missing days.

- Any necessary absence from the clinic will be made up at the first available time with the approval of the clinical supervisor.
- Make-up time will be scheduled in full-day or half-day increments only.
- Any time owed must be made up prior to August 31 of the final semester of clinical education.

UNIFORM / DRESS POLICY

Prescribed Clinical Uniform for All Students

- All students must wear BLACK professional slacks (not denim) and the designated uniform polo shirt.
- All students must wear either white shoes or black shoes and crew-length socks (either white or black). Athletic type shoes are permitted if completely white or black, but no other colors are permitted.
- All students must wear a long-sleeve, hip-length white lab jacket with pockets, to be worn over the required uniform.

Required Accessories

- Each student will be provided with a hospital ID badge that clearly designates you as a RADIOGRAPHY STUDENT. The ID badge must be worn and conspicuously displayed at all times while on clinical assignment.
- Radiation badges must also be worn at the appropriate location.
- Pocket-sized Handbook of Radiographic Positioning and Techniques

Professional Appearance

- Uniform shirts & slacks must be freshly laundered & neat in appearance **EVERY DAY**
- Shoes must be clean and in good repair.
- Polo shirts must be tucked into slacks at all times.
- Undergarments must not be visible.
- Long hair can be hazardous around machinery, therefore, must be pulled back in a neat fashion.
- Beards and mustaches must be neatly trimmed (religious custom, **only** exception).
- Excessive jewelry and excessive use of cosmetics, colognes/perfume are not appropriate in the clinical setting.
- Long fingernails and/or glue-on nails pose a health and hygiene hazard. Fingernails must be kept neat and short in length, extending no farther than a quarter inch beyond the nailbed. Artificial nails are not permitted.
- Careful attention must be paid to personal hygiene when participating in clinical education activities, so as not to be offensive to patients and colleagues.

Failure to Wear Clinically Appropriate Attire.

A student who reports to the clinical site not in proper attire may be sent home at the discretion of the Clinical Supervisor. No clinic hours will be credited.

ACADEMIC POLICIES AND PROCEDURES

Academic Standing, Probation and Termination Policy:

Prior to participating in any experiential patient care clinical education activities, the student must satisfy each of the following criteria:

1. Clinical Orientation Program for radiography students
2. Achieve a minimum score of 75% on a comprehensive written examination on the topic of General Radiographic Procedures.
3. Achieve a minimum score of 75% on a comprehensive written examination on the topic of Principles of Radiographic Exposure.

Students must achieve a minimum grade of **75%** in all didactic units of study to qualify for graduation. A student that fails to earn a passing grade of 75% in any study unit will be recommended to the Office of the Dean for PROBATION. Once a student has been placed on probation, they will be scheduled to take a comprehensive make-up examination for that study unit. If a student fails to earn a passing grade of 75% on the comprehensive make-up examination, that student shall be referred to the Office of the Dean for dismissal from the Radiologic Technology program. A failing grade for any subsequent study unit will be grounds for dismissal from the Radiologic Technology Program.

Academic Standing Procedure follows the SHP Policies and Procedures on probation and termination.

The program director, will recommend to the Dean in writing, (within five working days) that the student be placed on probation. Probation/termination is indicated by the following:

- A student shall be recommended for probation for a grade of less than 75% on the comprehensive examination in General Radiographic Procedures or Principles of Radiographic Exposure.
- A student shall be recommended for probation for a grade of less than 75% for any unit of study during the post-baccalaureate certificate program in Radiologic Technology.
- A student who has been placed on probation may not be permitted to participate in clinical experiential activities, except under extraordinary circumstances, and at the discretion of the Program Faculty and the Dean.

- A student that fails to earn the minimum passing grade of 75% on a comprehensive make-up examination will result in a recommendation for termination from the Program.
- Once a student has been placed on probation, any additional study unit grades below 75% will result in a recommendation for program dismissal.
- A student that receives both a didactic unit grade of less than 75% and one or more unsatisfactory clinical evaluations will be recommended to the Dean for termination from the Program.
- Unsatisfactory and/or unethical clinical performance alone will result in a recommendation to the Dean for probationary status and/or possible termination from the Program.
- Any student will be recommended for termination from the Radiologic Technology Program if, while on probation, their academic grade(s) falls below 75% and/or a grade of unsatisfactory in any clinical education evaluation(s).

Student Grievance Policy and Procedure

See the Policies and Procedures in the SHP student handbook.

If a student believes there has been a violation, misinterpretation, or inequitable application of any existing policy, procedure, or regulation the student has the following avenues to pursue grievances.

Informal Process:

- The student is encouraged to meet with the individual whose behavior warranted the grievance. If this action is not feasible, the student should contact the Program Director to discuss the issue and develop a resolution plan. The informal meeting must take place within two weeks of the occurrence that caused the grievance.
- Another avenue of informal grievance is to contact the university's Ombudsman Office at <https://www.stonybrook.edu/ombuds/>

Formal Process:

- Within two weeks, the student must submit to the program director in writing a detailed description of the grievance. Upon review of the written grievance, the Program Director will discuss the issue with the student and provide the student with a written resolution within 5 business days. Note: If the grievance is with the

Program Director, the student should submit the written description of the grievance directly to the Chair of the department.

- If the student believes their concern has not been adequately addressed/resolved by the Program Director, within 5 business they must email the Chair of the department to request an appoint to discuss the issue. The Chair will discuss the issue with the student and provide the student with a written resolution within 5 business days (with a copy to the Program Director as appropriate).
- If the student believes their concern has not been adequately addressed/resolved by the department Chair, within 5 business days they must contact the Assistant Dean for Academic and Student Affairs. The assistant dean will discuss the issue with the student and provide the student with a written resolution within 5 business days (with a copy to the program director or Chair as appropriate).
- If the student believes their concern has not been adequately addressed/resolved by the Assistant Dean for Academic and Student Affairs, they must contact Dr. Stacy Jaffe Gropack, Dean of SHP (with a copy to the program director or Chair as appropriate). The Dean will discuss the issue with the student and provide the student with a written resolution within 5 business days.

The Program Director will monitor formal grievances and informal complaints and concerns to determine whether there is a pattern of complaints that could negatively affect the quality of the educational program.

The Program Director will maintain a secure file, located in their office, of all formal grievances and their resolution.

The Program Director review grievances and ensure that resolutions are implemented. She will also monitor the nature of grievances and resolutions to ensure that there are no trends that could negatively affect the quality of the educational program.

If the grievance involves racial/ethnic or gender discrimination the student may also contact Office of Institutional Diversity and Equity (OIDE) or the Title IX Coordinator.

- OIDE: <https://www.stonybrook.edu/commcms/oide/>
- Title IX Coordinator: <https://www.stonybrook.edu/commcms/oide-titleix/>
- ReportIt: Ending sexual misconduct: <https://www.stonybrook.edu/commcms/oea/training/reportit>

PREGNANCY POLICY

The **pregnancy policy** of the Stony Brook University Radiologic Technology Program is designed to reduce the potential for radiation exposure to the fetus and to assure that the student participates in an academic and clinical curriculum that will enable the student to meet the objectives of the program.

In the event that a student becomes pregnant while enrolled in the radiography program, she has the option of whether or not to inform the Program Director of her pregnancy. If they choose to inform the Program Director, it must be in writing. In the absence of this voluntary, written disclosure, a student cannot be considered pregnant. Upon receipt of a written, voluntary disclosure of pregnancy, the student shall be given a choice of two (2) options, as follows:

1. To continue full participation in the program modified by program officials to exclude or postpone assignments and/or employ additional safety precautions for those procedures that carry greater potential for occupational radiation exposure.
2. To withdraw completely from clinical training.

If a student chooses to discontinue Clinical Education she will be permitted to complete the didactic portion of the curriculum. The student will be required to be in attendance only during scheduled classroom hours as is possible. The remaining clinical training hours and all clinical competencies shall be completed at a time mutually agreed upon following the course of pregnancy. The student shall be eligible for certification and licensure only upon satisfaction of all program graduation criteria.

If a student chooses to continue with Clinical Education:

- The program officials shall determine the exact form and content of the plan for clinical training.
- A fetal exposure monitor will be issued and possibly additional shielding materials made available.
- The plan must not compromise the program objectives or the education of the other class members.
- Efforts shall be made to allow the student to continue in the program as long as medically advisable and educationally valid.
- The student shall meet with the Radiation Safety Officer to be advised of the most current information available regarding possible medical risks of radiation

exposure to the fetus and the radiation exposure monitoring guidelines to be followed.

- The student must adhere to the pregnancy policy of the clinical education center to which she is assigned.

DECLARATION OF PREGNANCY

I, _____, do hereby make this voluntary declaration

of pregnancy. My estimated date of conception was _____.

It has been explained to me that I am making this voluntary declaration of pregnancy. I understand that this means the Radiologic Technology Program/Licensee must take measures to ensure that the total dose to the embryo/fetus during the entire pregnancy from occupational exposure does not exceed 0.5 rem (5 mSv) and 0.05 rem (0.5 mSv) per month.

It has been explained to me that these measures may include the reassignment of clinical rotations and corresponding learning objectives to those that will result in lower occupational exposure or the placement of certain restrictions on the duties that I perform.

It has also been explained to me that I may revoke the declaration of pregnancy at any time and that the revoking of the declaration must be in writing.

Student Radiographer

Date

Radiation Safety Officer

Date

TUITION / REFUND POLICY

Tuition will be charged at the rate of \$8000 for the clinical year plus applicable university fees. See the link for the tuition break down for the clinical year:

<https://www.stonybrook.edu/commcms/sfs/tuition/certificate-program>

Payment is due in full 2 weeks prior to the start of the program.

Your bill from the University for this program will include the University's health insurance plan – if you have your own health insurance plan you can submit documentation to request a waiver of that fee.

<https://www.stonybrook.edu/commcms/studentaffairs/shs/insurance/waivers.php>

Financial Aid: If you are interested in applying for alternative loans, please consult the Office of Financial Aid website at <https://www.stonybrook.edu/commcms/finaid/> or call (631) 632-6840.

Refund of Tuition:

Students who withdraw from the Radiologic Technology noncredit clinical year program are liable for payment of tuition in accordance with the following schedule:

Withdrawal during	Liability
First week	0%
Second week	30%
Third week	50%
Fourth week	70%
Fifth week	100%

Program Orientation will be held on the first day of the class. Absence from classes does not constitute an official withdrawal, and does not relieve the student of his or her financial obligation, nor entitle the student to a refund. Students must officially request to withdraw, in writing, to the Dean's Office.

Students will be responsible for other fees incurred during the duration of the program. Such fees included but are not limited to, professional liability insurance, background checks or drug testing required by clinical affiliates, books, etc.

Other Program and Professional Estimated Required Expenses*

Textbook	\$100.00
Laptop	\$750.00
Castle Branch screening and compliance platform - general access**	\$43.00
Castle Branch screening and compliance platform - background check**	\$135.00
BCLS/CPR Certification	\$100.00
Professional liability insurance	\$30.00
National Professional Society Student Membership (ASRT)	\$35.00
Registration fee for national exam (MDCB, ARRT, ASATT)	\$225.00
Licensure application fee	\$120.00

Note: * there will be transportation expenses (vehicle, parking fees, fuel, etc.);
****these prices have been negotiated and discounted with Castlebranch**

CLINICAL EDUCATION OBJECTIVES

There are minimum core clinical competencies that all individuals must demonstrate to establish eligibility for ARRT certification.

Competency Requirement:

In order for the student to achieve clinical competence, the student must:

1. Have completed all courses with a minimum grade of 75%.
2. Have completed all clinical courses with the required competencies.
3. Have completed with a grade of Pass in all areas on the Clinical-Didactic Integration Assessment form.
4. Have the following examinations evaluated to prove clinical competency:
 - a. Upper Extremity
 - b. Lower Extremity
 - c. Chest
 - d. Abdomen
 - e. Hip
 - f. Skull
 - g. Vertebral Column
 - h. Contrast Media Examination
 - i. Trauma Examination
 - j. Portable Examination

If the volume of these examinations is not sufficient so that the student may demonstrate clinical competence, the program director and clinical coordinator will arrange for a

simulated clinical experience so the student may be graded. This situation will be considered unusual and granted only under extraordinary circumstances.

Clinical competence associated with a radiographic procedure requires demonstrating appropriate:

- Radiation safety and environmental protection practices
- Equipment operation and quality control/quality assurance.
- Patient and equipment monitoring.
- Properly position the patient.
- Select appropriate exposure factors.
- Process the resulting radiograph.
- Evaluate the radiograph for diagnostic quality.
- Record keeping.
- Patient assessment, care, management and education.

Guidelines for Clinical Supervisors/Instructors When Completing Evaluation Forms

Evaluation forms are designed to evaluate either the *cognitive*, *psychomotor*, and/or *affective skills* of students. When evaluation forms are being filled out, the ratings and comments should address the competency and skills that can be expected of a junior or senior radiologic technology student, not an experienced radiologic technologist.

Please refer to the following where applicable

- **Cognitive Skills** - Are those that deal with the application of knowledge and the development of intellectual abilities.
- **Psychomotor Skills** - Are those that deal with behavioral tasks involving physical action.
- **Affective Skills** - Are those that deal with interest, attitude and values.

THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT)

Under the sponsorship of the American Roentgen Ray Society, the Radiological Society of North America, the Canadian Association of Radiologists, and the American Society of X-ray Technicians, the American Registry of Radiologic Technologists was organized in 1922.

In 1944, sponsorship of the Registry was relinquished by the Radiologic Society of North America in favor of the American College of Radiology.

The main function of the Registry is to administer examination for persons who have graduated from approved schools. To be certified as a Registered Radiologic Technologist (RT) it is necessary for you to take an examination given by the ARRT. The ARRT offers examinations throughout the year at computer-based testing centers located throughout the United States.

- Eligibility for certification by the **American Registry of Radiologic Technologists (ARRT)** requires that:

Candidates must comply with the ARRT Standards of Ethics. The conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations shall be considered a violation of the "Rules of Ethics". All alcohol and/or drug related violations must be reported.

Individuals who have violated the "Rules of Ethics" may file a pre-application with the ARRT in order to obtain a ruling of the impact on their eligibility for examination. A pre-application must be requested from the ARRT at tel.# (612) 687-0048.

Go to the ARRT website at WWW.ARRT.org for additional details and updated information.

NEW YORK STATE LICENSURE

The student, after the successful completion of this two-year course of study, will be eligible to make application for New York State licensure. Two year course of study is defined by successful completion of the Health Science major (with the applicable concentration of study) and the successful completion of the post baccalaureate certificate program in Radiologic Technology. To be employed as a radiographer in the State of New York the graduate must possess both the State of New York Department of Health license and pass the certification examination of the American Registry of Radiologic Technologists in Radiography. Graduates shall be issued a temporary permit to practice Radiography upon graduation, if the following criteria have been met:

- Application for licensure has been submitted to and accepted by the New York State Department of Health.
- The **NYS Department of Health** further requires that:

Except for minor traffic violations, individuals who have ever been convicted for any offense against the law or are now under charges are required to contact the New York State Department of Health, Telephone # (518) 402-7580.

- Application has been submitted and accepted for the examination in Radiography of the American Registry of Radiologic Technologists.

Upon successfully completing the registry examination, the graduate is eligible for professional licensure by the State of New York. An application fee must be submitted with each application.

CRITERIA FOR PROGRAM COMPLETION
AND
CERTIFICATE IN RADIOLOGIC TECHNOLOGY

In order to successfully complete the clinical program in Radiologic Technology and to be eligible to receive a Certificate of Completion, each student must satisfy the following criteria:

- 1. Complete 225 days of clinical education in accordance with the Time & Attendance Policy**
- 2. Complete Clinical Competency requirements and receive satisfactory Clinical performance evaluations for each assigned clinical rotation.**
- 3. Complete each Study Unit with the minimum passing grade of 75%.**
- 4. Successful completion of the Saturday morning Magnetic Resonance Imaging program.**
 - MRI exams given require a grade of 75% or higher to satisfy this requirement of the program.**

STONY BROOK UNIVERSITY
RADIOLOGIC TECHNOLOGY PROGRAM

DECLARATION

I have carefully read the **Student Handbook** which contains the policies and procedures of the Radiologic Technology Program. The policies, procedures, and regulations of the Radiologic Technology Program have been explained to me and I have had an opportunity to ask questions regarding them.

I agree to abide by all policies and procedures stated in the **Student Handbook**. I understand that those who do not comply with the **Student Handbook** or whose conduct reflects discredit upon themselves or the Program shall be subject to dismissal proceedings.

Student Radiographer

Date

Joseph E. Whitton, MS, RT(R)(CT)(MR), FASRT
Program Director

Date

Clinical Assessment Forms

- Monthly Performance Evaluation
- Clinical Competency Evaluation
- Medical Imaging Procedure Log

All of the following student evaluation forms will be maintained online through the Trajecsys Report System. These forms are to be used for reference purposes only.

Clinical Behavioral Objectives Evaluation

Instructor/Evaluator: place X in appropriate box in left column

Attendance:

- ☐ The student has maintained good attendance and calls in at the specified time to notify staff of thier absence(s).
- ☐ The student's attendance is marginal but calls in on time when absent.
- ☐ After repeated warnings the student's attendance remains poor and continues to call in late to notify staff of absence.

Punctuality:

- ☐ The student is on time each day and prepared to begin the clinical assignment.
- ☐ The student is consistently more than five (5) minutes late and unprepared to begin.
- ☐ The student makes little effort to arrive on time after a verbal warning.

Perseverance:

- ☐ If the student is not successful in performing an assigned task for the first time, they will seek advice as to what they are doing wrong and make a second attempt to succeed without prodding. This student demonstrates initiative.
- ☐ If the student's first attempt at performing a patient procedure is unsuccessful, the student is reluctant to seek advice on what action is needed to perform the task correctly. It is only after the instructor offers advice, will the student make a second attempt to complete the procedure successfully. This student demonstrates a moderate level of initiative.
- ☐ Although receiving adequate instruction and supervision, the student becomes discouraged and frustrated when their first attempt at setting-up a patient procedure is unsuccessful. This student does not seek advice and/or assistance and when the instructor offers advice and/or assistance this student is often unwilling to make a second attempt for fear of failure. This student lacks initiative.

Observation of Behavioral and Performance Skills

Instructor/Evaluator: please indicate performance by placing an **X** in the appropriate yes/no column. If a “**No**” is checked, please elaborate on the comment sheet.

		Yes	No
1.	Student consistently presents a neat and professional appearance and in required uniform to include radiation monitor and student ID badges.		
2.	Does this student exhibit confidence in approaching new tasks?		
3.	Is this student generally helpful in assisting staff and patients?		
4.	Does student conduct themselves in a consistent and reliable manner?		
5.	Does student generally display an organized and logical “common sense” approach to performing required tasks?		
6.	Is the student able to properly focus their attention on the required tasks without becoming distracted?		
7.	Does this student follow instructions/directions and work well under pressure?		
8.	Does the student make appropriate corrections after committing an error?		
9.	Does this student handle constructive criticism in a positive manner?		
10.	Does this student take personal responsibility for errors that are committed?		
11.	Is this student’s professional behavior and clinical skills progressing in accordance with expectations?		
12.	Does student assist in keeping their assigned workplace neat and orderly?		
13.	Does this student generally demonstrate professional behavior and courtesy?		
14.	Does this student work well with others and volunteer to assist those in need?		
15.	Student actively seeks learning experiences and appears eager to demonstrate acquired knowledge.		
16.	Student generally anticipates what is required for each patient procedure and performs task(s) without prodding.		

CLINICAL COMPETENCY EVALUATION

STUDENT: _____

FINAL GRADE: _____

CLINICAL SITE: _____

EXAM: _____

PROJECTIONS: A. _____

DATE: _____

B. _____

EVALUATOR: _____

C. _____

PERFORMANCE EVALUATION

- | | | | |
|--|---|---|---|
| 1. Identify patient by name and verifying identification. | 1 | 2 | 3 |
| 2. Evaluate the Requisition for correct information and examination. | 1 | 2 | 3 |
| 3. Introduce your self and explain the examination to the patient. | 1 | 2 | 3 |
| 4. Assist the patient to the room and on/of the table. | 1 | 2 | 3 |
| 5. Assure that patient is properly attired while maintaining patient's modesty | 1 | 2 | 3 |
| 6. Set exposure factors for appropriate examination. | 1 | 2 | 3 |
| 7. Communicate with the patient throughout the exam. | 1 | 2 | 3 |
| 8. Proper breathing instructions were explained and used. | 1 | 2 | 3 |
| 9. Adjust image receptor (IR) to correct position. | 1 | 2 | 3 |
| 10. Patient is properly dismissed at the conclusion of the exam. | 1 | 2 | 3 |

PSYCHOMOTOR SKILLS

- | | | | |
|--|---|---|---|
| 1. Correctly, position the patient for all projections. | 1 | 2 | 3 |
| 2. Appropriate radiation protection was used for each projection. | 1 | 2 | 3 |
| 3. Use proper positioning aids. | 1 | 2 | 3 |
| 4. Use correct Tube Angle. | 1 | 2 | 3 |
| 5. Use correct size IR and proper placement. | 1 | 2 | 3 |
| 6. Correct SID was used for examination | 1 | 2 | 3 |
| 7. Proper collimation was used and is visible on radiograph (min 2 adj sides). | 1 | 2 | 3 |
| 8. Correct Markers were used & visible on image. | 1 | 2 | 3 |
| 9. All required anatomical parts were included on the image. | 1 | 2 | 3 |
| 10. The anatomy of interest is centered to the image. | 1 | 2 | 3 |

TOTAL POINTS

COMMENTS:

1= Needs Improvement
PASS = minimum 40 points

2 = Satisfactory

3 = Exceeds Expectations

SUNY STONY BROOK

Radiologic Technology Program

Medical Imaging Procedure Log

Clinical Education Site: _____

[illegible]

Student Signature: _____

Clinical Instructor: _____

Program Director: _____
Joseph E. Whitton, MS, RT(R)(CT)(MR), FASRT

