



**Radiologic Technology Program
Student Handbook
Academic Year: 2025-2026**

Effective Date: July 31, 2025
Last Revised: July 23, 2025
Next Secluded Review: June 2026

PREFACE

This handbook is prepared for use by students enrolled in the Associate of Science in Radiologic Technology Program and contains information specific to this program. The information in this handbook is not intended to be independent, but instead, a complement to the LSUA (Louisiana State University of Alexandria) [General Catalog](#) and the [LSUA Student Handbook](#) which are maintained and published by Louisiana State University of Alexandria. For general policies, see the LSUA General Catalog and the LSUA Student Handbook.

The purpose of this handbook is to provide guidelines to aid you through the Radiologic Technology Program at Louisiana State University of Alexandria and provide you with an understanding of our policies. To accomplish this, it is important that you know and understand exactly what is expected of you. This handbook will provide you with guidelines that is expected of you as a student in a healthcare profession. Should you need further clarification or have additional questions, feel free to contact the Program Director.

The information in this handbook is current at the time of printing. However, policies, guidelines, and procedures are subject to change. The program **RESERVES THE RIGHT** to modify any statement; the policies as written may be modified, superseded, or eliminated. Final interpretation of program policies and procedures will be made by the program's faculty. You will be notified of any such changes.

Not every circumstance can be predicted. Any area not covered in this handbook will be dealt with individually. We urge you to review these materials prior to the beginning of your first clinical semester and refer to it as needed.

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Welcome Letter

Dear Student,

Welcome to the Radiologic Technology Program at **Louisiana State University of Alexandria (LSUA)**! We are excited to have you join a profession that blends cutting-edge technology with compassionate patient care. You are entering a field that plays a vital role in the healthcare system, and we are committed to preparing you for a successful and rewarding career.

Over the next year and a half, you will be challenged academically, professionally, and personally. Our curriculum is designed not only to provide you with the technical skills needed for success but also to instill the values of professionalism, ethical practice, and lifelong learning. As faculty, we are here to support you every step of the way, whether through classroom instruction, clinical guidance, or mentorship.

This handbook serves as a comprehensive guide to the policies, expectations, and resources available to you throughout the program. Please take time to review it carefully and refer to it often. It is your responsibility to be familiar with the information provided and to reach out if you have any questions or need clarification.

We encourage you to take full advantage of this learning experience, embrace challenges as opportunities for growth, and take pride in the work you do. The journey ahead will be rigorous, but we are confident in your ability to succeed, and why you are here now.

We are honored to be part of your educational journey and look forward to seeing you grow into a confident, competent, and compassionate radiologic technologist.

Sincerely,

LSUA's Radiologic Technology Faculty

Purpose of This Handbook

This student handbook is designed to serve as a guide to the policies, procedures, and expectations specific to the LSUA Radiologic Technology Program. While it does not replace the LSUA Academic Catalog or institutional policies, it provides program-level details that govern academic progression, clinical conduct, grading standards, dress code, reentry criteria, and more.

Students are expected to review the handbook thoroughly and refer to it throughout their time in the program. By understanding the expectations and responsibilities outlined within, students can better navigate their academic and clinical experiences and contribute to a professional and respectful learning environment.

Contact Information

<i>Program Faculty</i>		
Program Director:	Sarah Barnes, MBA, RT(R)(CT)(ARRT) sbarnes@lsua.edu	318-473-2912 O 318-658-2465 C
Clinical Coordinator:	Elizabeth Azua, BSRS, RT(R)(CT)(ARRT) eazua@lsua.edu	318-427-4463 O
Program Faculty:	Alisha Trisler, MSRS, RT(R)(ARRT) atrisler@lsua.edu	318-427-4454 O 318-715-9221 C
Program Faculty:	Carson Dauzat, BSHP, RT(R)(ARRT)	
<i>Administration</i>		
Dean CHHS:	Jeff Langston, MBA, MHA, RT (R)(N)(ARRT) Jlangston@lsua.edu	318-427-6533 O
Department Chair of Allied Health:	Sarah Barnes, MBA, RT(R)(CT)(ARRT) sbarnes@lsua.edu	318-658-2465 C
Administrative Assistant:	Sandra Gremillion Sgremillion@lsua.edu	318-427-6466 O

Program Vision

Our vision is to educate every student in the fundamental concepts of radiographic positioning, patient care, radiation safety, and radiation physics to sit for the national certification examination administered by the American Registry of Radiologic Technologists (ARRT) and employment in the radiographic technology field.

Program Mission

Our mission is to equip future healthcare professionals with comprehensive knowledge and hands-on skills in radiologic technology through rigorous academic training and clinical experience. We aim to prepare students to become adept technologists and compassionate caregivers, upholding ethical practices, technological proficiency, and professional integrity.

Program Goals & Objectives

The following are the goals of the Radiologic Technology Program at Louisiana State University of Alexandria:

Goals	Objectives
Students will be clinically competent.	<ul style="list-style-type: none">• Students will effectively apply knowledge of exposure factors.• Students will be prepared to demonstrate proper radiation safety practices.• Students will be prepared to perform routine radiographic studies.
Students will communicate effectively.	<ul style="list-style-type: none">• Students will demonstrate effective written communication skills.• Students will communicate effectively with patients, peers, and other medical professionals.
Students will use critical thinking and problem-solving skills.	<ul style="list-style-type: none">• Students will demonstrate critical thinking skills and problem-solving skills.• Students will identify diagnostic quality images and correct nondiagnostic images accordingly.
Students will evaluate the importance of professionalism.	<ul style="list-style-type: none">• Students will demonstrate ethical treatment of patients.• Students will demonstrate attitudes and behaviors that are representative of a competent healthcare professional.

Curriculum Overview

Associate of Science in Radiologic Technology (91 Hours)

The sequence below indicates the *sequence* in which students who wish to complete degree requirements in three and a-half years might take their courses. Students should be aware, however, that their individual circumstances may require them to diverge from the suggested sequence. If after reviewing the sequence, students still have questions about which courses they should schedule in a given semester, they should consult with their academic advisors. ([LSUA Catalog FY25-26](#))

First Year					
Fall Semester		Spring Semester		Summer Semester	
ENGL 1001	3	ENGL 1002	3	HESC 1010/1400	3
MATH 1021	3	MATH 2011	3		3
BIOL 1161	4	BIOL 1162	4		3
CMST 2060	3	RADT 1000	3		3
PSYC 2000/PSYC 2070	3	GEN. ED. Fine Arts	3		3
	16		16		3

Second Year (if accepted)					
Fall Semester		Spring Semester		Summer Semester	
RADT 1001	3	RADT 1002	3	RADT 1006	2
RADT 1014	5	RADT 1005	4	RADT 1010	4
RADT 1024	4	RADT 1007	4		6
	12	RADT 1008	2		6
			13		

Third Year			
Fall Semester		Spring Semester	
RADT 2007*	7	RADT 2005	3
RADT 2010	2	RADT 2012**	7
RADT 2032	3	RADT 2100	3
	12		13

*Clinical course with one week Modality Rotation (may include MRI, Mammography, Radiation Therapy, Ultrasound, and Nuclear Medicine).

**Clinical course with a two-week optional rotation (may include MRI, CT, Mammography, Radiation Therapy, Ultrasound, Nuclear Medicine, Cardiac Catheterization, Interventional, or Surgery).

Clinical Education Sites
(~60 miles from LSU's Main Campus)

Avoyelles Hospital 4231 LA 1192 Marksville, LA (25 miles)	318-305-2105	CP: Delain Moreau
Bunkie General Hospital 427 Evergreen Street Bunkie, LA (24 miles)	318-240-0543 318-346-3317	CP: Monica Armand CP: Bobbie Gauthier
Central Louisiana Imaging Center (CLIC) 3704 North Blvd. Alexandria, LA (6 miles)	318-442-7500	CP: Brandi Ewing
Christus Cabrini Surgery Center 3436 Masonic Drive Alexandria, LA (8 miles)	318-427-6200	CP: Heather Mitchel
Christus Central Louisiana Surgical Hospital (CLSH) 651 N Bolton Ave Alexandria, LA (11.9 miles)	318-427-7938	CP: Cheryl McGlothlin
Christus St. Frances Cabrini Hospital 3330 Masonic Drive Alexandria, LA (8 miles)	318-447-0968 318-794-5234	CPs: Mandi Skursky Tina Smith CT: Malak Abdelhadi
LaSalle General Hospital 187 9 th Street Jena, LA (47 miles)	318-229-5254	CP: Jordan White
Oakdale Community Hospital 130 Hospital Drive Oakdale, LA (33 miles)	318-215-3003	CP: Erica Carrier
Rapides Regional Medical Center 211 4 th Street Alexandria, LA (9.7 miles)	318-769-3567 318-769-4993	CP: Brenda Craig CP: Joseph Shidiskis
Savoy Medical Center 801 Poinciana Avenue Mamou, LA (39 miles)	337-468-5261	CP: Jared Fontenot
VA Medical Center 2495 Shreveport Hwy Pineville, LA (15 miles)	318-466-2971	CP: Nicole Jarrell
Winn Parish Medical Center 301 Par Rd 245 Winnfield, LA (58 miles)	318-413-1650	CP: Trenton Hill

Contingency Plan

In the event of a catastrophic event, such as natural disaster, pandemic, civil unrest, or extended campus closure, the following plan shall be enacted to maintain program operations and student learning:

Didactic Courses may be delivered through virtual platforms. Faculty will maintain regular office hours and communication virtually.

Clinical: If clinical sites are unavailable, simulated lab experiences may be substituted as permitted by ARRT guidelines. Affected students will be prioritized for clinical re-entry when sites reopen.

Program Communication: All students will be notified through LSUA email, Moodle announcements, or text messages about changes to schedules, course delivery, or requirements.

This plan is reviewed annually by program faculty and updated as needed.

Accreditation

The Radiologic Technology Program is accredited under Louisiana State University of Alexandria's Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and approved by the Louisiana State Radiologic Technology Board of Examiners and the American Registry of Radiologic Technologists.

The LSUA Radiologic Technology Program has formally begun the process of seeking accreditation through the Joint Review Committee on Education in Radiologic Technology (JRCERT). The program is committed to meeting the standards set forth by JRCERT to ensure quality education and professional preparation for its students.

National Certification Requirements

National Certification

The American Registry of Radiologic Technologists (ARRT) is the only examining and certifying body for radiographers in the United States. To become a Registered Technologist in Radiography, RT(R)(ARRT), you will have to successfully complete the ARRT examination.

Students completing the program are eligible for certification by the **ARRT**. The Program Director provides applications during March of the final semester. Students completing the program in May can take the ARRT examination on any day it is offered after graduation. The ARRT begins accepting applications three months prior to the student's graduation date. It is the student's responsibility to submit their application early to ensure the desired testing appointment time ([see ARRT Examinee Handbook](#)). The completed application must be signed by the Program Director before it is submitted to ARRT. The appropriate fee must be submitted with the application. Questions regarding this matter should be forwarded to **ARRT at (651) 687-0048**.

Notice of Felony or Misdemeanor Convictions

The American Registry of Radiologic Technologists (ARRT) has stringent rules regarding misconduct and eligibility to take the national registry exam. In order to meet ARRT certification requirements, you may complete the pre-application review process with the ARRT prior to program enrollment to avoid delays and uncertainty regarding certification eligibility if you have been:

- convicted of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations, or a similar offence in a military court-martial;
- any alcohol and/or drug related violations;
- had any license, registration, or certification denied, revoked, suspended, placed on probation, or subjected to discipline by a regulatory authority or certification board (other than ARRT);
- suspended, dismissed, or expelled from an educational program that you attended.

The pre-application review form is downloadable from the Ethics section of ARRT's website at www.arrt.org or by phoning ARRT at (651) 687-0048, ext. 8580.

In the event that a student or graduate of the Radiologic Technology Program is concerned about ARRT eligibility, it is the sole responsibility of the student or graduate to certify eligibility with the ARRT.

State Licensure

State Licensure and Student Practice Guidelines

In accordance with the Medical Radiation Health and Safety Act (Louisiana Revised Statutes R.S. 37:3200–3221), all individuals using radioactive materials or equipment that emits or detects ionizing radiation on humans for diagnostic or therapeutic purposes must be licensed by the State of Louisiana. To work as a registered radiologic technologist in a hospital or clinic located in Louisiana, individuals must hold a valid state license issued by the Louisiana State Radiologic Technology Board of Examiners (LSRTBE).

Students enrolled in an LSRTBE-approved school of radiologic technology are exempt from licensure while applying ionizing radiation to humans only during scheduled clinical hours required by the program and only under the supervision of a licensed radiologic technologist at an approved clinical affiliate. Students are not permitted to work independently or be employed in the capacity of a radiologic technologist outside of program-sanctioned clinical hours. Questions regarding licensure should be directed to the LSRTBE at (504) 838-5231.

Licensure for Graduates

Graduates of the program who are seeking employment but are awaiting their initial ARRT examination results must:

- Submit an application and appropriate fees to the LSRTBE for a temporary permit and full licensure.
- Obtain the application from the Program Director during the final semester (typically March).
- Complete the application, obtain the Program Director's signature, and submit it with all required fees.

The ARRT examination serves as the licensing examination for the State of Louisiana. Graduates must authorize the ARRT to release their exam results directly to the LSRTBE.

If a graduate does not pass the ARRT exam:

- The temporary permit is revoked and cannot be renewed.
- The graduate must cease employment as a radiologic technologist.
- A state license will not be issued until all requirements, including successful completion of the ARRT exam, have been met.

Professional Societies

Many organizations play key roles in the professional lives of radiologic technologists.

SRTA

The Student Radiologic Technologists Association (SRTA) objectives and goals of this organization are to promote and encourage student interest in the field of Radiology, raise funds that can be used to cover the expenses of Radiology associated seminars and conventions, and to enhance and educate the public awareness of radiology through community involvement.

LSRT

The state society is the Louisiana Society of Radiologic Technologists (LSRT; <http://www.lsrtnet.net>). All professional students are **REQUIRED** to join the LSRT. The LSRT holds two educational meetings per year (Midwinter Seminar and the Annual Meeting) which students may be **REQUIRED** to attend. Student membership is available for a reduced fee. The LSRT also has student scholarships available. For more information, see the LSRT website or the Program Director.

Conference Attendance

Conference attendance for **BOTH** Midwinter Seminar and Annual Conferences is **REQUIRED**. Students are responsible for their financial obligations to attend conference including membership to LSRT, registration fee, lodging, travel, food, etc. You are joining a society of professional healthcare workers, which requires continuing education. It is not optional to miss these events. **The only excused absence will require a doctor's excuse.**

Lambda Nu

Lambda Nu is the national honor society for the radiologic and imaging sciences. Students with a grade point average of 3.0 or higher on a 4.0 scale will be honored at the Allied Health Pinning Ceremony.

ASRT

The national society is the American Society of Radiologic Technologists (ASRT; <http://www.asrt.org>). The ASRT has student memberships available for a reduced fee, as well as student internships, grants, and scholarships. For more information, see the ASRT website or the Program Director.

Technical Standards

Technical Standards are adopted by some health career programs to aid in the assurance that students will be able to complete the program successfully. Students accepted and progressing in the Radiologic Technology Program must be physically and mentally capable of successfully fulfilling the following requirements. Any limitation of a student that may restrict or interfere with satisfactory performance may result in the necessity of withdrawal from the course and/or program. Reasonable accommodation for the Technical Standards may be requested. Reasonable accommodation in the Technical Standards is not the same as reasonable accommodations under the Americans with Disabilities Act. Whether the requested accommodation is reasonable must be determined by the Program Director on an individual basis, in consultation with the student involved and appropriate school officials. A student in the Radiologic Technology Program must possess the following:

- Actively participate in all demonstrations, laboratory exercises, and clinical experiences in the professional program component of the degree and to assess and comprehend the condition of all persons assigned to him or her for examination, diagnosis and treatment. Such observation and information usually require the functional use of visual, auditory, and somatic sensations.
- Communicate effectively and sensitively with persons to elicit information, describe changes in mood, activity and posture, assess non-verbal communications, and be able to effectively and efficiently receive from and transmit information to persons, fellow students, faculty and staff, and all members of the health care team. Communication skills include listening, speaking, reading and writing, as well as the observation skills described above.
- Sufficient sight to read requisitions and medical charts, observe a patient's condition from across a room in low levels of light, and evaluate medical images (including different shades of gray) on computer screens.
- Sufficient hearing to interact with and respond to patients at a distance of 20 feet as well as to the audible sounds of equipment.
- The ability to stand and walk for 80% of clinical time.
- The ability to lift up to 50 pounds occasionally, assist and maneuver patients in wheelchairs, stretchers, and imaging tables without injury to patients, self or other members of the health care team.
- The ability to respond appropriately and effectively to medical emergencies.
- Sufficient motor skills to manipulate, lift, and reach equipment and to operate small controls on equipment.
- Cognitive ability to perceive and deal appropriately with environmental threats and stresses and continue to function safely and effectively during high stress periods.
- The ability to protect oneself and others from hazards in the health care environment, such as infectious disease, contaminated equipment, sharp instruments, chemical fumes, and radiation.

After reading, please read and sign the appropriate statement below, and return this form as directed.

___ I have read the technical standards, and I currently have the ability to fully meet these standards.

Print Name

Student Signature

Date

___ I have read the technical standards, and I am currently **unable** to fully meet these standards without accommodations and will schedule an appointment with LSUA Student Services Director and the Radiologic Technology Program Director.

Print Name

Student Signature

Date

Adopted: 2008

Revised: 2010, 2016, 2018

Grading System

For all RADT courses, the grading system is listed below. Please refer to individual course syllabi for a more detailed explanation of individual course grades. Students must make at least a “C”, 77%, in each course to continue in the program.

93-100	A
85-92	B
77-84	C
69-76	D
0-68	F

Expenses

In addition to tuition and campus registration fees, students enrolled in the Radiologic Technology Program will incur some additional expenses. These values are approximate.

Textbooks & Online Learning Platforms	~ \$ 1,200.00
Background check	\$5.00
Drug Screen	\$10.00 - 40.00
R/L Markers	\$~35.00
Uniforms	\$100.00 - 250.00
Patches (each)	\$5.00
Name Badge	\$8.00
LSRT Convention(s)	\$300.00 - 500.00
LA Temp License	\$10.00
LA License Fee	\$100.00
ARRT Exam Fee	\$225.00
Portraits	\$25.00-75.00
Trajecsys	\$150.00

Other student clinical obligations may include but are not limited to random drug screening tests, CPR certification, completed Health Form, TB test, annual flu vaccine, and pin for pinning ceremony.

Students are also responsible for their own transportation to and from the Clinical Education Sites (all sites are located no more than 60 miles from LSU Alexandria’s main campus).

Criminal background checks are a requirement at some affiliated clinical training sites. All students must submit a criminal background check before entering the clinical sites. The original copy of the background check will be kept in the student's file in the Department of Allied Health office. Students agree these documents may be shared with the clinical sites upon request. Based on the results of the criminal background check, an affiliated clinical site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the requirements of a specific course and your program. More information is available from your program director.

Attendance Policy

To derive optimum benefits from a course, consistent attendance in all courses is **MANDATORY** for student success. Absences from class for any reason, avoidable or unavoidable, will result in a loss for the student. When excessive, it may be a direct cause of low achievement or failure.

Didactic Courses:

Attendance is mandatory in all didactic courses and is essential for academic and professional success. While faculty follow LSUA's minimum attendance requirements, additional expectations may apply to support the rigor of the program. Course-specific attendance policies will be outlined in each individual course syllabus.

If an absence is unavoidable, students must notify the appropriate instructor at least 15 minutes before class begins. Notification should be provided via phone, email, or other approved method. Whether missed work or exams can be made up is at the discretion of the instructor.

Students are also expected to arrive on time. Tardiness may result in denied entry into the classroom. Instructors may lock the door once class begins, and late students may be required to wait until a scheduled break (if one is provided). Quizzes or assignments missed due to tardiness will not be accepted and may not be made up.

Students must maintain a professional appearance at all times, including during classroom attendance. When on campus, students are required to wear: Scrub bottoms, and an LSUA-branded top or scrub top. Failure to comply with the classroom dress code may result in dismissal from class and being marked absent.

Students who are ill, particularly those experiencing fever or symptoms of a contagious condition, should not report to campus or class. Instead: Notify the course instructor as soon as possible. If diagnosed with a contagious illness, contact the Program Director on the day of diagnosis. Additional illness-related procedures and expectations may be outlined in individual course syllabi.

Excessive absences from didactic courses will result in points deducted from the overall course grade. Excessive is defined as more than 3 days for a MWF course, more than 2 days for a MW or TTH course.

Clinical Courses:

Since clinical experience is a major part of the radiology curriculum, attendance and participation are **MANDATORY**. All students are expected to attend regularly and punctually. Any student with repetitive tardiness and/or absences will be dismissed from the program.

Students in their **FIRST THREE (3) SEMESTERS** of clinic may miss up to **TWO (2)** days of clinic without penalty, no questions asked. Any missed day after **TWO (2)** will result in dismissal from the program.

Students in their **LAST TWO (2) SEMESTERS** of clinic may miss up to **THREE (3)** days of clinic without penalty, no questions asked. Any missed day after **THREE (3)** will result in dismissal from the program.

It is recommended that you avoid **ALL** clinical absences. Should a clinical absence be unavoidable you must notify the Clinical Coordinator or Course Instructor **AND** the clinical site you were to report to at least 15 minutes prior to your report time. You may text, call, or leave a voicemail for the Clinical Coordinator or Course Instructor. You must **CALL** the clinical site and make note of who you spoke with.

Failure to notify both parties of absence more than 15 minutes after scheduled clinical time will count as a missed day.

After the maximum number of missed days (2 during the first 3 semesters; 3 for the last 2 semesters), a student **MUST** provide medical documentation (i.e., doctor's excuse) for missing more than the maximum days of clinic. **Without medical documentation, the student will be dismissed from the program for exceeding the absentee policy. Any medical absence over the allowed days will result in a 15-point deduction from the clinical attendance grade and points deducted from the overall clinical grade.**

Tardies: Tardiness will be monitored. Every 1 minute a student is late (up to 15 minutes); there will be a 1-point deduction from the clinical grade. After 15 minutes it is an absence and counts as a missed day.

Leaving Early: You **ARE NOT** allowed to leave clinic early without the permission of the Clinical Coordinator or Course Instructor. Leaving early will be treated in the same manner as a tardy and count as a missed day.

Bereavement: Students may be given time off without loss of clinical time to attend the funeral or burial services of immediate family. Immediate family, for this policy's purposes, includes a parent/stepparent, child/stepchild, mother/father-in-law, grandparents, or grandchild. Time allowed shall not exceed 2 days. Documentation will be required. Without proper documentation the absence will not be approved.

If you are required to self-isolate, or a physician imposes extended absence and/or physical restrictions, please contact the Program Director immediately.

Developed: 2002

Reviewed: 2004, 2009, 2013, 2016

Revised: 2008, 2010, 2014, 2018, 2019, 2020,2021, 2023, 2024, 2025

Academic Standards

Progression Policy

Students must earn a minimum grade of “**C**” in all required **in all required courses**. In addition, students must maintain all program prerequisites and co-requisites as outlined in the official curriculum sequence in order to progress to the next course level.

A Radiologic Technology course may be repeated **only once**, regardless of whether the original attempt resulted in a course failure or withdrawal. Students are permitted to **re-enter only one (1) RADT course** during their time in the program.

If a student wishes to return to the program after withdrawing or failing a course, the following procedures must be followed:

- The student must notify the **Program Director in writing** of their intent to return by the following deadlines:
 - **Fall Semester:** May 1
 - **Spring Semester:** November 1
 - **Summer Semester:** February 1
- Failure to submit written intent by the deadline will result in **forfeiture of reentry eligibility**. In such cases, the student must **reapply to the program** and be **reaccepted through the formal admissions process**. This includes re-enrollment in all required RADT courses, regardless of previous completion or success.
- Upon reentry, **previously passed RADT courses must be audited**, and all associated expenses (tuition, fees, etc.) are the responsibility of the student.

Developed: 2002

Revised: 2010, 2015

Reviewed: 2013, 2021, 2023, 2025

Dismissal Policy

A student is subject to dismissal from the Radiologic Technology Program for the following reasons:

1. Failure to achieve at least a "C" in any RADT course.
2. The need to repeat/re-enroll in more than one required radiologic technology course.
3. Receiving multiple violations (see Disciplinary Policy).
4. Participation in academic cheating and/or unauthorized possession of an exam.
5. Plagiarism or Unauthorized AI use for didactic or clinical course.
6. Falsification of patient, affiliate, and/or program records, to include clock in/out time.
7. The unlawful and/or unauthorized use, abuse, possession, distribution, transportation, manufacture, concealment, consumption, promotion or use of alcohol, illegal drugs, legal drugs obtained illegally, controlled substances, or designer drugs.
8. Illegal possession of weapons.
9. Theft.
10. Destruction of equipment.
11. Lack of professional compatibility identified by the Radiologic Technology Faculty or CES.
12. Unsafe clinical practice as identified by the Radiologic Technology Faculty or CES.
13. Excessive clinical absence as described in the Clinical Attendance Policy.

Immediately upon participating in any of the above reasons (except 1 and 2), the student will be dismissed from the clinical or classroom setting. The student will be informed by the Program Director of a specific time to meet with the disciplinary panel which will be held within five (5) working days. The panel may consist of, at minimum, the following:

- RADT Program Director
- Department Chair of Allied Health
- Clinical Coordinator
- CI involved

The student will present his/her case to the panel. A private discussion of the disciplinary panel will be held. The panel may recommend the immediate dismissal of the student from the program or issue the student a Serious Violation Report, 7-point deduction from the overall course, clinical or didactic, grade. The student will be informed of the panel's decision prior to adjournment of the meeting.

Developed: 2002

Revised: 2010

Reviewed: 2003, 2005, 2013, 2016, 2018, 2021, 2023, 2024, 2025

Classroom Behavior Expectations

Whether attending a class in person or remotely (in the event of pandemic restrictions), students are expected to be respectful, courteous, and engaged in the classroom. Students must avoid behaviors that are disruptive or distracting. Inappropriate, hostile, or offensive comments or behaviors will not be tolerated. Violations of this policy may affect course grade and initiate the Student Code of Conduct process. The quality of professional behavior expected of Radiologic Technology students is exemplified in the following behaviors:

- commitment to learning
- problem solving
- interpersonal skills
- professionalism
- communication skills
- responsibility
- effective use of time and resources
- critical thinking
- use of constructive feedback
- stress management
- staying awake

Clinical Education Plan

This section explains what is expected of students and a summary of responsibilities during clinical rotations. A detailed explanation will be given in the syllabus provided at the beginning of each clinical course. The program's objective is to help the student gain the knowledge and skills necessary to function as an integral part of a Radiology Department.

It is important to emphasize this is a competency-based system and the pace or rate of the student's progress is dependent on the student's ability to comprehend and perform the various examinations.

Clinical Competency Plan

This plan integrates all aspects of the curriculum including lecture, demonstration, simulation, and clinical participation. Specific objectives, including cognitive, psychomotor, and affective competencies for clinical courses, are outlined in each syllabus.

Clinical skills can be developed by following a systematic approach. The following sequence explains a step-by-step approach:

- **Academic Preparation:** Complete this step by studying radiographic physics, principles and techniques, anatomy and physiology, radiographic positioning, etc. in didactic courses.
- **Performance Objectives:** Students will be given instruction and demonstration of radiographic procedures followed by simulated practice sessions in the laboratory. The Course Instructor will complete the Laboratory Skills Evaluation Form (See Appendix B). This will be used as a simulation assessment tool to assist students in identifying weak positioning skills prior to actual evaluations in the clinical setting. Students' comprehension of course materials will be evaluated by written examination and by simulations in the laboratory. If a student makes below 90% on a Laboratory Skill Evaluation, the student will receive a grade of 50% and must simulate again, and an average of the two grades will be given. Failure on the second simulation will result in a grade of 0% and a required conference with the instructor and student regarding remedial assignments and successful completion of the program.
- **Clinical Participation:** Students are required to observe and assist radiology staff in performing various procedures. Performance of these tasks and skills must be supervised by a certified Radiologic Technology, RT(R)(ARRT). As the student gains experience in various procedures, he/she gradually moves into an independent clinical performance state. At this point, the student may then progress to performing examinations and procedures under the indirect supervision of a certified Radiologic Technologist. **Repeat radiographs are to be performed only in the presence of the certified RT(R)(ARRT) regardless of the student's competency level.**
- **Competency Evaluations:** After a score of 90% or higher on Laboratory Skills Evaluation Form, and when certain of the ability to do a particular procedure independently, ask the Clinical Instructor or an certified radiologic technologist to complete a competency evaluation when the next patient for that procedure arrives. The technologist must have been a certified technologists for a minimum of one year. Performance will be documented on a Competency Form (See Appendix C). If competency is achieved, it will be counted toward that semester's requirement and now may be performed with indirect supervision. If competency is not achieved, a remedial action may be assigned, and the competency must be repeated until competency has been achieved. **All competencies may be reevaluated by LSUA faculty for quality and completeness. The final approval of competency will be determined by LSUA faculty, regardless of prior approval by a Clinical Instructor.**
- **Final Competency Evaluations:** Students are re-evaluated in the form of a Final Competency Evaluation (See Appendix D). Final competency evaluations are performed during the student's final two semesters (fourth and fifth). These final competency evaluations are to be evaluated and documented by the Course Instructor. The results will become a part of each student's clinical record. Successful completion of all final competency examination evaluations completes the requirements for the Clinical Competency Plan.

The procedure for final competency evaluations is similar to the competency evaluations. The Program Faculty or Clinical Preceptor randomly selects examinations and evaluates student performance using the final competency evaluation form. Students are expected to complete 4 final category competencies (chosen from each major category) with a minimum mastery level

of 90% on each examination. A numerical grade is given for final competency evaluations. Final competency evaluations are averaged and count for a percentage of the clinical course grade. If the grade is below 90%, the student will receive a grade of 50% for that evaluation. The student will be allowed to redo the same examination or another examination from the same category. Final competencies must be completed on patients; no simulations will be allowed. All scores for competencies will be averaged.

Clinical Supervision

During all clinical courses, the students are under the supervision of a certified and licensed ARRT registered technologist. Once a student has successfully performed a specific competency evaluation, the student is under indirect supervision of a radiographer.

Direct Supervision

- Must occur for students **before** documented competency of any procedure.
- The clinical instructor or radiologic technologist will:
 - Review the procedure in relation to the student's achievement.
 - Evaluate the condition of the patient in relation to the student's knowledge.
 - Be present during the entire procedure.
 - Review and approve the radiographs.
 - All repeat exams

Indirect Supervision

- May occur for students **after** documentation of competency for any given procedure.
- The clinical instructor or radiologic technologist will:
 - Review, evaluate, and approve the procedure as indicated above
 - Be immediately available to assist students regardless of the student's achievement. Immediately available is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients.

When repeat exposures are necessary, a radiographer **must be physically present** in the radiographic room and must approve the student's procedure prior to re-exposure. It is the student's responsibility to ensure the proper clinical supervision prevails before performing a specific exam. Failure to comply with this policy will result in disciplinary action.

Clinical Experiences

The Clinical Education Plan is divided into five clinical courses. Each course is described in the form of a syllabus, which consists of general goals, specific objectives, and clinical rotations that students are assigned during the year and half period. The requirements for each course are also listed in each course syllabus.

The ARRT requires candidates for certification to meet certain Professional Requirements.

(See “ARRT Radiography Competency Requirements,” Appendix A for specific requirements.)

At the conclusion of this program, the student shall have the following:

- One and half years of clinical education experience at a regionally accredited approved clinical site with its affiliates.
- Ten (10) mandatory general patient care activities;
- Thirty-seven (36) mandatory imaging procedures
- Fifteen (15) elective imaging procedures selected from a list of 34 procedures;
 - One (1) of the 15 elective imaging procedures must be selected from the head section;
 - Two (2) of the 15 elective imaging procedures must be selected from the fluoroscopy studies section, one of which must be either upper GI or contrast enema.
- Four (4) final competency evaluations.

The minimum requirements for each clinical course are listed below:

- RADT 1024
 - 8 Competency Evaluations
- RADT 1005
 - 12 Competency Evaluations
- RADT 1010
 - 10 Competency Evaluations
- RADT 2007
 - 12 Competency Evaluations
 - 2 Final Competency Evaluations
- RADT 2012
 - 9 Competency Evaluations
 - 2 Final Competency Evaluations

These minimum requirements are necessary for establishing a grading system and are not meant to be restrictive. After successful completion of a simulation, students should request competency evaluation on any procedure they feel prepared to perform independently, even if they have completed the minimum requirements for the semester. Competency evaluations completed over the minimum requirements will be counted toward the next semester. All unsuccessful attempts at competency (failures) will be part of the grade in the semester in which they were obtained. All required competency evaluations must be completed by the end of the semester. **However, if the student fails to acquire the minimum requirements for a semester, there will be a 7-point deduction from the final course grade for each one missed. A student may not simulate any more than 2 procedures per semester.**

Simulation is performance of the examination on a subject (not a patient). Simulations may be used only for infrequent or limited volume examinations. Simulated examinations involve all necessary components of an actual examination, including exposure to ionizing radiation, image critique, etc. Simulations will be performed on

phantoms in the lab. Students are only allowed to simulate the number of examinations that is required to meet the minimum number of required competencies for the semester (not to exceed 2 procedures per semester). Simulations cannot be carried over from semester to semester. Students are not allowed to simulate fluoroscopic, surgical, portable examinations or final competencies.

The following is a sample, but does not include all, list of examinations that a student could simulate:

Skull	Sternum	Mandible
Facial Bones	Orbits	Clavicle
Nasal Bones	SI Joints	Sacrum/Coccyx
Decub Chest	Scapula	

Clinical Rotation Plan

Students accepted into the Radiologic Technology Program are assigned to area hospitals and clinics that serve as Clinical Education Sites (CES). All CES are approximately 60 miles driving distance from LSUA main campus. Clinical assignments are made solely by LSUA faculty on a semester basis. Students are not allowed to request to be placed at a clinical site. Students may complete a survey related to where they live. This information is considered when creating clinical schedules. The program supersedes any student request in clinical placement.

For the safety of students and patients, no more than 10 clinical hours will be scheduled in any one day. Scheduled didactic and clinical hours combined will not exceed 40 hours per week. Hours exceeding these limitations must be approved on an individual basis and are voluntary on the student's part.

A clinical rotation schedule is provided listing the various assignments, but not all, students will experience during their clinical education. Typical clinical rotation assignments take place during the daytime hours, Monday through Friday. Clinical rotation assignments are given to each student at the beginning of each semester and emailed to each CES. Students are not allowed to attend clinic in an area not assigned. Also, students are not allowed to attend clinic beyond the scheduled time unless finishing an exam started before the end of clinic time. Clinical hours may vary depending upon CES.

<ul style="list-style-type: none"> ● Required Clinical Rotations <ul style="list-style-type: none"> ○ Diagnostic Radiography ○ Fluoroscopy ○ Surgery ○ Special Procedures ○ Trauma (1 pm – 9 pm) ○ Weekend (Friday – Sunday) ○ Computed Tomography (CT) 	<ul style="list-style-type: none"> ● Elective Clinical Rotations <ul style="list-style-type: none"> ○ Magnetic Resonance Imaging (MRI) ○ Radiation Therapy ○ Ultrasound (US) ○ Mammography ○ Nuclear Medicine ○ Heart Catheterization ○ Urgent Care
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Grading Procedures for Clinical Radiography Courses

Students must have a final grade average of at least 77% to successfully complete each course. A detailed explanation of how grades are calculated is listed in each course syllabus. A summary of clinical radiography course grades is listed below:

- **Performance Evaluations:** The student will be evaluated by a radiographer at the end of each rotation (usually done every 2 weeks but not more than 3 weeks). It is the student's responsibility to remind the technologist to complete the form in Trajecsys. Students are not allowed to have the same technologist fill out 2 evaluations back-to-back unless an exception is made. Performance evaluations are averaged and count for a percentage of the final course grade. Any missing performance evaluations will result in a 0.
- **Semester Evaluations:** The student will be evaluated by the course instructor two times a semester, at mid-term and at the end of the semester. These evaluations are based on observation and input from CIs. **The minimum passing grade on a semester evaluation is 77%.** If the grade is between a 76%-69%, the student will receive a grade of fifty (50) for that evaluation. If the grade is 68% or below, the student will receive a grade of zero (0) for that evaluation.
- **Competency Evaluations:** Students must perform all required competency evaluations with a **minimum grade of 90%**. The competency evaluations are averaged and count for a percentage of the clinical course grade. If the grade is below 90%, the student will receive a grade of 50% for that competency evaluation. The student will be allowed to attempt the competency again.
- **Attendance:** Students start each semester with 100 points for attendance. Points will be deducted for tardiness. Attendance will count for a percentage of the final course grade.
- **Other requirements:** The details for other requirements for each semester are detailed in each course syllabus and count for a percentage of the final course grade.

Clinical Rotation Paperwork-Submitted through Trajecsys

The following paperwork should be submitted within one week of each clinical assignment:

- **Orientation Checklist:** The student will complete an orientation checklist for each CES assigned. This form is to be completed with a manager/supervisor on the **first week** in the department.
- **Room Checklist:** The student will complete a room checklist for each room assigned. This form is to be completed with a technologist in the **FIRST WEEK** of each clinical rotation. It is advised to complete the room checklist prior to the competency, as not knowing your room can result in an **Automatic Failure** on a competency exam.
- **Student Performance Evaluations:** Students must be evaluated by a Registered Radiologic Technologist at the end of a rotation or every two –three weeks. **A zero "0" will be given for evaluations not completed.**

- **Daily Clinical Experience:** Students must document and maintain a record of the examinations completed during each clinical rotation. The daily student clinical experience records are entered into a daily clinic log on Trajecsys and turned in monthly. **Failure to input your information for your daily logs will result in a 1-point deduction per month** from the overall course grade. Any repeats must include the reason for repeat.

****Clinical paperwork, both physical and digital, is the property of LSUA, as such it is kept on file in the radiologic technology department. Students may review paperwork upon request with a faculty member. Students may see their Trajecsys records by logging into their account. Copies are not permitted. ****

Clinical Clocking System

Students will clock in and out for the day as well as for lunch/dinner breaks using the timeclock in Trajecsys. Your time must be approved by the program faculty. You must be within a certain GPS coordinate to clock into the facility. **Clocking in prior to being in the department is the equivalent of falsifying records and will result in immediate dismissal.**

Trajecsys allows for “time exceptions;” however, you are not to use this because you forgot to clock in or out. Time exceptions are only to be used when you will be absent. Students who use time exceptions other than for this reason will lose 5 points from their clinic attendance grade.

Revised: 2010, 2013, 2014, 2016, 2017, 2018, 2020, 2021, 2023, 2024, 2025

Breaks

Breaks can be scheduled when the workflow permits, but these breaks are not guaranteed. In no instance are students entitled to breaks.

Lunch or dinner breaks will be limited to 30 minutes unless otherwise approved by the Clinical Instructor. Lunch should be scheduled between 11:30 a.m. – 1:00 p.m. Dinner should be scheduled between 5:00 p.m. – 6:30 p.m.

Lunchtimes will be monitored. If the student does not return from lunch within 5 minutes beyond their allotted time, the student will be considered tardy. Every minute a student is late; there will be a 1-point deduction from the clinical attendance grade, anything more than 15 minutes will count as an absence.

Clinical Makeup Time

In the event a student misses more than their maximum number of days of clinic per semester, **AND a medical excuse is provided**, the time missed *may* be made up at the discretion of the Clinical Coordinator and Program Director. Makeup time must be scheduled before the end of each semester (See Appendix I). If the student does not present documentation of an excuse (doctor's excuse) of any absence greater than 2 days during the first 3 semesters or 3 days for the last 2 semesters, it will be considered excessive absence and will result in dismissal from the program.

Disciplinary Policy

Students are expected to possess a professional attitude and demeanor at their assigned clinical site. If a student violates the professional conduct policy, disciplinary action will be taken. Specific violations are listed below. These violations will result in point(s) deducted, 1 – 7, from the course's overall grade, failure of a course, or recommendation for dismissal from the Radiologic Technology Program.

- Unsafe handling of equipment.
- Horseplay
- Failure to comply with "Universal Precautions."
- Failure to bring approved "Right" and "Left" lead markers to clinical/laboratory assignment.
- Failure to wear OSL radiation monitoring device to clinical/laboratory assignment OR stores OSL device inappropriately. (Additional points will be deducted from attendance grade to retrieve OSL)
- Failure to comply with any part of the Professional Appearance Policy.
- Failure to report communicable illness/infection to the PD, CI and/or obtain physician clearance to return to the clinical and/or classroom setting.
- Failure to complete and submit daily clinical log at least once per month.
- Technology (i.e., cell phones, laptops, smart watches, etc.) use during clinic.
- Excessive absences from didactic courses, as established by course syllabus.
- Displaying unprofessional behavior such as being unresponsive to patient needs or being unresponsive towards colleagues in providing quality patient care.
- Absent or tardy from clinical site without following proper procedure as stated in the Attendance Policy in this handbook.
- Unsafe handling of equipment requiring repair by clinical facility.
- Insubordination to PD, Program Faculty, CI, and/or technologists.
- Performing a radiographic procedure on the wrong patient/part.
- HIPAA violation.
- Not adhering to the supervision policy and/or repeating a radiographic procedure without a registered radiologic technologist present.
- Not adhering to the post-processing policy.
- Leaving the clinical site without permission.
- Destruction of equipment.

Developed: 2002

Reviewed: 2016, 2023

Revised: 2010, 2012, 2014, 2018, 2019, 2021, 2024, 2025

Dress Code Policy

During clinical assignments and simulations, students must wear LSUA uniforms. The student is expected to be clean, neat, and conservative in appearance always. Dress and general grooming are important in projecting a professional image during interactions with patients. Guidelines have been set up for all students and should be followed closely to ensure that a professional image is maintained while the student is at the clinical sites. If at any time a student is in violation of any part of the professional appearance policy, they may be sent home, counted absent, and will receive a points deducted from the overall course grade in accordance to the Disciplinary Policy, see above.

Tops & Bottoms:	Pewter
Undershirts	White or Black Long sleeve (plain)
Lab Coat:	White Long sleeve, short length
Socks:	All White or Black
Shoes:	All white leather shoes with closed toes and closed heels
Official Name Pin:	The name pin will be purple with white letters containing the student's name and title, "LSUA Student Technologist."
Official Patches:	LSUA patches must be sewn on left sleeve of uniforms and lab coats 2 inches below shoulder seam.
Official ID:	LSUA Picture Identification Badge
Lead Markers:	Each student must have a pair of approved "Right" and "Left" lead markers in their possession on site during clinical and laboratory assignments.
Dosimeter:	Each student must wear an OSL radiation monitoring device during clinical and laboratory assignments. (Provided by the program.)
Face Mask:	Each student may need to wear a face mask during clinical assignments if it is the policy of the CES.

Official Name Pin and Patches may be purchased at the following location:

Medical Market
2219 Worley Drive
Alexandria, LA
318-448-1573

All other uniform requirements may be purchased at any location where uniforms are sold.

The following will be observed:

- Good personal hygiene is expected to ensure a pleasant and healthy atmosphere in which to work and interact with patients. All students are expected to shower or bathe and use deodorant daily.
- Uniforms should be clean and well-pressed. The uniform should be free of offensive odors, including smoke and pet odors. Shoes must maintain the original color and routinely cleaned.
- Hair should be neat, clean, and well groomed. If hair is worn longer than collar length, it must be pinned up. Beards and mustaches are permitted if neatly trimmed.
- Hair covers, large headbands that cover ears, head wraps, hats (other than surgical) are not to be worn.
- Hair must be a natural looking color (no pinks, purples, blues, greens, etc.)
- Fingernails are to be clean and not to exceed the fingertip in length. Clear polish only. Artificial nails/Gel nails are not allowed.
- Make-up must be worn in moderation and appropriate for daytime employment.
- No heavy perfume, shaving cream, or lotion.
- Excessive jewelry is not permitted. Jewelry should be limited to what will be considered safe for the student and the patient. Acceptable jewelry that may be worn consists of a watch, wedding ring(s), and small studded earrings only (no larger than ½” in diameter). Earrings must be a matching pair with no more than 2 pairs worn in earlobe only. No facial/tongue piercings are allowed. Necklaces of any kind are not allowed.
- Some sites may restrict visible tattoos. Students must comply with the CES policy.

Developed: 2002

Reviewed: 2004, 2006, 2007, 2013, 2024

Revised: 2008, 2010, 2014, 2015, 2017, 2018, 2020, 2021, 2023, 2024, 2025

Immunizations

Students must maintain current immunizations according to state law and university contracts with clinical sites to attend clinical rotations. **Some immunization requirements will need to be updated during the program.** If the immunization records are not up to date, the student will not be allowed to attend clinical rotations until the records are up to date and will be required to make up any time missed according to radiography program attendance policy. LSUA will have to comply with each facility's policies. Students will need to comply with clinical facility policies as well by either showing proof of vaccination or an approved exemption.

The Occupational Safety and Health Administration (OSHA) has published standards addressing occupational exposure to blood-borne pathogens. The Standards state there is an occupational hazard for health care workers – especially when dealing with blood-borne pathogens such as the Hepatitis B Virus (HBV). The standards require employers to make available the hepatitis B vaccine and vaccination series to employees. The standards cover all employees who come in contact with blood and infectious materials while working. The standards fail to specifically include students working in health care settings.

Students enrolled in the Radiologic Technology Program may come in contact with blood and infectious material while attending clinical radiography courses. The students must be aware of the risk of contact with the HBV while obtaining clinical experience. The Clinical Education Sites are complying with the OSHA standard by immunizing their employees against HBV; however, students will need to plan for their own immunization if they desire this means of protection.

The Radiologic Technology Program strongly recommends being immunized against HBV. The immunization program will include three injections and a blood antibody test. If you choose to participate, you will be responsible for payment and submitting documentation of participation to the Program Director. If you choose not to participate in the immunization or have not completed the immunization, you must sign a waiver (Appendix E) indicating such and submit the waiver to the Program Director.

Developed: 2010
Reviewed: 2021
Revised: 2018, 2021

Incident Reporting Policy

All accidents or unusual occurrences in the clinical setting must be reported in writing to the Clinical Coordinator. Whether these accidents involve the student, patient, or any other person, **ALL INCIDENTS MUST BE DOCUMENTED.** Students involved in the incident will be held responsible for notifying the clinical instructor or chief technologist at the site. The clinical instructor at the clinical site needs to complete an incident report and file it according to their policy **OR** fill out the Clinical Student Incident Form (Appendix P) **AND** forward a copy to the clinical coordinator.

Developed: 2018
Reviewed: 2021

Outcome Assessment Procedure

The outcome assessment is conducted by using survey instruments designed to evaluate the program's qualitative and quantitative outcomes in terms of its mission and goals. These forms will be collected and evaluated by the Program Director. The compiled data will assist the program in an ongoing process of program improvement. These evaluations will be conducted annually. Data will also be shared with the Program's Advisory Committee and LSUA's Chair of the Department of Allied Health.

Outside Employment

Outside employment is not encouraged because of the rigorous structure of the program. **Work schedules must not conflict with the program curriculum** (clinical and didactic courses). Students will never be excused from class or clinic or be allowed to leave early because of work schedules. Students will not be excused from mandatory events because of work. You cannot position patients or expose them to radiation in any employment capacity (including transporter or medical imaging technologist assistant) unless you are licensed to do so by the appropriate state board. A license is required to practice in the State of Louisiana. Questions regarding this matter should be addressed with the LSRTBE or the applicable state's radiologic technology licensing board.

Post-Processing Policy

Digital image manipulation by students following image processing should be limited, if not avoided. The following are examples of practices that are not allowed following the processing of an image:

- Under no circumstances should students manipulate the brightness or contrast of an image.
- The act of "post-collimation," which is shuttering, masking, or cropping an area of the image after processing to give the appearance of collimation during the exposure, is an unethical and intolerable practice.
- Images are not to be recentered to give the appearance of correct longitudinal or transverse centering.
- Parts of an image must not be cropped, then copied/pasted into another location.
- Markers cannot be "cut" from an image and moved to another location.
- Anatomy cannot be "cut" from an image and saved as another projection.
- Images may not be deleted without approval from the supervising technologist.

These practices are unethical and violate the ARRT's Code of Ethics. Failure to comply will result in disciplinary action, a lower letter grade for the course or dismissal from the radiologic technology program.

Developed: 2018

Reviewed: 2021, 2023, 2024, 2025

Pregnancy Policy

A student is given the option of whether or not to inform program officials of pregnancy. If the student chooses to voluntarily inform officials of the pregnancy, it must be in writing. In the absence of this voluntary written disclosure, a student cannot be considered pregnant. However, due to the sensitivity of the unborn child to radiation, it is necessary to inform applicants of the possible health risks involved because of occupational exposure during pregnancy.

1. Pregnant students may notify the Program Director (PD) and the Radiation Safety Officer as soon as pregnancy is suspected/determined so that appropriate radiation safety measures can be instituted. Even though this written notification is voluntary, the Division of Health Science & Business Technology encourages pregnant students to perform this measure.
 - a. If the student chooses to voluntarily inform officials of the pregnancy, a physician statement verifying the pregnancy shall be submitted by the student. This statement must include a medical release, which allows the student to continue with clinical assignments. If, for medical or personal reasons, the student is unable to complete the clinical assignments, she may initiate a request for authorization of an "I grade" through the office of Academic Affairs and Services. The student must subsequently remove the "I grade" following the regulations in the University catalog. Should the student choose to withdraw from a clinical course, the "Withdrawal" guidelines in the University catalog must be followed. Should the student choose to resign from the program, the "Resignation" guidelines in the University catalog must be followed.
2. The Declared Pregnant Student is a student who has voluntarily informed their Program Director and Radiation Safety Officer (RSO) in writing of the pregnancy and the estimated date of conception. A student has the right to declare the pregnancy and follow the precautions listed below.
 - a. The student understands that the radiation limit is 0.5 rem for the entire duration of the gestation period, not to exceed 0.05 rem in any given month. In order to ensure compliance with these standards the student will request one of the following options:
 - i. Request continuance in the program with modification
 1. Issued the use of a correctly fitted lead apron
 2. Wear a fetal radiation monitoring device
 3. Limit cases in fluoroscopy during clinical experience
 4. Change the declared student's clinical rotation schedule (e.g., no fluoro and/or surgery during the first 3 months of pregnancy). Note: The program requires the declared student to submit a medical release to continue with clinical assignments. In addition, the Title IX coordinator can assist with providing additional modifications.
 - ii. Request continuance in the program without modification

- b. Notify appropriate radiology personnel of the expectant status of the student to ensure proper clinical education experience while maintaining the standards of radiation safety.
 - c. The student will be directed to the following documents to review:
 - i. NRC Regulatory Guide 8.13 (Instruction Concerning Prenatal Radiation exposure)
<https://www.nrc.gov/docs/ML0037/ML003739505.pdf>
 - ii. NRC Regulatory Guide 8.36 (Radiation Dose to the Embryo/Fetus)
<https://www.nrc.gov/docs/ML0037/ML003739548.pdf>
 - d. Changes in the clinical assignments may be instituted to ensure compliance with the recommended Effective Dose Equivalent standards upon completion of the declared pregnancy form. Upon verification of pregnancy (Declaration Pregnancy Form), the PD will review all appropriate and applicable principles of proper radiation safety with the student. A student also has the right to not declare their pregnancy, in which case, the student will be treated as though she was not pregnant. Once a student has declared the pregnancy, the student also has the right to undeclare the pregnancy in writing at any time. This is in accordance with Federal and State laws as well as the most current NRC Regulations. The student will need to submit a medical release which allows continuance with the clinical assignments. If a student needs to, they can initiate authorization from an "I" grade through the Office of Academic Affairs.
3. Following completion of the declared pregnancy form, the Effective Dose Equivalent to the fetus from occupational exposure of the expectant mother should not exceed 0.5 rem during the remaining gestation period. The monthly exposure shall not exceed 0.05 rem. The student will be furnished with an OSL fetal radiation monitoring device. This device must always be worn at waist level and underneath the protective lead apron during fluoroscopy.
 4. If the student is unable to fulfill the required didactic and/or clinical objectives, the student may request authorization of an "I grade" through Academic Affairs for the clinical course or resign from the program. The student may submit a request to reenter the same semester of the following year if guidelines for removal of the "I grade" have been followed and a letter of intent to reenter the program is turned in to the Program Director by the appropriate due date. Should the student choose to withdraw from a clinical course, the "Withdrawal" guidelines in the University catalog must be followed. Should the student choose to resign from the program, the "Resignation" guidelines in the University catalog must be followed.

Exception: If a student must resign from the program due to health reasons, he or she would be allowed to apply for reentry based upon the semester withdrawn and availability in the clinical setting. All Pregnancy Forms and related documentation are kept in the student's active file located in the Program Director's office.

Developed: 2002

Reviewed: 2015

Revised: 2007, 2010, 2016, 2018, 2020, 2021, 2025

Privacy Rights of Patients

All hospital and patient records are strictly confidential. Any requests for patient information must be referred to the Supervising Technologist or Clinical Instructor. Students are expected to uphold the highest standards of professional confidentiality at all times, both in clinical and academic settings.

In accordance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996, all patient information will be confidential. Students will maintain the privacy of protected health information by limiting discussion of protected health information to private areas and conference rooms; not discussing health information outside the health care facility unless such discussion is with an appropriate faculty member and in private; not discussing protected health information with other students; refraining from copying any part of the medical record for use outside of the health care facility; refraining from putting any personal identifier on any paperwork associated with the Radiologic Technology Program; patient's initials may be used as an identifier, however, no room number or health care facility name/unit.

Also, students must sign a confidentiality form (see Appendix M) agreeing to the above. Violating this agreement is a serious violation and will result in a 7-point grade deduction for the course.

Revised: 2021, 2024, 2025

Professional Conduct

Students are expected to maintain a professional attitude at all times. Patients must be treated with kindness, courtesy, and respect to preserve their privacy and dignity. Once a patient is brought into the radiographic room, the door should be closed to ensure privacy, and every effort must be made to keep the patient properly covered throughout the procedure.

Students must always maintain professional behavior in both the classroom and clinical settings. Professional behavior must also be exhibited with technologists in the clinical settings. Disruptive, insubordinate, or unprofessional behavior/speech will not be tolerated. Conduct resulting in a patient or employee incident/complaint will be investigated. If the complaint is deemed valid, disciplinary action will be taken. Students must follow all the policies and procedures of the clinical site. Students must not do anything that threatens or endangers the health or safety of a patient or others. Failure to comply with this policy will result in disciplinary action.

Students must complete a written description and report if an accident occurs involving a patient, a hospital employee, a visitor, or a student. The report is to be made immediately following the incident to the CI (See Incident Reporting Policy).

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

All students will:

- Follow the policies and procedures of the clinical education setting,
- Report to the clinical assignment in an alert condition,
- Not have in your possession drugs or alcohol, or engage in use of drugs, legal or illegal, or alcohol while on clinical assignments or in didactic course work,
- Not engage in immoral conduct,
- Not chew gum, eat, or drink in clinical areas,
- Not sleep while in the clinical or didactic setting,
- Not engage in theft of any articles from the clinical education setting,
- Not falsify records,
- Always use proper professional language,
- Not receive or make personal phone calls except in emergency situations,
- Not use a cell phone or smart watches during clinical assignments,
- Not bring electronic devices into the clinical settings,
- Not smoke on LSUA campus or during clinical assignments,
- Comply with each hospital's parking policy
- Not repeat any part of a radiographic procedure without an RT present, regardless of the level of competency.

Program Records Policy

Programmatic records for each student enrolled in the Radiologic Technology Program will be maintained by the Program Director and/or the Allied Health Department. These records may be stored in digital format, including within the Trajecsys system, and may include: These files will contain:

- Entry physical exam and immunization records
- Signed policy acknowledgments
- CPR certification
- Conference notes and/or Disciplinary Action Forms
- Clinical Evaluations
- Clinical Competency Forms
- Course-specific documentation

In accordance with LSUA Policy Statement P.S. 241, programmatic student records will be securely retained for a minimum of five (5) years following the student's graduation or last date of attendance. Graduation records (i.e., final transcript, etc.) will be retained permanently. After the required retention period has elapsed, non-permanent records may be securely destroyed in compliance with university policies and applicable privacy regulations. All records are maintained in a secure and confidential manner.

Radiation Protection Policy

Students will be expected to practice proper radiation safety procedures when present in clinical assignments and laboratory activities. These practices must ensure radiation exposures are kept as low as reasonably achievable (ALARA). **Under no circumstances are students allowed to hold an image receptor (IR) during any radiographic procedure.** Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.

Radiation badges are used for monitoring students' radiation dose. Each student will be issued an Optically Stimulated Luminescence (OSL) dosimeter before the start of the first clinical rotation. The dosimeter will be quarterly. Dosimeter reports will be available to students within thirty (30) school days following receipt of data. Students will always wear a dosimeter while attending clinical assignments and energized laboratory sessions; **the student is not allowed to attend without their dosimeter.** If a student arrives without a dosimeter, the student will be sent home to retrieve the dosimeter and considered tardy. The dosimeter is the responsibility of the student.

Declared pregnant students will have collar and fetal badges assigned for more thorough monitoring. All radiation monitoring records are kept on file in the RSO's office.

The Radiation Safety Officer (RSO) will evaluate each report thoroughly. Any elevated exposure will be investigated for cause and necessary corrective measures taken when applicable. The occupational dose equivalent limits for adults are:

1. Annual Limit:
 - a. Total effective dose equivalent is 50 mSv.
 - b. The sum of the deep dose equivalent and the committed doses equivalent to any individual organ or tissue other than the lens of the eye is .500 mSv.
2. Annual Limit to the lens of the eye, skin, and extremities:
 - a. Eye dose equivalent of 150 mSv
 - b. Shallow dose equivalent of 500 mSv to the skin or any extremity.

A Student Exposure Report (Appendix G) will be completed by the RSO on any student who receives more than 2.5 mSv (250 mrem) in one calendar quarter. Students should not receive more than 10 mSv (1000 mrem) in one year. Students must employ safe radiation protection techniques for the patient, self, and other during radiographic exposures.

All students are expected to:

- Wear a dosimeter attached to the collar of the uniform when in clinic or the energized laboratory; if wearing a lead apron, the student should wear the badge, at collar level, outside of the apron. The badge must face forward to obtain an accurate radiation measurement.
- Prevent dosimeter from exposure to heat, moisture, washing machines, dryers, microwave ovens, and color televisions;
- Prevent dosimeter from receiving excessive exposure from radiation when not worn;
- In the event a dosimeter is lost or destroyed, it is the student's responsibility to inform the RSO immediately so that a replacement dosimeter can be obtained.

Students have potential access to the magnetic resonance environment. The MRI system has a very strong magnetic field that may be hazardous to individuals entering the MRI environment if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. To assure students potentially entering the MRI environment are safe, an appropriate "MRI Safety" training will be required. All students must complete the MRI Screening Form (see Appendix J) to assure students are appropriately screened for magnetic wave or radiofrequency hazards. Additionally, students will be directly supervised at all times by the MRI technologist during their rotation in the MRI suites.

Developed: 2002

Revised: 2010, 2014, 2016, 2018

X-Ray Laboratory Rules

The following rules will be strictly enforced by all LSUA faculty:

- At NO time shall any individual be exposed to the useful beam. Equipment is to be used solely for x-raying the radiographic phantoms. Failure to comply with this rule WILL result in immediate dismissal from the program.
- At NO time shall a student make an exposure without the presence of a qualified instructor. All radiographic exposure must be part of a specific assignment and under the direct supervision of a faculty member.
- In case of an emergency or malfunction involving the x-ray equipment, contact the program director immediately.
- All accidents must be reported to the supervising faculty member immediately and use of the equipment discontinued until the problem is corrected.
- NO person shall be admitted into the laboratory without his/her personnel monitoring device.
- Exposure of a personnel monitoring device to deceptively indicate a dose delivered to an individual is prohibited and may result in dismissal from the program.
- Visitors ARE NOT allowed in the X-ray Lab.
- Appropriate attire should be worn during positioning labs.
- Eating, drinking, smoking and other forms of tobacco use are prohibited in the x-ray room.
- If students are using the laboratory at times other than scheduled class time:
 - Upon leaving, students will ensure that the lab is clean by wiping down surfaces.
 - Upon leaving, students will ensure all equipment is properly stored, put up, and turned off.
- USE OF THE X-RAY LAB IS A PRIVILEGE. Upon entering, the student assumes responsibility for himself/herself and his/her equipment.
- The student may lose his/her right to use equipment in the X-ray lab for any violation of these regulations.

Student Code of Conduct

LSU Alexandria has adopted a Code of Conduct that established reasonable standards of academic and personal conduct for students. This policy is generally administered by the Provost and Vice Chancellor of Student and Academic Affairs. This policy may be found at the following website: [PS 228](#).

Communicable Disease Policy

The radiology department at hospitals performs many diagnostic and therapeutic procedures. Therefore, it is important that techniques be observed to prevent the spread of any infection from patient to patient, from patient to student or from student to patient. “Standard or Universal Precautions” must be used when indicated while providing care to patients. Additionally, specific policies outlined during orientation at clinical affiliates must be adhered to.

Students must report communicable illnesses/infections to the Program Director and/or Clinical Instructor. A communicable disease is defined as any disease transmitted from one person or animal to another directly by contact with excretion or other discharges from the body; or indirectly, via substances or inanimate objects. Students with communicable diseases transferred by air or contact and of short duration may not attend clinical courses. Students with communicable diseases that are of long duration must notify the program director. Depending on the diagnosis, the student may be able to continue clinical with directions regarding patient contact or may be asked to drop the clinical course until the illness is resolved. The State of Louisiana has listed those diseases, which are reportable as communicable diseases. (See Appendix K) Click the link below for more information. [Louisiana Department of Health: Sanitary Code](#)

The student must provide from their physician recommended time restrictions from school. Physician clearance after a period of infection is necessary before returning to school. The student’s confidentiality will be protected. Failure to comply with this notification policy will result in disciplinary action as determined by the Radiologic Technology Program faculty.

An illness requiring an extended absence which prevents the completion of course work because of circumstances beyond the student’s control, may necessitate the process for an “I grade, Withdrawal, or Resignation.” The student must initiate the appropriate process following the University guidelines.

A position will be held for a student desiring to re-enter the program after successful completion of the first semester. The student must submit a letter of intent to re-enter the Program to the Director by April 1st. The position will be held for the student after the spring semester only provided that the “I grade, Withdrawal, and Resignation” guidelines have been followed.

Revised: 2010, 2013, 2018

Drug-Free Campus Policy & Substance Abuse

Louisiana State Law prohibits the consumption, possession, distribution, possession with intent to distribute, or manufacture of drugs described as controlled dangerous substances in the [Louisiana Revised Statutes 40:964](#); and other statutes define the illegal possession and/or use of alcohol. Further, various federal and state laws and regulations apply to the employees of Louisiana State University of Alexandria, including the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), and Revised Statutes of the State of Louisiana. This policy is specifically directed at illegal actions involving alcohol and controlled drugs.

This policy does not supersede the policies in the current LSUA Student Handbook but reflects additional requirements of Radiologic Technology Students.

Definitions:

Controlled Substances – for the purpose of this policy includes illegal drugs, unauthorized controlled substances, abuse of inhalants, look-alike drugs, designer and synthetic drugs, and any other unauthorized drugs, abnormal or dangerous substances which may affect an employee's mood, senses, responses, motor functions, or alter or affect a person's perception, performance, judgment or reactions while working including those drugs identified in Schedules I through V of Louisiana R.S. 40:964 or [Section 202](#) of the Controlled Substances Act, 21 U.S.C. 812.

Campus/Clinical – For the purpose of this policy, a student is on campus/clinical whenever he/she is:

- On any University/health care facility property including parking lots.
- Present at any University sanctioned activity.
- Wearing an official uniform/lab coat of the Radiologic Technology Program.

The following are prohibited by the Radiologic Technology Program when a student is on campus/clinical and will result in disciplinary action:

- Unauthorized possession or use of a controlled substance and/or alcohol.
- Being under the influence of a controlled substance, legal or illegal, and/or alcohol, including but not limited to: DUI arrests, convictions, and driving suspensions.
- Illegal manufacture, distribution, sale, or purchase of a controlled substance including but not limited to arrests and convictions.

Department of Allied Health Substance Abuse Policy

Substance Screening

Students who exhibit or demonstrate "reasonable suspicion, based on objective facts and reasonable inferences, that the student is under the influence of or is impaired by drugs or alcohol," will be tested in accordance with the Drug Testing Policy in the Department of Allied Health.

Drug Testing Policy

This policy applies to all students admitted to programs in the Department of Allied Health. Drug testing may be done randomly, or based on a reasonable suspicion, using objective facts and reasonable inferences, that the student is under the influence of or is impaired by drugs or alcohol. When reasonable suspicion exists, the Department Chair of Allied Health will be notified by the Program Director or Clinical Instructor involved, and the student will be immediately suspended from attending any clinical courses. Appropriate security, campus or clinical site, and a designated representative of LSUA will escort the student suspected of drug/alcohol use, to the testing facility. Testing will be done at the student's own expense. Once testing has been completed, the student must arrange for transportation to his or her own home (at their own expense) and will report to the Department Chair of Allied Health the following morning for further instructions.

Refusal to Submit to Drug Testing

A student's refusal to submit to drug testing will result in dismissal from the Department of Allied Health.

Confidentiality

All testing will be done with strict confidence, and results maintained with restricted access. Results of the test will be made known to the appropriate licensing agency on a "need to know" basis.

Confirmed Positive Results

Students testing positive will be immediately suspended from the health care setting until such time that continuation is granted by the appropriate licensing agency and the Department of Allied Health.

I have read and understand the above policy regarding drug testing. I understand that if requested to take a drug screen (within a time frame deemed necessary by the requesting instructor) failure to do so will result in automatic dismissal from the Radiologic Technology Program at LSU Alexandria.

Student Signature

Date

Developed: 02/07
Reviewed: 2010, 2013, 2024

Medical Insurance Policy

Louisiana State University of Alexandria does not provide medical insurance for student interns. However, they are covered only for third party liability claims. The program advises the students to obtain their own medical insurance coverage for the clinical education experience.

Privacy Rights of Students

Louisiana State University of Alexandria, consistent with the regulations of the Family Educational Rights and Privacy Act (FERPA) of 1974, ensures students access to their education records maintained by the University and prohibits the release of personally identifiable information from these records without the student's permission except as specified by the law.

Copies of the complete policy statement will be provided to students and/or their parents on request to Admissions and Records. You may also access this policy at the following website: [PS 217](#).

Sexual Harassment Policy

It is the policy of LSU of Alexandria to provide an environment that is free from sexual harassment. No employee or student (either male or female) should be subjected to unsolicited or unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment is prohibited by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and state laws.

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome physical or verbal behavior. The University's policy on sexual harassment and procedures for reporting allegations of sexual harassment may be found at the following website: [PM 73](#)

Revised: 2021, 2025

Student Grievance Policy

The student grievance procedure was developed to deal with disputes between students and their instructors. The student grievance policy defines a formal procedure by which disputes that have not been amenable to informal resolution can be resolved.

Although the primary purpose of this policy statement is to clearly describe the formal steps and procedures of the student grievance policy, there are important steps that must be taken to attempt to resolve issues before they escalate to the need for a formal grievance. The University encourages informal resolution of problems. Several things may be done by the student to clarify questions and concerns:

- 1) Review the course syllabus.
- 2) Review any course or clinical assignments that relate to the area of concern.
- 3) Investigate any concerns immediately.
- 4) Bring concerns to the course instructor.

Filing a formal grievance should be viewed as a last resort. Take this step only when all other avenues for resolution have been exhausted. The grievance process is not designed to address cases where students simply made a grade lower than desired in a particular class.

Authority of campus administrators over disputes between students and faculty are limited to cases involving violation of university policies, criminal or unethical mistreatment, or clearly prejudicial treatment of a student. Campus administrators do not have the authority to change grades, except as determined by the Student Grievance Committee as a formal hearing. The basic role of campus administrators in the informal and formal grievance process is to assure fair and equitable treatment under existing University policies and to assist in conflict resolution.

Please see the LSUA Student Handbook or the following link for the complete [Student Grievance Policy](#).

If a complaint (any complaints apart from those that require invoking the grievance procedure (i.e., cleanliness of classroom) may arise during the attendance of Radiologic Technology courses the students must: First, bring the complaint or issue to the attention of the Program Director. The Program Director will review the complaint or issue, provide a timeline for response, and follow-up when necessary. Secondly, if the Program Coordinator does not respond to the complaint promptly, the student may contact the Allied Health Department Chair.

Workplace Hazards Policy

Occupational Safety and Health Administration (OSHA) is an agency of the United States Department of Labor. It was created by Congress to prevent work-related injuries, illnesses, and deaths by issuing and enforcing rules (called standards) for workplace safety and health. OSHA aims to ensure employee safety and health in the United States by working with employers and employees to create better working environments. Students are educated during the Clinical Orientation regarding the following:

- Universal precautions
- Tuberculosis awareness
- Fire safety
- Hazardous materials (chemical, electrical, bomb threats, etc.)
- Blood-borne pathogens

Statement of Non-Discrimination

Pursuant to the Rehabilitation Act of 1973, Section 504, Louisiana State University of Alexandria will provide services and training, without discrimination, to any qualified individuals with disabilities who meets academic and technical performance standards requisite to admission and/or participation in the Radiologic Technology Program.

Acknowledgment of Receipt and Understanding of the Radiologic Technology Program Handbook

My signature below indicates that I have received, read, and understood the handbook for the Radiologic Technology Program at Louisiana State University of Alexandria. I agree to abide by **ALL** Rules and Regulations outlined in this handbook. I understand that I am responsible for adhering to these policies and procedures. I also understand that failure to abide by these Rules and Regulations will serve as grounds for my dismissal from the Radiologic Technology Program.

Student Name (printed)

Student Signature

Date

Academic Honesty Statement

I understand that Louisiana State University of Alexandria has a [Code of Student Conduct](#). The academic work I submit will be my own, and I will not receive any unauthorized assistance with any work I submit for this program. I further attest that I will not falsify documents to include clinical time records, evaluations, patient information, and competencies.

Student Signature

Date

Appendices

Appendix A



RADIOGRAPHY
DIDACTIC AND CLINICAL COMPETENCY REQUIREMENTS

ARRT BOARD APPROVED: **JANUARY 2021**
EFFECTIVE: **JANUARY 2022**

4.2.1 General Patient Care Procedures

Candidates must be CPR/BLS certified and have demonstrated competence in the remaining nine patient care procedures listed below. The procedures should be performed on patients whenever possible, but simulation is acceptable if state regulations or institutional practice prohibits candidates from performing the procedures on patients.

General Patient Care Procedures	Date Completed	Competence Verified By
CPR/BLS Certified		
Vital Signs – Blood Pressure		
Vital Signs – Temperature		
Vital Signs – Pulse		
Vital Signs – Respiration		
Vital Signs – Pulse Oximetry		
Sterile and Medical Aseptic Technique		
Venipuncture*		
Assisted Patient Transfer (e.g., Slider Board, Mechanical Lift, Gait Belt)		
Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)		

*Venipuncture can be simulated by demonstrating aseptic technique on another person, but then inserting the needle into an artificial forearm or suitable device.

4.2.2 Imaging Procedures

Institutional protocol will determine the positions and projections used for each procedure. When performing imaging procedures, the candidate must independently demonstrate appropriate:

- patient identity verification;
- examination order verification;
- patient assessment;
- room preparation;
- patient management;
- equipment operation;
- technique selection;
- patient positioning;
- radiation safety;
- image processing; and
- image evaluation.



4.2.2 Imaging Procedures (continued)

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
Chest and Thorax					
Chest Routine	✓				
Chest AP (Wheelchair or Stretcher)	✓				
Ribs	✓		✓		
Chest Lateral Decubitus		✓	✓		
Sternum		✓	✓		
Upper Airway (Soft-Tissue Neck)		✓	✓		
Sternoclavicular Joints		✓	✓		
Upper Extremity					
Thumb or Finger	✓		✓		
Hand	✓				
Wrist	✓				
Forearm	✓				
Elbow	✓				
Humerus	✓		✓		
Shoulder	✓				
Clavicle	✓		✓		
Scapula		✓	✓		
AC Joints		✓	✓		
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)*	✓				
Trauma: Upper Extremity (Non-Shoulder)*	✓				
Lower Extremity					
Toes		✓	✓		
Foot	✓				
Ankle	✓				
Knee	✓				
Tibia-Fibula	✓		✓		
Femur	✓		✓		
Patella		✓	✓		
Calcaneus		✓	✓		
Trauma: Lower Extremity*	✓				

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



4.2.2 Imaging Procedures (continued)

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
Head – Candidates must select at least one elective procedure from this section.					
Skull		✓	✓		
Facial Bones		✓	✓		
Mandible		✓	✓		
Temporomandibular Joints		✓	✓		
Nasal Bones		✓	✓		
Orbits		✓	✓		
Paranasal Sinuses		✓	✓		
Spine and Pelvis					
Cervical Spine	✓				
Thoracic Spine	✓		✓		
Lumbar Spine	✓				
Cross-Table (Horizontal Beam) Lateral Spine (Patient Recumbent)	✓		✓		
Pelvis	✓				
Hip	✓				
Cross-Table (Horizontal Beam) Lateral Hip (Patient Recumbent)	✓		✓		
Sacrum and/or Coccyx		✓	✓		
Scoliosis Series		✓	✓		
Sacroiliac Joints		✓	✓		
Abdomen					
Abdomen Supine	✓				
Abdomen Upright	✓		✓		
Abdomen Decubitus		✓	✓		
Intravenous Urography		✓			



4.2.2 Imaging Procedures (continued)

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
Fluoroscopy Studies – Candidates must select two procedures from this section and perform per site protocol.					
Upper GI Series, Single or Double Contrast		✓			
Contrast Enema, Single or Double Contrast		✓			
Small Bowel Series		✓			
Esophagus (<i>NOT</i> Swallowing Dysfunction Study)		✓			
Cystography/Cystourethrography		✓			
ERCP		✓			
Myelography		✓			
Arthrography		✓			
Hysterosalpingography		✓			
Mobile C-Arm Studies					
C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)	✓		✓		
Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)	✓		✓		
Mobile Radiographic Studies					
Chest	✓				
Abdomen	✓				
Upper or Lower Extremity	✓				
Pediatric Patient (Age 6 or Younger)					
Chest Routine	✓		✓		
Upper or Lower Extremity		✓	✓		
Abdomen		✓	✓		
Mobile Study		✓	✓		
Geriatric Patient (At Least 65 Years Old and Physically or Cognitively Impaired as a Result of Aging)					
Chest Routine	✓				
Upper or Lower Extremity	✓				
Hip or Spine		✓			
Subtotal					
Total Mandatory exams required	36				
Total Elective exams required		15			
Total number of simulations allowed			10		

Appendix B

LOUISIANA STATE UNIVERSITY ALEXANDRIA
DEPARTMENT OF ALLIED HEALTH
RADIOLOGIC TECHNOLOGY PROGRAM

LABORATORY SKILLS EVALUATION FORM

Student _____ Grade _____
Procedure _____ Date _____

1 = SATISFACTORY

0 = UNSATISFACTORY

		A	B	C	D	E	F	G	H
1	Pt history & explanation of procedure								
2	Correct Exposure factors								
3	Correct type and placement								
4	Correct SID								
5	CR angulation								
6	Correct alignment; tube & bucky/IP								
7	Correct positioning of part								
8	Part centered appropriately								
9	Correct marker								
10	Correct collimation								
11	Shielding, if possible								
12	Patient instruction and care								
13	Equipment manipulation								
14	Overall speed and proficiency								
15	Question on projection								

Projections:

A. _____

E. _____

B. _____

F. _____

C. _____

G. _____

D. _____

H. _____

Comments: _____

Student Signature

Evaluator Signature

Appendix D

LOUISIANA STATE UNIVERSITY ALEXANDRIA
DEPARTMENT OF ALLIED HEALTH
RADIOLOGIC TECHNOLOGY PROGRAM
FINAL COMPETENCY EVALUATION FORM

Student _____ Date _____ Grade _____

Procedure _____ Patient # _____ Facility _____

Pre-Procedure Checklist	Check if completed
Check patient identification	<input type="checkbox"/>
Interprets requisitions, checks doctor order, modifies routine if necessary	<input type="checkbox"/>
Documents patient history, including check for possibility of pregnancy	<input type="checkbox"/>
Adheres to clinical policies and procedures; knowledge of department protocol	<input type="checkbox"/>
Room readiness	<input type="checkbox"/>
Had to repeat, No marker used, No shield used (<i>circle the reason</i>)	<input type="checkbox"/>

If any of the Pre-Procedure Checklist is not completed, the student will automatically fail (50%).

Projection/Position

View A: _____ View D: _____

View B: _____ View E: _____

View C: _____ View F: _____

1 = Needs improvement/not repeatable 2 = Acceptable

	A	B	C	D	E	F
Patient Care						
Positioning Skills						
Proper Alignment and Centering						
Correct Lead Markers						
Correct Technique						
Uses Proper Collimation						
Equipment						
Overall Proficiency/Competency						
Image Critique including anatomy, pathology, & image quality						

Comments/Remarks:

Student Signature _____

Evaluator Signature _____

Appendix E

HEPATITIS B VACCINE WAIVER

Louisiana State University of Alexandria
Department of Allied Health
Radiologic Technology Program

I, _____ have reviewed information on the risk associated with hepatitis B disease, availability and effectiveness of any vaccine against hepatitis B disease. I choose not to be vaccinated against hepatitis B disease, or I will obtain the vaccine at a later date.

Student Signature _____ Date _____

Hepatitis B

Hepatitis B is a potentially fatal disease that attacks the liver. The virus can cause short-term (acute) illness that leads to loss of appetite, tiredness, diarrhea and vomiting, jaundice (yellow skin or eyes) and pain in muscles, joints and stomach. Many people have no symptoms with the illness. It can also cause long-term (chronic) illness that leads to liver damage, liver cancer, and death.

According to the Centers for Disease Control, about 1.25 million people in the U.S. have chronic Hepatitis B infection. Each year it is estimated that 80,000 people, mostly young adults, get infected with Hepatitis B virus. Young adults are more likely to contract Hepatitis B infection due to greater likelihood of high-risk behavior such as multiple sexual partners. More than 11,000 people have to stay in the hospital and 4,000-5,000 people die from chronic Hepatitis B. Hepatitis B virus is spread through contact with the blood and body fluids of an infected person or sharing needles when injecting illegal drugs.

There are several ways to prevent Hepatitis B infections including avoiding risky behavior, screening pregnant women and vaccination. Vaccine is the best prevention. The vaccine series consists of three injections given over a six-month period, which are available through your private health care provider.

Appendix F

DECLARATION OF PREGNANCY

LOUISIANA STATE UNIVERSITY OF ALEXANDRIA
DEPARTMENT OF ALLIED HEALTH
RADIOLOGIC TECHNOLOGY PROGRAM

On the date of my signature, I _____,
declaring myself pregnant and understanding that my radiation limit is 5 mSv for the remainder of my
gestation period, not to exceed 0.5 mSv in any given month. Also, changes in my clinical assignments
may be instituted to ensure compliance with national standards.

Student's Signature _____ Date _____

Physician _____ Approximate Date of Delivery _____

At the date of my signature, I hereby release the above student to continue with clinical assignment.

Physician's Signature _____ Date _____

Program Director's Signature _____ Date _____

UNDECLARATION OF PREGNANCY

On the date of my signature, I _____, chose to withdraw my
pregnancy declaration.

Student's Signature _____ Date _____

Program Director's Signature _____ Date _____

Appendix G

STUDENT EXPOSURE REPORT FORM

LOUISIANA STATE UNIVERSITY OF ALEXANDRIA
DEPARTMENT OF ALLIED HEALTH
RADIOLOGIC TECHNOLOGY PROGRAM

Student's Name _____ Date of Birth _____

Date OSL Read _____ OSL Reading _____

The above reading exceeds the recommended dose equivalence for one calendar quarter set forth in the Student Clinical Handbook under the Radiation Protection Policy, and by the LSU System Radiation Safety Committee.

The object of our ALARA program is to maintain radiation exposure at the lowest possible levels. This program is based on the premise that radiation exposure is not risk free and therefore, should be kept to levels well below the limits allowed by the Nuclear Regulatory Commission, the State of Louisiana, and other regulatory agencies. The state dose equivalent limit for an occupational radiographer is .05 Sv/yr. For students participating in clinical experiences of a radiography program, the administrative dose equivalent limit is 10 mSv/yr. Therefore, investigational action levels set by the Radiologic Technology Program at LSU of Alexandria are as follows:

A student who receives more than 2.5 mSv/calendar quarter.

Your dose is below the NRC and State limits but exceeds the recommended limit for student clinical education. This behavior indicates a need to review radiographic procedures performed during a specific assignment to reduce your exposure and effectively apply the basic rules of radiation protection (time, distance, and shielding) to lower your radiation exposure.

Please provide in the space below a written explanation as to why you believe your OSL has a high reading. Please be specific.

Student Signature Date

RSO Signature Date

Appendix H



ARRT[®] CODE OF ETHICS

The Code of Ethics forms the first part of the *Standards of Ethics*. The Code of Ethics shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Registered Technologists and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered 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 Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Registered 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 Registered 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 healthcare team.
8. The Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Registered 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 Registered 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.
11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.



Appendix I

**Louisiana State University of Alexandria
Department of Allied Health
Make-Up Clinical Time Policy**

On rare occasions because of extended absence, at the discretion of the program's faculty, a student may be required to schedule clinical hours outside of the regular schedule to make up time missed. For the safety of students and patients, under NO circumstance is a student allowed to be in the clinical setting more than ten (10) hours in any one day. Scheduled didactic and clinic hours combined cannot exceed forty (40) per week. A student may voluntarily request to exceed the forty (40) per week when make-up time is required. Students may NOT schedule make-up time on holidays observed by LSUA.

Student: _____

Number of hours missed: _____

Requested schedule:

DATE	Clinical Site	Time

At the date of my signature, I _____, request to exceed the normally scheduled clinical times. Times exceeding forty (40) hours per week are voluntary.

Student's Signature _____ Date _____

Approved:
Program Director's Signature _____ Date _____

Appendix K



Sanitary Code - State of Louisiana Part II - The Control of Disease



LAC 51:1105: The following diseases/conditions are hereby declared reportable with reporting requirements by Class:

Class A Diseases/Conditions - Reporting Required Within 24 Hours

Diseases of major public health concern because of the severity of disease and potential for epidemic spread - Report by telephone immediately upon recognition that a case, a suspected case, or a positive laboratory result is known; in addition, all cases of rare or exotic communicable diseases, an explained death, an unusual cluster of disease, and all outbreaks shall be reported.

Acinetobacter spp., carbapenem-resistant	C. saki, C. parvuliformis, C. zanteae	Measles (Rubeola imported or indigenous)	Severe Acute Respiratory Syndrome-associated Coronavirus (SARS-CoV)
Acute Flaccid Paralysis including Acute Flaccid Myelitis	C. galli-eremodii, and Rhodotomola glutinis)	Melioidosis (<i>Burkholderia pseudomallei</i>)	Smallpox
Annoxa (free living) infection (including Acnathoeca, Nauphoeta, Balanophora & others)	Cholera	Neisseria meningitidis (invasive infection)	Staphylococcus aureus, Vancomycin Intermediate or Resistant (VISA/VRSA)
Anthrax	Clonostidiu perfringens (foodborne infection)	Outbreaks of Any Infectious Disease	Staphylococcal Enterotoxin B (SEB) Pulmonary
Avian or Novel Strain Influenza A (initial detection)	COVID-19 (SARS-CoV-2)*	Pertussis	Poisoning
Botulism	Diphtheria	Plague (<i>Yersinia pestis</i>)	Tularemia (<i>Francisella tularensis</i>)
Brucellosis	Enterobacteriaceae, carbapenem-resistant	Polio myelitis (paralytic & non-paralytic)	Viral Hemorrhagic Fever (Ebola, Lassa, Marburg, Crimean Congo, etc.)
Candida auris, as well as common misidentifications of C. auris (e.g., C. haemulonii, C. lusitana, C. guilliermondii, C. lusitana)	Fish/Shellfish Poisoning (domoic acid, neurotoxic shellfish poisoning, ciguatera, paralytic shellfish poisoning, scombroid)	Pseudomonas aeruginosa, carbapenem-resistant	Yellow Fever
	Foodborne Illness	Q Fever (<i>Coxiella burnetii</i>)	
	Haemophilus influenzae (invasive infection)	Rabies (animal and human)	
	Influenza-associated Mortality	Ricin Poisoning	
		Rubella (congenital syndrome)	
		Rubella (German Measles)	

*Submit COVID-19 lab results through [Electronic Laboratory Reporting \(ELR\)](#) in HL7 or CSV format. If your facility does not have ELR set up to report results, contact ELR@ldh.la.gov to obtain access to the Louisiana Lab Submission Online Portal. Enter COVID-19 "Priority Events" (defined as cases of COVID-19-associated Mortality, Pediatric Hospitalizations, Vaccine Breakthrough Infections, and Infections in Pregnant Women) directly into the Priority Events Reporting Portal [here](#). COVID-19 lab results should NOT be entered into IDRIS and should NOT be reported by phone.

Class B Diseases/Conditions - Reporting Required Within 1 Business Day

Diseases of public health concern needing timely response due to potential of epidemic spread - Report by end of the next business day after the existence of a case, a suspected case, or a positive laboratory result is known.

Anaplasmosis	Escherichia coli, Shiga-toxin producing (STEC), including E. coli O157:H7	Herpes (neonatal)	Syphilis ¹
Arthropod-Borne Viral Infections (West Nile, Dengue, St. Louis, California, Eastern Equine, Western Equine, Chikungunya, Usutu, Zika & others)	Granuloma inguinale	Human Immunodeficiency Virus (HIV), infection in pregnancy ^{1,4}	Syphilis [<i>Treponema pallidum</i> , infection in pregnancy] ^{1,4}
Aseptic Meningitis	Hantavirus (infection or Pulmonary Syndrome)	Human Immunodeficiency Virus (HIV), perinatal exposure ^{1,4}	Syphilis [<i>Treponema pallidum</i> , perinatal exposure] ^{1,4}
Babesiosis	Hemolytic-Uremic Syndrome	Legionellosis	Tetanus
Chagas Disease	Hepatitis A (acute illness)	Listeriosis	Tuberculosis ⁵ (due to <i>M. tuberculosis</i> , <i>M. bovis</i> , or <i>M. africanum</i>)
Chancroid	Hepatitis B (acute illness and carriage in pregnancy)	Malaria	Typhoid Fever
Cryptosporidiosis	Hepatitis B (perinatal infection)	Mumps	Vibrio infections (other than cholera)
Cyclosporiasis	Hepatitis C (acute illness)	Salmonellosis	Zika Virus-associated Birth Defects
	Hepatitis C (perinatal infection)	Shigellosis	
	Hepatitis E		

Class C Diseases/Conditions - Reporting Required Within 5 Business Days

Diseases of significant public health concern - Report by the end of the work week after the existence of a case, suspected case, or a positive laboratory result is known.

Acquired Immune Deficiency Syndrome ⁶ (AIDS)	Giardiasis	Lyme Disease	Staphylococcal Toxic Shock Syndrome
Anaplasma Phagocytophilum	Gonorrhea (genital, oral, ophthalmic, pelvic inflammatory disease, rectal)	Lymphogranuloma Venereum ¹	Streptococcal Disease, Group A (invasive disease)
Aspergillosis	Guillain-Barré Syndrome	Meningitis, Eosinophilic (including those due to angiostrongylus infection)	Streptococcal Disease, Group B (invasive disease)
Blastomycosis	Hansen's Disease (leprosy)	Non-tuberculous Mycobacteria	Streptococcal Toxic Shock Syndrome
Campylobacteriosis	Hepatitis C (infection, other than as in Class B)	Nipah Virus Infection	Streptococcus pneumoniae, invasive disease
Chlamydia infection ⁷	Histoplasmosis	Non-gonococcal Urethritis	Transmissible Spongiform Encephalopathies (Creutzfeldt-Jacob Disease & variants)
Coccidioidomycosis	Human Immunodeficiency Virus ⁸ (HIV) (infection other than as in Class B)	Ophthalmia neonatorum	Trichinosis
Cryptosporidiosis (C. neoformans and C. gattii)	Human T Lymphocyte Virus (HTLV I and II infection)	Patitacosis	Trichinosis
Ehrlichiosis (human granulocyte, human monocytic, E. chaffeensis and E. ewingii)	Leptospirosis	Spotted Fevers [<i>Rickettsia</i> species including Rocky Mountain Spotted Fever (RMSF)]	Varicella (chickenpox)
Enterococcus, Vancomycin Resistant [VRE], invasive disease]		Staphylococcus aureus (MRSA), Invasive Infection	Yersinia

Class D Diseases/Conditions - Reporting Required Within 5 Business Days

Cancer	Heavy Metal (arsenic, cadmium, mercury) Exposure and/or Poisoning ⁹	Phenylketonuria ⁴	Severe Traumatic Head Injury
Carbon Monoxide Exposure and/or Poisoning ⁹	Hemophilia ⁴	Pneumoconiosis (asbestosis, berylliosis, silicosis, byssinosis, etc.) ³	Severe Undernutrition (severe anemia, failure to thrive)
Complications of Abortion	Lead Exposure and/or Poisoning (all ages) ^{4, 5}	Radiation Exposure, Over Normal Limits ⁴	Sickle Cell Disease ⁴ (newborns)
Congenital Hypothyroidism ⁴	Pesticide-Related Illness or Injury (all ages) ⁹	Reye's Syndrome	Spinal Cord Injury
Galactosemia ⁴			Sudden Infant Death Syndrome (SIDS)

Case reports not requiring special reporting instructions (see below) can be reported by mail or fax on a Confidential Disease Report [Form 2410](#), fax (504) 568-8290, phone (504) 568-8313 or (800) 256-2748 (on-call phone).

¹Report on [STD41 Form](#). Report cases of syphilis with active lesions by telephone within one business day to (504) 568-8374.

²Report to the Louisiana STD/HIV Program: Visit www.la.gov/ldh/louisiana.gov or call 504-568-7474 for regional contact information.

³Report confirmed or suspected cases of tuberculosis on [Form TB2431](#). Mail or fax form to the TB Control Program in the local Regional Office. A directory of regional offices is found [here](#).

⁴Report to the Louisiana Genetic Diseases Program and Louisiana Childhood Lead Poisoning Prevention Programs: www.genetics.la.gov or fax (504) 568-8253, telephone (504) 568-8254, or (800) 243-3112.

⁵Report to the Section of Environmental Epidemiology and Toxicology, Occupational Health and Injury Surveillance Program: www.sccr.la.gov or call (504) 568-8150 or (888) 293-7020 or fax (504) 568-8149.

⁶Report to the Louisiana STD/HIV Program on HIV/Syphilis during Pregnancy Reporting Form: Visit www.la.gov/ldh/louisiana.gov or call 504-568-7474.

Reference Cultures/Specimens to State Laboratory: Visit http://ldh.la.gov/assets/oph/Center-PHCH/Center-CH/Infectious-epi/IsolatesToSendToStateLab_2019.pdf

Additional reporting requirements exclusively for laboratory facilities may be found in LAC 51:11 §107. The full text of the Sanitary Code may be found in Title 51 of the Louisiana Administrative Code at website <http://www.dca.la.gov/Pages/our-lac-books.aspx>.

Appendix L



Consent for Release of Information

I, _____ agree to allow Louisiana State University of Alexandria to release my health information and/or criminal background investigation to clinical education sites, as requested. I understand this information is confidential, will be kept secure at all times, and is shared with faculty and clinical education sites only as appropriate.

I further understand that refusal to sign this consent will result in my inability to participate in clinical courses.

Signature: _____

Date: _____

Appendix M



CONFIDENTIALITY AGREEMENT

As a student at Louisiana State University of Alexandria, I understand that:

I shall hold as confidential all information I may obtain directly or indirectly concerning patients, doctors or personnel, and will not seek to obtain confidential information from a patient.

I will maintain the confidentiality of all data and documents at all clinical education sites. All information regarding hospital/clinic business or patient information is considered confidential.

I will assure the right to privacy of all patients, staff, visitors, and guests. I understand this facility has both ethical and legal responsibilities to safeguard confidential information.

I will not divulge any confidential information I may encounter while I am a student at LSUA.

I will not copy or transport off the premises any confidential information.

I am aware that civil and criminal penalties are possible if unauthorized disclosure of information occurs.

Signature

Date

What is HIPAA?

Our goal at LSUA is to provide our students with the information and training necessary to give patients the highest quality of health care. As part of the promise to care for them, we keep information about their health private.

Until now, this promise was simply part of the health care code of ethics. Under a national law that went into effect in April 2003, it is illegal to violate this code.

This law, the Health Insurance Portability and Accountability Act of 1996, or "HIPAA" for short, includes punishments for anyone caught violating patient privacy.

Those who do so, for financial gain, can be fined as much as \$250,000 or go to jail for as many as 10 years! Even accidentally breaking the rules can result in penalties, and embarrassment for you or our organization.

What is confidential?

All information about patients is considered private or "confidential" whether written on paper, saved on a computer, or spoken aloud. This includes their name, address, age, social security number, and any other personal information.

It also includes the reason the patient is sick or in the hospital, the treatments and medications he or she receives, caregivers' notes, and information about past health conditions. ***If you reveal any of this information to someone who does not need to know it, you have violated a patient's confidentiality, and you have broken the law!***

Do you need to know?

Most HIPAA is common sense. Just follow the simple "need to know" rule. If you need to see patient information to perform your job, as doctors, nurses and billing clerks do, you are allowed to do so.

But even doctors and nurses don't have the right to look at all the information about every patient. For example, a doctor caring for children has no right to look at the medical record of adult patients unless that doctor is helping to care for them. ***Before looking at a patient's health information, ask yourself one simple question. "Do I need to know this to do my job". If the answer is no, stop. If the answer is yes, you have nothing to worry about.***

I could not help overhearing...

Not all information is locked up in a file room or protected by passwords in a computer. There is no doubt that you will overhear private health information as you do your day-to-day work. As long as you keep it to yourself, you have nothing to worry about. ***Remember this information includes the fact that the patient is at the health care facility in the first place. If you see a friend in the waiting room, you might want to tell another friend or family member later. "Hey, guess who I saw today..." However, you must keep it to yourself. The person you saw may not want anyone to know about the visit.***

Even the trash is private

A trash can could trap you into violating HIPAA. Patient information stored on paper or computer disk should never be thrown into an open trash can. The reason is simple. No one knows who might end up seeing the trash once it leaves the building.

If you see patient information in an open trash container, tell your supervisor or supervisor in the area. He or she can get rid of it properly, either in a locked bin until it can be destroyed or directly into a paper shredder.

Appendix N

**LOUISIANA STATE UNIVERSITY OF ALEXANDRIA
DEPARTMENT OF ALLIED HEALTH
RADIOLOGIC TECHNOLOGY**

CLINICAL DISCIPLINARY FORM

Name of student _____
Date _____ Semester _____
Clinical Site _____ Course _____

Place a check on the appropriate line:

First ____ Second ____ Final ____

Specific violation as stated in the RADT Student Clinical Handbook _____

Number and type of violation(s) prior to this incident _____

Detailed description of the incident _____

Plan of action _____

Is follow-up necessary? Yes ____ No ____
Review student's progress in ____ months

I acknowledge that the above comments concerning this clinical incident have been discussed with me and I am fully aware of the plan of action I must follow.

Student's Signature _____ Date _____
Faculty/CI Signature _____ Date _____
PD Signature _____ Date _____

Appendix O

**LOUISIANA STATE UNIVERSITY OF ALEXANDRIA
DEPARTMENT OF ALLIED HEALTH
RADIOLOGIC TECHNOLOGY**

CONFERENCE FORM/REMEDIAL STUDY FORM

Name of Student _____

Date _____ Semester _____

Clinical Site _____ Course _____

Comments _____

Recommendations (when applicable) _____

Student's Signature _____ Date _____

Faculty/CI Signature _____ Date _____

PD Signature _____ Date _____

Appendix P

Louisiana State University of Alexandria
Department of Allied Health
RADIOLOGIC TECHNOLOGY PROGRAM

CLINICAL STUDENT INCIDENT FORM

Name of Student: _____ Semester: _____
Date of Incident: _____ Today's Date: _____
Clinical Site: _____ Course: _____

Place a check on the appropriate line.

Minor Incident

Major Incident

Detailed description of the incident

Plan of Action _____

Is follow-up necessary? Yes No

I acknowledge that the above comments concerning my accident are correct and agree with the plan of action.

Student's Signature _____ Date _____

Facility/CI Signature _____ Date _____

PD Signature _____ Date _____



LSU OF ALEXANDRIA
**RADIOLOGIC
TECHNOLOGY**