

Radiography Student Handbook

Radiography Program Student Handbook: 2026 - 2027

Welcome to the Arkansas State University Radiography Program. It is our sincere hope that you will find our

program a rewarding and challenging part of your life. As part of a healthcare team, we are working towards

one goal – to provide the best possible care to the patients who we are privileged to serve.

We hope that this handbook will acquaint you with the Radiography Program and provide an understanding of

our policies. This handbook should help you realize what is expected of you as a student in a healthcare

profession. It is the responsibility of the student to read the entire handbook.

Students enrolled in the Radiography Program are responsible for observing all policies and procedures stated

in this handbook, in addition to any rules and regulations which are contained in the A-State Undergraduate

Bulletin. Failure to read this handbook does not excuse students from the requirements and regulations

contained herein.

Students are expected to adhere to the highest standards of professional ethics during all classroom, clinical, or

school related activities. Any infraction of professional ethics will result in disciplinary action according to the

Student Handbook and university policy. It is the student's responsibility to know the appropriate policies and

procedures for the classroom, assigned clinical settings, and other school related activities.

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Mission, Philosophy, and Goals

University Mission

Arkansas State University *educates* leaders, *enhances* intellectual growth, and *enriches* lives.

College of Nursing and Health Professions Mission

The mission of the College of Nursing and Health Professions is to provide quality education to students,

graduates and health care providers in a variety of health disciplines. To fulfill this mission, we foster

collaboration with our larger community in education, research and service. Recognizing its unique position in

the lower Mississippi Delta region, the College provides educational programs that are designed to promote

lifelong learning based on the expressed needs of its varied constituencies. The College assesses the attainment

of this mission in terms of the contributions its graduates make to health and health care in the Delta region and

beyond. Approved 2000-2001; revised 2019.

MIRS Mission

The mission of Medical Imaging & Radiation Sciences is to provide comprehensive, multi-skilled education preparing students for entry-level practice into the medical imaging and radiation therapy professions. This mission is accomplished through collaborative education, research, and service efforts with the health care community.

Radiography Program Mission

The radiography program at Arkansas State University exists to produce competent entry-level radiologic technologists for the practice of radiologic technology.

Program Philosophy

The philosophy of the Radiography Program is based on the concept that a curriculum in higher education should include coursework that will help students acquire knowledge, skills and attitudes that will contribute to an understanding of self and world, promote effectiveness in meeting civic, occupational, and personal challenges, enhance appreciation of the range and depth of human knowledge and experience, and encourage the desire and ability to continue learning. Within the boundaries of these precepts, the Radiography Program at Arkansas State University offers professional career preparation in the area of diagnostic radiography.

Program Goals

The goals of the program include personal as well as professional development. The curriculum is designed to develop excellence in all aspects of radiography and to promote an awareness of the patient and his/her unique needs.

Goals/Learning Objectives

Students will be clinically competent

- Students will provide appropriate patient care
- Students will practice proper radiation safety
- Students will produce quality radiographs

Students will demonstrate acceptable problem-solving skills

- Students will adapt to varying clinical experiences and equipment
- Students will critique images and recommend corrective action for sub-optimal radiographs

Students will demonstrate communication skills

- Students will demonstrate written communication skills
- Students will demonstrate oral communication skills

Students will model professionalism

- Students will demonstrate professional work ethic
- Students will summarize the value of life-long learning

Code of Ethics

Ethical professional conduct is expected of every individual certified and registered by the American Registry

of Radiologic Technologists (ARRT). As a guide, the ARRT have issued a Code of Ethics for their registrants.

By following the principles embodied in this code, Registered Technologists (R.T) will protect the integrity of

the profession and enhance the delivery of patient care.

Adherence to the Code of Ethics is only one component of each radiologic technologist's obligation to advance

the values and standards of their profession. Technologists also should take advantage of activities that provide

opportunities for personal growth while enhancing their competence as caregivers. These activities may include

participating in research projects, volunteering in the community, sharing knowledge with colleagues through

professional meetings and conferences, serving as an advocate for the profession on legislative issues, high

standards of ethics and pursuing professional development opportunities. Radiologic technologists will

demonstrate their commitment to quality patient care.

Code of Ethics:

- The Registered Technologist acts in a professional manner, responds to patient needs, and supports

colleagues and associates in providing quality patient care.

- The Registered Technologist acts to advance the principal objective of the profession to provide services

to humanity with full respect for the dignity of humankind.

- 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.

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- 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.

- The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes

responsibility for professional decisions; and acts in the best interest of the patient.

- 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.

- 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.

- The Registered Technologist practices ethical conduct appropriate to the profession and protects the

patient's right to quality radiologic technology care.

- 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.

- 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.

- 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.

Source: American Registry of Radiologic Technologists, www.arrt.org

Accreditation

Accreditation is a process of voluntary, external peer review in which a non-governmental agency grants public

recognition to an institution or specialized program of study that meets certain established qualifications and

educational standards, as determined through initial and subsequent periodic evaluations. The goals of the

accreditation process are to protect the student and the public, identify outcomes by which a program

establishes and evaluates its assessment policies and procedures, stimulate programmatic self-improvement, and

provide protective measures for federal funding or financial aid.

Accreditation is assurance of acceptable educational quality since accredited programs are required to meet

national standards established by radiologic technology professionals and communities of interest.

The A-State Radiography program is accredited by the Joint Review Committee on Education in Radiologic

Technology (JRCERT).

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

(312) 704-5300

Email: mail@jrcert.org

URL: <http://www.jrcert.org>

There are established standards a program must be in compliance with to achieve accreditation
The Standards

for an Accredited Educational Program in Radiologic Sciences (JRCERT, 2021) are as follows:

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● **Standard One - Accountability, Fair Practices, and Public Information:** The sponsoring institution

and program promote accountability and fair practices in relation to students, faculty, and the public.

Policies and procedures of the sponsoring institution and program must support the rights of students

and faculty, be well-defined, written, and readily available.

● **Standard Two - Institutional Commitment and Resources:** The sponsoring institution demonstrates

a sound financial commitment to the program by ensuring sufficient academic, fiscal, personnel, and

physical resources to achieve the program's mission.

● **Standard Three - Faculty and Staff:** The sponsoring institution provides the program adequate and

qualified faculty that enable the program to meet its mission and promote student learning.

● **Standard Four - Curriculum and Academic Practices:** The program's curriculum and academic

practices prepare students for professional practice.

● **Standard Five - Health and Safety:** The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the

public.

● **Standard Six - Programmatic Effectiveness and Assessment: Using Data for Sustained**

Improvement: The extent of a program's effectiveness is linked to the ability to meet its mission, goals,

and student learning outcomes. A systematic, ongoing assessment process provides credible evidence

that enables analysis and critical discussions to foster ongoing program improvement.

Compliance with JRCERT Standards Policy

The Radiography program strives at all times to maintain compliance with the JRCERT *Standards for an*

Accredited Educational Program in Radiologic Sciences, effective January 2021. If an individual believes, at

any time, the program is not in compliance with any standard, a complaint can be brought to the program's

attention. If the matter is not resolved, the complaint may be forwarded to the JRCERT at mail@jrcert.org.

National Certification

The American Registry of Radiologic Technologists (ARRT) is the preferred credentialing body for

radiographers in the United States. To become a Registered Technologist in Radiography, R.T. (R)(ARRT), you

must successfully complete the ARRT examination.

The ARRT examination is offered any day after your graduation. You will need to make an appointment to take

the examination at your convenience. As a graduate of Arkansas State University Medical Laboratory and

Radiation Sciences department, it is suggested that you take the examination as soon as you graduate, within

two months of your graduation. Examination dates will be scheduled on an individual basis.

One issue addressed for certification eligibility is conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and/or

drug related violations must be reported. All potential violations must be investigated by the ARRT in order to

determine eligibility. Individuals may file a pre-application with the ARRT in order to obtain a ruling of the

impact of their eligibility for the examination. This pre-application may be submitted at any time either before

or after entry into an accredited program. The pre-application can be found by contacting the ARRT at:

ARRT: phone: (651) 687-0048 or website: www.arrt.org

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Arkansas State Licensure

To work as a registered radiologic technologist located in Arkansas, you are required to hold a valid license

granted by the state.

Successful completion of the American Registry of Radiologic Technologists (ARRT) examination in radiography and payment of a licensure fee will enable you to work at a facility in the state.

From the time you graduate the program until you pass the ARRT exam, you will be able to work under a

temporary license. The temporary license is issued for a period of six (6) months with one (1) renewal of an

additional six (6) months. Once you pass the ARRT exam, a copy of your ARRT card must be sent to the

Arkansas Department of Health – Radiation Control Section. Graduates are advised to apply for a temporary

license regardless of the date they expect to complete the ARRT registry or begin working.

Students engaged in radiologic procedures from an accredited program are exempt from the licensure law until

withdrawal, dismissal, or graduation from the program. More information may be found at:

Arkansas Department of Health

Radiologic Technology Licensure Program

<https://www.healthy.arkansas.gov/programs-services/topics/radiologic-technology-licensure-program>

Student Policies

Advising

All Radiography students will have a pre-professional academic advisor. The advisor will have regularly

scheduled office hours which are posted and other hours by appointment.

If a student plans to seek employment in addition to carrying a full-time academic load, this should be discussed

with their advisor. A realistic workload is recommended. Under no circumstances should employment

schedules interfere with academic or clinical responsibilities.

Regularly scheduled classroom, laboratory, and clinical activities may not exceed 40 hours per week or 10

hours per day.

Academic Responsibilities and Standards

Textbooks and Course Software

Each student is responsible for purchasing the required textbooks and/or course software before the second

meeting of the class. Because the same textbook/software program may be used again in a later course, it is

strongly recommended that before renting or selling books, a student consult the Radiography faculty who will

be teaching future courses.

Classroom Etiquette

Each student is responsible for learning the content of any course in which he or she is enrolled and for

respecting the rights of fellow students in the classroom. The professor has the right to request any disruptive

student to leave the classroom. Continued misbehavior in the classroom is cause for disciplinary action.

Course Syllabi

Within the first two class meetings of the semester each professor will make available the course syllabus via

Canvas. The syllabus will contain a description of the course, the goals, and/or objectives of the course, the

method of evaluating and grading students, make-up policy, and a description of written or oral assignments.

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Evaluation and Grading

The program has established standards of grading that supersede the University's grading policy and that are

consistent with the minimum passing score on the Radiography national certification exam. Students must make

a 'C' or higher in every RAD course in order to matriculate to the next semester. The grading scale is available

in every MLRS course syllabus.

Comprehensive Assessment for the Program (CAP) Exam

Comprehensive Assessment for the Program (CAP Exams)

The CAP Exam will be administered at the end of the second spring semester. The exam is designed to assess

each student's level of learning and retention over the entire Radiography curriculum. The score for this exam

will be heavily weighted and incorporated into the grade of a second spring semester course (based on

curriculum offerings at the time). Failure to pass the course will result in dismissal from the program.

Radiography Program Curriculum Map

Course Number

Course Name Credit Hours

Pre-requisites

RADG 10001 Introduction to Medical Laboratory and Radiation Sciences 1

RADG 33103 Introduction to Radiography 3

RADG 33102 Radiation Physics and Imaging 2

Course Number

Course Name Credit Hours

Summer 1

RADG 33253 Radiographic Procedures I 3

RADG 33101 Radiographic Procedures I Lab 1

Course Number

Course Name Credit Hours

Fall 1

RADG 33203 Radiographic Procedures II 3

RADG 33201 Radiographic Procedures II Lab 1

RADG 33303 Image Acquisition and Evaluation I 3

RADG 44403 Image Acquisition and Evaluation II 3

RADG 44143 Radiography Clinical II 3

Course Number

Course Name Credit Hours

Spring 1

RADG 44103 Radiographic Procedures III 3

RADG 44101 Radiographic Procedures III Lab 1

RADG 33202 Imaging Equipment 2

RADG 44132 Radiobiology 2

RADG 44133 Imaging Pathology 3

RADG 44203 Radiography Clinic III 3

Course Number

Course Name Credit Hours

Summer 2

RADG 44142 Radiographic Procedures IV 2

RADG 33232 Radiography Clinical I 2

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Advocacy and Service

Advocacy

Advocacy is an important part of any profession. During advocacy, technologists promote the profession

including important education requirements and the value of the profession to public health. Advocacy helps to

instill pride in what we do by allowing us to share our profession with others.

During the program, students will become members of the American Society of Radiologic Technologists and

the Arkansas Society of Radiologic Technologists. Membership in professional societies allows technologists to

guide the direction of the profession and gives the profession a larger “voice.” This membership will be

combined with an advocacy field trip to Little Rock that will allow students to meet with lawmakers and share

their knowledge on radiologic technology and the benefits of the profession.

Community Service

A-State MLRS is dedicated to giving back to our local communities by promoting the importance of our

profession, providing quality patient care, and by producing innovative and well-educated imaging

professionals. We want to collaborate with our community to instill cultural competence and build partnerships

that improve the quality of life.

Some of our involvements include:

- Adopt a Grandparent
- Beck Pride Center: Stockings for Veterans
- Chef Foundation: Heart & Soul Race, Women’s Health Conference (Carotid screenings)
- NEA Food Bank
- Race for the Cure
- Donations to Ronald McDonald House (Radiation Therapy)
- Roentgen Day: Service Projects
- Toys for Tots: Jonesboro Jaycee’s

Volunteer A-State

Volunteer A-State provides opportunities to serve, learn, and expand relations with the community. To be a

volunteer, it is required that 10 hours of service should be documented each academic year while enrolled in A-

State MLRS courses. Upon graduation after all hours have been submitted, students will receive a service for

cord to wear at commencement. See link for more information on campus volunteer opportunities:

<https://www.astate.edu/a/leadership-center/volunteer/>

If wanting to serve at the A-State Food Pantry, the Leadership Center will keep track of volunteer hours. If

volunteer hours are kept track of students elsewhere, students will need to create a catalog keeping track of their

volunteer hours. Volunteer hours must have the following:

- Student's name
- Student's email
- Student's Campus ID number
- Nonprofit/Event name of area volunteered
- Date of volunteer
- Volunteer hours
- Nonprofit contact
- Written statement of verification

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Technical Standards

To ensure patient safety and welfare, the student must demonstrate "with or without accommodations" in order

to successfully complete the program:

1. Sufficient eyesight to observe teaching methods and patients, manipulate equipment and accessories,

and evaluate radiographs for quality.

2. 3. 4. 5. 6. Sufficient hearing to communicate effectively with members of the healthcare team and patients, and

hear various patients, equipment, and background sounds.

Sufficient gross and fine motor coordination to manipulate equipment and accessories, lift a minimum of

50 pounds, and respond promptly to patient's needs.

Satisfactory intellectual and emotional functions to ensure patient safety to exercise independent judgment in the performance of assigned responsibilities in stressful situations.

Satisfactory verbal, written, and reading skills to effectively and promptly communicate in English.

The ability to work collaboratively and demonstrate ethical behaviors with all members of the healthcare

team.

Performance Requirements

Students are advised of the following guidelines for working in the Radiography environment. Students are

required to sign appropriate documentation indicating they can perform the following requirements:

STRENGTH & MOBILITY

- Walk several hours each day, either performing exams, patient transfers, or portable procedures.
- Assume varied postural positions (bending, kneeling, stretching) to work with equipment and patients.
- Lift heavy weight as necessary, either equipment or patients.
- Push/pull stretchers, wheelchairs, portable x-ray equipment, and supply carts as necessary.

MANUAL DEXTERITY & COORDINATION

- Use the thumb/hand/wrist and arm and hand movements to perform such tasks as venipuncture,

positioning of the x-ray equipment, assisting patient movements, and operating a computer.

- Use the lower extremities to perform such tasks as manipulating foot table locks and operating foot

pedals for fluoroscopy exams.

- Visualize objects distinctly and clearly with or w/o corrective devices.
- Hear sounds distinctly and clearly, with or w/o corrective devices.
- Possess sensory discrimination (understanding accurately what is seen, heard, felt, tasted, or smelled).
- Utilize protective clothing correctly, when necessary, such as gowns, masks, gloves, shoe covers when

working with patients in isolation, lead aprons for self-protection from radiation, and surgical gowns,

caps, gloves, shoe covers for surgery cases.

MENTAL ABILITIES

- Follow oral and written instructions correctly.
- Effectively communicate issues, concerns, or questions to the appropriate party.
- Adhere to the proper chain of command to resolve issues.

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Academic Standards

A student who receives a grade below "C" in any of the RAD courses may not continue in the Radiography

Program. Students should review the readmission policy (Student Policies) in this *Student Handbook* and

discuss readmission requirements with the Radiography Program Director.

Clinical requirements will be detailed each semester in the course syllabi. Unsatisfactory progress in the clinical

education process can result in a failed clinical grade for that course. Unsatisfactory progress includes poor

student evaluation forms (*Attitude and Behavior* form), non-completion of required clinical competency exams,

and/or poor attendance practices. Requested removal of a student by a clinical site will be addressed with the

Clinical Coordinator. All attempts will be made to place the student in another site within a week. If another site

is not available, clinical education and graduation may be delayed. A student removed from two clinical sites

for performance issues may be removed from the program based on the discretion of the Radiography Program

Director.

Dismissal Policy

A student who meets any of the criteria below may be dismissed from the Radiography Program:

- Participation in academic cheating and/or unauthorized possession of an examination.
- Plagiarism
- The unlawful and/or unauthorized use, abuse, possession, distribution, transportation, manufacture, concealment, consumption, promotion or use of alcohol, illegal drugs, and legal drugs obtained illegally, controlled substance, or designer drugs.
- Illegal possession of weapons
- Lack of professional compatibility or unsafe clinical practice as identified by the Radiography faculty.
- Violation of repeat radiograph policy after written warning.
- Failure to meet academic standards (failing a course)
- Failure to demonstrate suitable progress in clinical practice
- Physical or emotional conditions affecting ability to attain curricular objectives.

A student WILL be dismissed from all Medical Laboratory and Radiation Sciences programs for:

- Falsification of patient, affiliate, and/or program records (to include false time clocks for self or others)
- Patterns of behavior jeopardizing patient safety, individual or group progress, and/or contract agreement

with the clinical affiliate.

Dismissal will be based on the following:

1. Written documentation describing the offense(s).
2. Review of the student's performance records by the A-State faculty, Clinical Coordinator, and the Radiography Program Director.
3. Failing the same MLRS course twice.
4. Failing two MLRS courses during enrollment as an MLRS student.

A recommendation for disciplinary action will be made in writing to Academic Affairs per established protocols

found in the *A-State Student Handbook*. Any student wishing to appeal must follow the stated appeal process.

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Withdrawal Policy

The following steps are necessary when withdrawing from the program.

1. The student should write a formal letter of resignation stating the reason for withdrawal. This letter will

remain in his/her permanent file and will be considered in the event the student seeks readmission to the

program at a later date.

2. The student will return the dosimeter that has been issued and any other material that may be on loan.

3. The student will follow University guidelines for completing the withdrawal process, securing the appropriate signatures when necessary.

If a student withdraws from a RAD professional course, the student must withdraw from the program. The

student may not continue with courses.

Readmission to the Program

A student wishing to be readmitted to the program must make a formal application to the program and to the

University, if concurrently enrolled. Readmission is granted on an individual basis, based on the student's

previous records and the availability of space. Application for readmission for whatever reason will be granted

up to one time only under the discretion of the program director and/or clinical coordinator.

Readmission will be denied if:

1. 2. Either cumulative or institutional grade point averages are lower than 2.00.

The student has received a final grade lower than "C" in the same course, or has received a grade lower than "C" in professional courses in two separate semesters.

3. The student fails one or more programs making them ineligible to enroll in MLRS programs.

4. Failing the same MLRS course twice.

5. Failing two MLRS courses during enrollment as an MLRS student.

Petition for Reinstatement Policy

Failure to successfully complete a professional RAD course or continue in the established progression listed in

the curriculum sequence results in dismissal from the program.

The enrollment of a student, who is repeating a Radiography course for re-entering the progression sequence,

will be permitted on a "space available" basis, reinstatement will be granted within one year of withdrawal or

non-progression and with the Program Director's approval. Enrollment space for a student cannot, therefore, be

“reserved” or “guaranteed” for any subsequent semester. Specific technologist-student ratios are mandatory by

the JRCERT; therefore, course enrollment must be carefully evaluated based on clinical site availability and

classroom space.

A student who desires to repeat/re-enroll/re-enter/ a RAD course must fulfill the following criteria:

- Meet eligibility requirements to enroll in the University and Radiography curriculum.
- Contact the Radiography Program Director at least six (6) weeks prior to the scheduled semester in

which the student is requesting enrollment.

- Retake all didactic final exams and final lab practicals for those courses previously completed for credit.

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College Student Academic Honor Code

Each student admitted to a professional program in the College of Nursing and Health Professions is charged

with the responsibility of honorable academic conduct. A student is assumed to be honorable until their actions

prove otherwise. An academic honor offense is defined as an act of lying/willful misrepresentation,

cheating/unauthorized collaboration, plagiarism or facilitating academic dishonesty of others.

Formal

procedures exist for violations of the academic honor code.

As a student in a health program, it is fundamental that you act in an honorable and virtuous way so that a

community of trust is established among members of the college, profession, and patients. Honor is a practiced

ideal that will positively impact your relationship with others. As you live an honorable life, you will find that

you cannot live without it.

As a student admitted to a health professions program, you must agree to live by and support the basic

principles of honesty – no lying, cheating or stealing; be accountable for your actions; and share information

about honor offenses. If you are not prepared to accept these responsibilities, you should select a program

outside this college.

I have read the explanation of the College Student Code of Honor. I understand that as an admitted student in

one of the programs in the college, I have accepted the pledge of honesty and will be expected to meet the

standards as set forward.

Signature Date

Note: Keep a copy of this page for your file. Submit the original to your advisor to be placed in your advising

folder.

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PROCEDURES FOR

COLLEGE STUDENT ACADEMIC HONOR CODE

The College Student Academic Honor Code exists in addition to the University Code of Conduct and the

Academic Integrity Policy found in the Student Handbook. An academic honor offense by the college code is

defined as an act of **lying/willful misrepresentation, cheating/unauthorized collaboration, plagiarism,** or

facilitating academic dishonesty of others. These terms are defined as follows:

Lying/willful misrepresentation - a false statement (written or oral) made with the deliberate intent to

deceive; something intended to or serving to convey a false impression.

- Fabricating quotations and/or sources

- Fabricating, dishonestly adjusting, omitting, or otherwise misrepresenting research results and records,

including information, data, statistics, research facts, and its analysis

- Engaging in selective reporting or omission of conflicting data for deceptive purposes

- Altering graded work, then resubmitting it for a new grade

- Providing false information about reasons for class absences or late work when requesting a make-up quiz

or exam or an extension for homework

- Submitting the same paper in more than one class without the approval of the instructors involved

- Submitting a paper from a previous semester for a current class without the approval from the instructor

- Failing to provide required or requested information regarding academic performance or enrollments at

previous institutions

- Intentionally obstructing or interfering with other students' academic work, or otherwise undertaking

activity with the purpose of creating or obtaining an unfair academic advantage over other students'

academic work.

- Altering documents affecting academic records, such as falsifying information on an official academic

document, form, grade report, letter of permission, clinical record, student ID cards, or any other official

document.

- Providing false information to others about academic performance, leadership activities, or membership in

student organizations.

- Falsification of information records
- Recording hours not actually worked

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- Submitting an altered or fabricated preceptor evaluation
- Altering a score, grade, or schedule change on an academic record.
- Forging the signature of an instructor, advisor, dean, or another student without proper authorization
- Video or audio recording lecture or private meetings without prior permission
- Creating false university, college, or other official correspondences (such as medical documentation)

Cheating/unauthorized collaboration - to practice fraud or deceit; academic fraud is a form of cheating and

includes such things as plagiarism (including Internet resources), false citation, false data and submission of the

same work to fulfill academic requirements in multiple classes.

- Using notes, books, calculators, phones, photos, computers, websites, tweets, social media, or other aids

during a quiz or an exam when not allowed by the instructor

- Talking during a quiz or exam when told by the instructor talking is not permitted
- Looking at another student's exam or quiz during the testing period
- Continuing to work on a quiz or exam after the instructor has notified students that time for the test has

ended

- Ignoring the guidelines specified by the instructor for an assignment or for a "take home" test and instead

using materials or study aids that the instructor has forbidden

- Receiving help with homework, reports, labs, paper, data collection, or other activities when not allowed by

the instructor

- Accepting credit for a group project without doing your share of the work

- Helping others with their homework or other assignments when not allowed by the instructor

- Allowing others to view your answers or copy part of your homework, lab, quiz answers, exam answers, or

other related work when not permitted to do so by the instructor

- A group doing another student's work on a group project, lab, presentation, report, or other activity while

presenting the work as if done by the entire group equally

Plagiarism - as defined in the 1995 Random House dictionary is the "use or close imitation of the language

and thoughts of another author and the representation of them as one's own original work." Within academia

plagiarism is considered academic dishonesty or academic fraud and offenders are subject to a number of

penalties including course failure or other severe consequences.

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- Using the words, sentences, arguments, rhetorical structures, and ideas of another without proper citation

and acknowledgement

- Copying data, facts, graphs, computer programs, spreadsheets, images, photos, film/video, or other

materials and using them without proper citation or acknowledgement

- Copying homework, quiz, or exam answers from an answer key, solution manual, textbook, web site, or

other items from another student, thus presenting another's work as your own

- Failing to use quotation marks properly or when needed

- Failing to give a source for quoted materials
- Failing to paraphrase language completely
- Failing to give a source for paraphrases
- Failing to cite sources correctly and completely

Facilitating Academic Dishonesty of Others - intentionally or knowingly helping or attempting to help

others commit an act of academic dishonesty.

- Writing a paper for another student
- Allowing another student to use your past homework assignments, paper, labs, or similar items
- Sharing homework with another student when told collaboration is not allowed
- Allowing or helping another student to look at your exam or quiz during a test
- Sharing with other students your notes, books, calculators, phones, photos, computers, web sites, tweets,

social media, or other aids during a quiz or an exam when not allowing by the instructor

- Completing another student's exam or quiz by filling in the student's scantron card or other answer sheet or

by attending the exam in place of the other student

- Providing any materials, information, or assistance to another person with the knowledge or reasonable

expectation that such would be used for dishonest purposes

- Stealing, reproducing, circulating, or otherwise gaining access to a quiz, exam, or homework materials prior

to the time authorized by an instructor

These academic honor code violations apply whether they are performed individually or in groups. They apply

to didactic, laboratory and clinical experiences of the program.

Disciplinary Action

The policies contained in this handbook are necessary in order to ensure consistency and orderly operation as

well as to protect the rights and safety of all concerned. It is the desire of this program to assist all students so

that we can achieve our objectives for the best education and finest patient care available. Willful or inexcusable

violations of the policies in the handbook will be dealt with under a uniform policy that applies equally to all

students. The Program Director, Clinical Coordinator, or Program Faculty from the A-State Radiography

Program may provide verbal or written warnings of violations of policies.

Verbal Warning

This is informal notification to a student that they have violated a policy of the student handbook. If a repeated

violation occurs, then a written warning will result. Documentation of the verbal warning will be placed in the

student's clinical folder. **A verbal warning includes documentation provided and signed during orientation**

regarding the College of Nursing and Health Professions Honor Code and the department's lack of

tolerance for dishonest or dangerous clinical practices.

Written Warning

This is a formal notification to a student that they have violated a policy of the student handbook. Written

documentation is prepared and entered into the student's clinical folder with signatures of all parties involved.

Verbal and written warnings are cumulative throughout the professional program.

When a violation of policy warrants disciplinary action, the following actions will be taken. A meeting will be

held with the Program Director and/or Clinical Coordinator. Based upon the severity of the findings, appropriate disciplinary action will be taken, including, but not limited to academic probation, failure of the course, or dismissal from the Radiography Program, including potential dismissal from the University.

Grievance Policy

A student disagreeing with the sanction issued should follow the Academic Grievance Procedure as outlined in the A-State Student Handbook.

Student Records

The Department of Medical Laboratory and Radiation Sciences within Arkansas State University maintains

accurate and confidential student records. It is the right of the students to have access to their education records,

and it is the duty of the University and the MLRS Department to limit unauthorized access by others in

accordance with existing guidelines and relevant laws. Student records, with certain exceptions, will not be

released without prior consent of the student through written requests.

Students have the right to review and question the content of their education records within a reasonable length

of time after making a request for review. If there are any questions concerning the accuracy or appropriateness

of these records that cannot be resolved informally, an opportunity to challenge a perceived inaccuracy or

violation of privacy will be provided through the appeal mechanism.

Arkansas State University and the MLRS Department maintains student records in compliance with the Family

Educational Rights and Privacy Act (FERPA) of 1997. In accordance with the University's Policy on Family

Educational Rights and Privacy Act, information about a student generally may not be released to a third party

without the student's written permission. Exceptions under the law include state and federal education and Revised 8/2026 Page | 22

financial institutions, and law enforcement officials. The only records that will be released concerning students

is that information considered "directory" information, such as: field of study, name, address, telephone

number, participation in officially recognized activities and sports, attendance, degrees, and awards. The policy

also permits students to review their educational records and to challenge the contents of those records.

With regard to clinical radiography course files, only the Program Faculty may remove files to be copied.

Students may not remove or copy the file themselves. Any violation of the above will result in disciplinary

action.

Expenses

In addition to the normal University tuition, fees, and book/software costs, a student in the Radiography

Program will incur additional expenses. These expenses include, but are not limited to, the following:

CPR:

All MLRS students will remain CPR certified throughout the BSRS program.

Dosimeters (one-time fee):

Dosimeters are purchased by entering radiography students within the first two weeks of the program

start date. Because the department is charged for each unreturned dosimeter by the radiation monitoring

company, replacement costs will be relayed to the student via their A-State student account.
Dosimeters

must be worn at all times while in the clinical setting or the program's laboratory.

Immunizations:

Up-to-date immunizations are required prior to entering any clinical site. Immunizations include, but are

not limited to: Hepatitis B, varicella (chicken pox), COVID-19, TB skin test, and an annual influenza vaccine. Records are kept on file with the Clinical Coordinator.

Malpractice Liability Insurance (annual):

All MLRS students are required to purchase malpractice liability insurance prior to starting their first clinical rotation. More information will be provided by the Clinical Coordinator.

Online Clinical Reporting System (2x):

MLRS programs use Trajecsyst for documentation of clinical requirements. During clinical orientation,

students will create an account that will be used throughout the Radiography portion of the program. A

subscription renewal will be required prior to beginning their modality track.

Professional Memberships (annual):

All MLRS students are encouraged to participate in professional advocacy. Upon entry into the

Radiography program, students will join the Arkansas Society of Radiologic Technologists

(www.arsrt.org) and the American Society of Radiologic Technologists (www.asrt.org). Membership is

free for the state society and advocacy efforts will include attending the annual conference and visiting

the state capitol. Student membership for the ASRT is nominal and includes resources for advocacy,

leadership (Student Leadership and Development Program), and national certification review materials.

TB Mask Fitting (annual):

TB mask fittings are obtained annually and required by the clinical sites. Students may choose to complete this requirement during designated days at the university or via their employer (if available).

Transportation:

Each student is responsible for transportation to the student's assigned clinical site. Transportation and

all costs incurred for travel to clinic is the sole responsibility of the student. Clinical placement will not

be modified for lack of transportation.

Uniforms:

Each student is responsible for obtaining uniforms. Uniforms include scrubs, shoes, lab coat, student ID,

lead markers with student's initials, and an A-State MLRS dosimeters.

Verified Credentials (one-time fee):

All incoming students are conditionally accepted into the Radiography program dependent upon successful completion of a background check. Background checks are purchased through Verified Credentials within the first two weeks of the program start date. Records are reviewed by the

Department Chair and any concerns are addressed with the affected student and the Dean of the College

of Nursing and Health Professions. Drug screenings may be required by certain clinical sites. Removal

from the program is possible based on background check and/or drug screening results. Students will

also be required to upload immunizations, TB skin tests, MRI safety sheets, and other information into

their Verified Credentials account.

Student Health

Health Insurance

Students are strongly encouraged to obtain individual health insurance coverage. Information on Student Health

Insurance is available through the Office of Student Affairs in the Student Union. Professional liability

insurance does not include health insurance coverage.

Infection Control

Introduction

The policy guidelines herein are of a general nature and deal with HIV-related infections as well as other blood

borne pathogens. They apply to all students/faculty in the College of Nursing and Health Professions (CNHP).

Due to differences in the various programs, individual CNHP programs may have specific rules and/or

guidelines that are modifications of those in the general policy, however, the specific policies of the various

programs will be consistent in their intent with the guidelines noted herein. This policy shall be reviewed

annually and modified as necessary based on the current information from the CDC and OSHA.

Admissions

The immunodeficiency or infection status of an applicant should not enter into the application process.

Applicants applying for healthcare programs should, however, be informed that certain diseases may necessitate

either a modification of their program, or in the extreme may necessitate their dismissal from a program if they

cannot perform procedures and/or tasks that are considered essential to their educational experience.

Services offered by the Public Health Department

The Craighead County Public Health Department is open from 8:00 a.m. until 3:30 p.m. for testing. The

Public Health Department can be contacted by calling 933-4585. Offices are located at 611 E

Washington Ave Ste B, Jonesboro, AR 72401. An individual who desires testing and/or counseling should allow about one hour for the procedure because pre-counseling is extensive.

Exposure (Laboratory and Clinical)

Students and faculty in the College of Nursing and Health Professions may be exposed to blood borne

pathogens. In the clinical and classroom laboratory settings, students/faculty are expected to utilize Standard

Precautions, hand washing and protective clothing/gear to prevent contact with blood and other potentially

infectious materials.

Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact

with blood or other potentially infectious material that results from one's duties as a CNHP student or faculty

member. An exposure incident involving a student/faculty member in the CNHP while in a clinical facility or

campus laboratory is treated in a similar manner to any type of accident occurring within the agency.

Clinical Post Exposure Protocol

If a student/faculty member is exposed to blood or other potentially infectious materials in the

clinical environment, this protocol is to be followed:

1. The student will notify the clinical faculty. If the exposed individual is a faculty member, s/he will notify the chairperson of the specific program at the CNHP.

The student, clinical faculty or chairperson will notify the supervisor of the area where the exposure

occurred. Thereafter, post-exposure protocols for the clinical institution will be followed.

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3. 4. The infection control staff member/epidemiologist of the clinical facility will be notified of the exposure immediately by the student or if possible by the clinical faculty member. If a faculty member has been exposed, this individual will notify the infection control staff/epidemiologist. As soon as possible following a report of an exposure incident the clinical faculty and infection control staff/epidemiologist should provide the student with counseling about an immediate confidential medical evaluation and follow-up at the student's expense. In some instances the clinical facility may cover costs of treatment and testing as would be done for an employee. In the case of a faculty member's exposure, the individual is expected to communicate directly with the infection control staff/epidemiologist. The medical evaluation and follow-up should include, at a minimum, the following requirements:

(a) Documentation of the route(s) of exposure and the circumstances under which the exposure incident occurred.

(b) Identification and documentation of the source individual unless the clinical facility staff establishes that the identification is unfeasible or prohibited by state or local law.

(1) The source individual's blood shall be tested as soon as possible after consent is obtained in order to determine infectivity. If consent is not obtained, the clinical facility shall establish that the source individual's consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood shall be tested and the results documented.

(2) When the source individual is already known to be infected, testing for the source individual's infection status need not be repeated.

(3) Results of the source individual's testing shall be made available to the exposed

individual who should also be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

(c) It is suggested that post-exposure prophylaxis be managed by the student/faculty member's personal healthcare provider.

Substance Abuse Policy and Procedure

The College of Nursing and Health Professions recognizes its responsibility to provide a healthy environment

within which students may learn and prepare themselves to become members of a health occupation. Within

each profession there are codes and standards for conduct by which all members of the profession are expected

to function. Thus, when engaged in educational activities whether on campus or in the clinical setting health

professionals are expected to be free from the abusive influence of chemical substances/drugs. When students

are under the influence of drugs and alcohol, they present a threat to patients, other students and the employees

and visitors of clinical facilities.

It is the responsibility of the student to report any medication(s) taken which would adversely affect his/her

ability to perform safely in class or clinic. Written documentation will be required for verification of

medications taken and will be placed in the student's file. As a condition of admittance and retention in any

professional program in the Arkansas State University College of Nursing and Health Professions all students

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must sign a Substance Abuse Compliance Contract (found in the Forms section) agreeing to adhere to the

Substance Abuse Policy & Procedures when conducting any activity associated with their educational program.

As the contract notes, it is inclusive of testing for substances and appropriate release of that information.

Procedures

1. If a faculty member or supervisor observes a student demonstrating behavioral changes giving probable cause

to believe the student is under the influence of drugs or alcohol while performing course activities the student

will immediately be asked to submit to body fluid testing for substances at a lab designated by the College of

Nursing and Health Professions (in Jonesboro, Occupational Health) who have identified procedures for

collection (see attached). The cost of the test will be borne by the student. Refusal to submit for testing

warrants immediate program dismissal. At the time the specimen is released to the testing lab, the student will

sign a release statement requesting that the test results be sent to the Dean's Office, College of Nursing and

Health Professions, and to the student. If the results are negative, no further action will be taken and the student

will only be allowed to make up work missed. If the results are positive (and substantiated by a second or

confirmation test), the student will be dismissed from the professional program. Laboratory results will be

disclosed to individuals whose duties necessitate review of the test results and confidentiality will be adhered to

as stringently as possible.

2. This policy applies only to a student exhibiting behavior creating probable cause to believe drug or alcohol

abuse is present. A student may be removed from the clinical environment or educational program for any

prohibited behaviors as set out in the university or program handbooks, rules and regulations, whether or not

related to substance abuse.

3. Readmission of the student to the program is contingent upon the following conditions:

a. Formal application for readmission to the program.

b. Meeting specific program admission criteria as noted in the Undergraduate/ Graduate Bulletin

c. Clinical space availability.

d. Documentation that a prescribed treatment program has been completed by the student related to the

drug/alcohol condition. The documentation is to be submitted to the Dean's Office, College of Nursing and

Health Professions by the designated treatment facility.

e. Follow-up program as suggested by the treatment facility which may include, but is not limited to, one

or more relapse prevention procedures. The follow-up program will be individual specific and written as part of

a contractual agreement with the student.

4. Arkansas State University may be required by state or national regulatory boards to submit information

regarding a student's substance abuse history when he/she applies to take the examination for licensure. There is

no guarantee that these boards will allow individuals with a substance abuse history to take the examination.

Each case is judged individually by each board.

5. Students will be required to abide by individual institutional policies relating to substance abuse in clinical

agencies to which they are assigned.

The generic meaning of the term "drug" is broadly defined as any chemical substance which affects living

systems. For the purposes of this policy, substance and/or drug abuse are used interchangeably and defined as

socially unacceptable use of drugs or other chemical substances for non-therapeutic purposes. The substance

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alcohol (ethanol), by its properties and actions, is a drug and is used as such in this policy. Drugs prescribed by

a physician licensed to practice medicine and surgery, as long as the drug is taken in accordance with the

provider's instructions and does not impair the student's ability to perform his/her duties, are exempt from this

policy. Reference: Reiss, B. & Melick M. (1987). *Pharmacological Aspects of Nursing Care* (2nd Ed.).

Albany, NY: Delmar Publishers, pp. 2, 627, 631-633

Behavioral Changes Associated with Drug Abuse

The College of Nursing and Health Professions has developed the following list of behaviors that are not all

inclusive but, when observed, can be used as indices to identify an individual who at the moment of observation

could be under the influence of a "drug" (see the *Substance Abuse Policy* for definition of the term "drug" and

for the mechanisms to operationalize the policy). The College of Nursing and Health Professions is guided by

behavioral descriptors that are stated in the latest edition of *Diagnostic & Statistical Manual of Mental*

Disorders.

Observation of any of these behaviors will result in dismissal from the learning environment (clinical or

classroom).

Attention Deficit/Cognitive Impairment

- ataxia

- tremors, especially of the hands
- slowed response time in a familiar skill
- diminished from the usual in coordination/dexterity

Social Impairment

- inappropriate verbal remarks (subjects/words/expletives)
- inappropriate behaviors or those beyond the societal norm such as:
 - angry outbursts/unrestrained agitation
 - crying that cannot be explained
 - euphoria
 - paranoia
 - hallucinations
 - behaviors that are markedly changed from that individual such as:

o introversion/extroversion

o sullen/irritable

o giddy

o defensiveness

Somatic Manifestations/Discomforts

- odor of alcohol on breath
- nausea/vomiting/thirst
- frequent trips to bathroom/complaint of

urinary frequency or diarrhea

- hiccoughs
- reddened sclera (bloodshot eyes)
- pupil changes/drooping eyelids

- complain of blurred vision or inability to

focus

Speech/Communication Impairment

- slurred (thick tongue)
- rapid/choppy communication pattern
- incoherent speech

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Behavioral Patterns Associated with Substance Abuse

The following is a list of behavioral patterns that may surface when drugs have been abused. While these

patterns have many causes, thorough assessment and detailed documentation is needed over a period of time to

determine if there is any relationship to drug abuse. Patterns of behavior to observe and validate are:

- repeated tardiness
- frequent absenteeism
- numerous and chronic somatic complaints (colds/GI problems/lack of sleep/weight loss/sluggishness/low energy)
- untidy personal appearance or deterioration in quality of grooming
- lack of attention to hygiene (hair, nails, skin, oral)
- multiple crises in personal life
- avoidance/lack of eye contact
- isolation/lack of peer support
- repeated excuses for below standard performance
- forgetfulness with appointments/assignments
- slowed response time in familiar activities

- behavior shifts/mood swings
- lack of trust and suspicious of the motives of others
- needle tracks on body surface
- behaviors surrounding the administration of narcotics:
- frequent need to waste "unused" medications
- recording the administration of larger doses than ordered
- unauthorized possession of the narcotic key
- unsupervised entry into narcotic cabinet
- volunteering to be in situations to gain greater access to narcotics
- taking frequent breaks/numerous occasions when whereabouts unknown

Criteria for Urine Drug Screens is found in the Forms Section.

HIPAA Compliance

Protecting the Privacy of Patients' Health Information

Overview: *Each time a patient sees a doctor, is admitted to a hospital, goes to a pharmacist or sends a claim to*

a health plan, a record is made of their confidential health information. In the past, family doctors and other

health care providers protected the confidentiality of those records by sealing them away in file cabinets and

refusing to reveal them to anyone else. Today, the use and disclosure of this information is protected by a

patchwork of state laws, leaving gaps in the protection of patients' privacy and confidentiality.

Covered Entities

As required by HIPAA, the final regulation covers health plans, health care clearinghouses, and those health

care providers who conduct certain financial and administrative transactions (e.g., electronic billing and funds

transfers) electronically.

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Information Protected

All medical records and other individually identifiable health information used or disclosed by a covered entity

in any form, whether electronically, on paper, or orally, are covered by the final rule.

Consumer Control over Health Information

Under the final rule, patients will have significant new rights to understand and control how their health

information is used.

* Patient education on privacy protections. Providers and health plans will be required to give patients a

clear written explanation of how the covered entity may use and disclose their health information.

* Ensuring patient access to their medical records. Patients will be able to see and get copies of their

records, and request amendments. In addition, a history of non-routine disclosures must be made accessible to

patients.

* Receiving patient consent before information is released. Health care providers who see patients will be

required to obtain patient consent before sharing their information for treatment, payment, and health care

operations. In addition, separate patient authorization must be obtained for non-routine disclosures and most

non-health care purposes. Patients will have the right to request restrictions on the uses and disclosures of their

information.

Boundaries on Medical Record Use and Release

With few exceptions, such as appropriate law enforcement needs, an individual's health information may only

be used for health purposes.

* Ensuring that health information is not used for non-health purposes. Health information covered by the

rule generally may not be used for purposes not related to health care - such as disclosures to employers to make

personnel decisions, or to financial institutions - without explicit authorization from the individual.

* Providing the minimum amount of information necessary. In general, disclosures of information will be

limited to the minimum necessary for the purpose of the disclosure. However, this provision does not apply to

the disclosure of medical records for treatment purposes because physicians, specialists, and other providers

need access to the full record to provide quality care.

Ensure the Security of Personal Health Information

The final rule establishes the privacy safeguard standards that covered entities must meet, but it gives covered

entities the flexibility to design their own policies and procedures to meet those standards. The requirements

are flexible and scalable to account for the nature of each entity's business, and its size and resources.

Compliance and Enforcement

The rule will be enforced by the HHS Office for Civil Rights (OCR).

Pregnancy Policy

The National Council on Radiation Protection and Measurements (NCRP) recommends an occupational

radiation fetal dose limit of 5.0 mSv during an entire pregnancy (with a daily limit of 0.025 mSv), and less than

0.5 mSv per month as stated by the American Society of Radiologic Technologists.

Students enrolled in Radiography are instructed in proper safety precautions and personnel monitoring prior to

being admitted to an ionizing radiation area. Students are required to abide by all safety precautions. The

importance of the ALARA concept (keeping exposure as low as reasonably achievable through a combination

of time, distance, and shielding) is stressed.

Not Declared Pregnant Student

A student also has the right to not declare their pregnancy, in which case, the student will be treated as though

she were not pregnant. Once a student has declared pregnancy, the student also has the right to un-declare her

pregnancy at any time. This is in accordance with Federal and State laws as well as the most current NRC

Regulations. All students will be required to sign a form stating they are aware of this policy and realize that A-

State or the affiliated medical facilities and personnel cannot be held liable for the problems which may occur

should a student NOT DECLARE or UN-DECLARE her pregnancy.

Declared Pregnant Student

A student who has voluntarily informed the Radiography Program Director or Clinical Coordinator, in writing,

of her pregnancy and the estimated date of delivery is considered a declared pregnant student. A student has the

right to declare her pregnancy and at such a time, the precautions listed below must be followed.

Due to the number and variety of courses in the curriculum and the importance of maintaining a rotation

schedule through the various assigned areas without interruption, should any student suspect pregnancy, they

are recommended to report it immediately to the Clinical Coordinator. If the student chooses to voluntarily

inform the officials of her pregnancy, it must be in writing and indicate the expected date of delivery. In

absence of this voluntary written disclosure, a student cannot be considered pregnant. If the student does

disclose her pregnancy, she has the option of continuing the educational program without interruption: however,

modifications in clinical assignments may occur as to schedule the student through low radiation areas,

specifically during the first trimester. The student's capability to complete clinical course requirements will be

determined on an individual basis, after counseling.

Upon declaration of pregnancy, the student will:

1. Submit a statement in writing verifying pregnancy and expected due date.
2. Counsel with RAD Clinical Coordinator regarding the nature of potential radiation injury associated with in-

utero exposure, the regulation established by the NCRP, and the required preventative measure to be taken

throughout the gestation period.

3. Submit in writing, within 24 hours, her decision as to remain in the program, dependent on the above, or

resigning from the program. If resignation is the choice, no other action is indicated.

4. Leave of absence will be reviewed on an individual basis by the RAD Program Director and Clinical

Coordinator, dependent on the physician's recommendation.

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5. If a pregnant student elects to continue in the professional program after counseling, the student will be

required to sign the Pregnancy Complications Release of Liability Form (found in the Forms section) releasing

the University and the program of any responsibility should problems develop with the pregnancy.

6. Be required to attend the regular class schedule.

7. Be required to abide by the following:

a. Strict adherence to all safety precautions for protection purposes

b. Strict statements from her physician as to any changes or problems in her pregnancy and advisability

of continuation full time.

c. Wear two (2) personnel monitoring devices, one placed on the collar and one on the abdomen for fetal

monitoring. The second issued fetal dose film badge will be worn on the abdomen and under the

protective apron at all times while in a radiation environment. Monthly readings will be

monitored by the Clinical Coordinator and the student will be subject to an immediate leave of

absence from the clinical environment if at any point the Clinical Coordinator deems it

necessary. The National Council on Radiation Protection and Measurements (NCRP)

recommends an occupational radiation fetal dose limit of 5.0 mSv during an entire pregnancy

(with a daily limit of 0.025 mSv), and less than 0.5 mSv per month.

d. Exposure limits will apply until: the student gives birth, the student notifies the Clinical Coordinator

in writing that she is no longer pregnant, or the student informs the Clinical Coordinator that she

no longer wishes to be considered pregnant by revoking her previously declared pregnancy in

writing.

e. At any time the pregnant student feels that she is working in an unsafe area or under conditions she

feels are detrimental, the student should remove herself immediately and report to the Program

Director, Clinical Coordinator, Clinical Instructor, and Department Supervisor.

f. At no time and for no reason will the pregnant student place herself in the primary beam of radiation.

8. Be informed that, depending on the course requirements and length of absence, she may be required to retake

course(s) in their entirety.

9. Return to full-time status as soon as possible after delivery, but only on the expressed written permission of

her physician. **Return to full-time status is dependent upon clinical site availability.*

10. Realize that the student must complete, upon her return, all requirements for graduation, including required

courses, clinical competencies, and rotations.

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Laboratory Policies and Procedures

General Laboratory Policies

The laboratory is an educational environment in which the student must comply with the following rules and

regulations.

- During the regularly scheduled lab section under the direction of the A-State faculty, students are required to follow the designated dress code as outlined in the course syllabus.

- Attendance and make-up policies for the laboratory are included in the course syllabus and will be strictly

enforced.

- No students are allowed in the laboratory at any time without the permission of the faculty or Program

Director.

- All students must bring dosimeters and lead markers (right and left) to each laboratory class.

- Eating, drinking and tobacco products are not allowed in the laboratory.

- Each group of students is responsible for straightening the room at the end of each session, including

changing the pillow case and cleaning the x-ray table and wall unit.

- All students are encouraged to utilize the lab outside of scheduled class time. Appointments must be

made with the RAD faculty.

- Use of the lab outside of class time is on a sign-up basis only.

- Any reported loud talking, laughing, or other disturbances will result in loss of lab privileges for the

involved students.

• Under no circumstances are students allowed to make an exposure in the laboratory without a faculty

member present.

- If you experience any problems with equipment, notify faculty immediately.

Radiation Safety Procedures

- Radiation Safety is a priority. Students are expected to incorporate the principles of ALARA in all aspects

of lab activity.

- Dosimeters must be worn during laboratory classes. No student will be allowed to remain in the

laboratory without his/her dosimeter. Students will incur a \$25/occurrence charge for lost dosimeters.

- No exposure will be made on human or animal subjects.

- No student will remain in the room during an exposure.

Care and Maintenance of Equipment

- Any equipment malfunctions must be reported to faculty.

- A student **MUST NOT** attempt to repair malfunctioning equipment.

- The x-ray unit and lights must be turned off, as well as doors shut and locked when leaving the lab area.

- Locks must be released before moving the x-ray tube.
- All accessories (phantoms, cassettes, etc.) shall be returned to storage.
- All students must pass an equipment check off before using lab equipment.

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Clinical Policies and Procedures

General Introduction

Beginning the fall semester of the professional program in Radiography at Arkansas State University the

student will be enrolled in a clinical course that requires attendance in the clinical education site in order to:

- Incorporate ALARA principles
- Acquire expertise and proficiency in a variety of diagnostic procedures and other imaging modalities
- Develop and practice work habits and appropriate interpersonal relationships with patients and other

members of the health care team

In the clinical education site, the student will be representing Arkansas State University, the College of Nursing

and Health Professions, and the Radiography Program. The student is expected to conduct himself/herself in a

professional manner at all times.

Clinical Assignments

Clinical assignments are arranged by the Clinical Coordinator and the assigned schedule must be followed

closely by each student. All students are scheduled and rotated through various areas during the professional

program, so they have an equal opportunity to perform all types of radiographic procedures. A composite of all

clinical assignments is maintained on each student to verify the equity of the assignments.

Most clinical assignments take place during normal day-time hours (8:00 a.m. to 4:30 p.m.). Students will be

given the option to complete an evening shift (2:30 p.m. to 10:00 p.m.). Clinical assignment schedules are given

to each student at the beginning of each semester.

It is logistically impossible to assign all students to the same clinical activities at the same time throughout the

program. Thus, it is the students' responsibility to coordinate clinical course competencies with clinical

assignments. In this manner, students' progress at their own rate and engage in procedures related to their

specific clinical assignment.

Placement Process

During the Radiography Program orientation, students complete a form stating their residence during regular

and summer semesters. Their residence is the basis for initial clinical placement and aids in future placements as

every effort is made for the student's drive time to be less than 1.5 hours one way. First clinical placement is

determined by geography and/or community ties and is recorded on the Master Schedule along with each

subsequent semester's placement.

The number of students at each facility is determined by a 1:1 technologist to student ratio. This is achieved by

referring to the Clinical Site Table that shows the clinical site, number of routine/fluoro rooms, and rotations

offered by the clinical site, exam volume, and drive distance.

Students are placed through a fluoroscopy and surgery rotation. Each student rotates through an outpatient

clinic, high patient volume site, and low patient volume site. Clinical placement for each student is

individualized and based on geography, progress toward completion of mandatory and elective competencies,

information discussed with clinical faculty, and exposure to a variety of clinical sites.

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Radiation Safety

Radiation safety is an individual attitude and reflects each student's motivation toward protecting himself/herself. Students will be expected to practice proper radiation safety procedures at all times when

present in clinic assignments and in laboratory activities. The Clinical Coordinator will closely monitor and

record monthly dosimeter readings.

Radiation Monitoring

A dosimeter is assigned to each student at the beginning of the program for the purpose of monitoring radiation

exposure. Students are required to wear dosimeters on the collar during laboratory and clinical courses.

Students will not be allowed in either area without it. Dosimeters are not to be worn during any activity other

than clinical or lab assignments. ***Students will not wear A-State dosimeter during any occupational exposure***

(work) other than during clinical assignments.

Each student will possess an electronic account for personalized radiation badge readings. Access to radiation

dose will be available at any time. A radiation exposure report is made available to the students each semester

by the Clinical Coordinator. Students must initial the printed exposure report to ensure they are aware of their

exposure (if any). If a student exceeds a reading of 30 millirems in a given month, an investigation of cause

will occur and the student will be counseled regarding exposure.

If a student exceeds a reading of 60 millirems (0.6 mSv) in a given month, the student will be removed from

clinical rotation while a formal investigation of cause will occur. After assurance of student safety has been

established, the student will be allowed back in the clinical setting with no loss of clinical time on their record.

If assurance cannot be guaranteed or if there are still safety concerns, the Radiation Safety Committee at

Arkansas State University will be consulted.

Proper care of the dosimeter is the responsibility of the individual student. Any discrepancy which might affect

the badge reading should be reported immediately to the Clinical Coordinator.

Declared pregnant students will have a collar and fetal dosimeter assigned for more thorough monitoring. All

radiation monitoring records are kept on file in the Clinical Coordinator's office.

Under no circumstances will an A-State student be exposed to radiation for any purpose other than routine

radiographic examinations performed on patients (Occupational Exposure). Students must **never** hold patients

or image receptors for/during radiographic/fluoroscopic procedures. No student is to allow any exposure to

radiation on herself/himself by any person without a physician's prescription for a radiographic examination for

that student.

Any violation of the above will result in disciplinary action by the program faculty.

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The Clinical Environment

You will notice many differences between the academic environment to which you have been accustomed and

the clinical environment that you are entering. Most of the differences will prove exciting and stimulating, while

some will be frustrating and aggravating. How successfully you function and learn in the clinical setting

depends in part on how you approach and deal with these differences.

Professional Conduct/Behavior

The radiology department should be a place where patient confidence is inspired. This can be accomplished

when one consistently exhibits a professional attitude. One must endeavor to treat patients with kindness and

courtesy to ensure preservation of the patient's dignity and privacy. Examples include closing the radiography

room door while the patient is in the room and taking care to keep the patient covered with appropriate gowns

or blankets. Always introduce yourself and any additional people in the room and wear your name badge.

Students are expected to maintain professional behavior at all times, in both the classroom and clinical settings.

Students also must always be aware of and comply with all policies and procedures of the clinical education

site.

Clinical Responsibilities and Standards

During clinical education, all students are responsible for making sure the following items are completed and

entered on Trajecsyst each semester:

- Department Orientation
- Daily Logs
- Attitude and Behavior Evaluation Form
- Clinical Preceptor Evaluation Form

- Clinical Site Evaluation Form
- Self-Evaluation Form
- Competencies
- Proficiencies
- Image Critique (Complete in clinical education course on Canvas)

ALL STUDENTS WILL:

- Report to classes and clinical assignments in an alert condition
- Report to classes and clinical assignments well-groomed and in the proper uniform
- Maintain professional attitudes and behaviors at all times (in and out of the classroom/clinic)
- Uphold high ethical standards
- Promote a positive work environment for self and others

To achieve these objectives, students will NOT:

- Be in possession of or under the influence of controlled substances (drugs, alcohol, etc.), nor engage in

their use while on clinical assignment or in didactic coursework

- Engage in immoral conduct
- Sleep in class or on clinical assignments
- Engage in theft of any articles from the clinical site or university
- Leave patients unattended while undergoing diagnostic procedures
- Falsify records

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- Abuse patients, fellow students, or clinical site members physically or verbally
- Smoke/vape in areas where it is prohibited while on campus or clinical assignments
- Leave the assigned clinical areas unless instructed/permitted to do so
- Use inappropriate language or disrespectful commentary in the clinical or didactic setting

- Receive or make personal phone calls, text messages, etc., except in emergency situations
- Post or share any patient information of any kind on social media platforms

Media Policy

CELL PHONES AND ELECTRONIC DEVICES - Revised 8/12/2019

Cell phones and other electronic devices may be used as a student resource at the discretion of the faculty

member and/or clinical site. Taking unauthorized photographs in clinical settings is strictly prohibited, as use of

any personal electronic device to store/ enter any type of patient information is a violation of the Healthcare

Information Portability Accessibility Act of 1996 (HIPAA).

Cell phones and other electronic devices may not be audible in the classroom. If your phone rings during class,

you will be asked to leave and not return. Family emergency calls can be routed through the departmental

office. Personal texting in class is prohibited. Using devices to screen capture or cheat on tests and papers is a

violation of the Honor Code.

Violation of any of these policies may lead to a grade of F and/or dismissal from the program. Students

violating the policy will be referred to the department chair. Students are expected to conduct themselves in a

manner which promotes a collegiate learning environment. Behaviors and attitudes which disrupt the learning

environment will not be tolerated.

SOCIAL MEDIA GUIDELINES - Revised 8/12/2019

Social media can be a way to share life experiences and opinions with others. Use of social media presents risks

and carries with it certain responsibilities.

Social media includes all means of communicating or posting information or content of any sort via the Internet

or other electronic communication method. Social media includes both your personal or someone else's

personal web log/blog, journal, website, or chat room, and group interchanges such as Facebook, Twitter,

Instagram, Snap Chat, or You Tube and social media anonymous sites. These applications are subject to having

content transmitted to others, with or without consent from the original author. Additionally, per the Health

Insurance Portability and Accountability Act of 1996 (HIPAA) regulations
[https://www.hhs.gov/hipaa/for-](https://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/de-identification/index.html)

[professionals/privacy/special-topics/de-identification/index.html](https://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/de-identification/index.html), no information, pictures, videos or descriptions of clients/families can be posted on social media sites.

You are solely responsible for what you post online. Inappropriate postings specific to patients, classmates or

faculty that include discriminatory remarks, harassment or threats, or violations of professional codes of

conduct are subject to disciplinary action. Your actions could adversely affect your standing in your health

professions program which could include program dismissal.

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You should be aware that future employers may view potential candidate's websites. Students are advised to

review their site (s) for any unprofessional images or language which could adversely affect successful

employment upon graduation. Please make responsible decisions about your use of social media.

MRI Safety

Students will be introduced to the basics of MRI safety prior to their first clinical rotation. Each student will

complete an MRI Screening Form during the course that will be reviewed by MRI faculty for contraindications

to the MRI suite. If a student has a contraindication that may affect their safety, the student will be counseled

and the mandatory Modality Day rotation in MRI requirement will be waived. Students must immediately

notify MLRS faculty if their MRI safety status may have changed. An MRI faculty member will review an

updated MRI Screening Form to determine if safety is an issue.

Repeat Radiograph Policy

No student will repeat a radiograph unless a clinical instructor or registered radiographer is present in the

radiographic room. This policy applies to all procedures including portable examinations. Failure to comply will

result in:

1. 2. A written warning for the first offense.

Dismissal from the program for the second violation.

There will be **NO** exception to this policy. If a radiographer is not available, the student **MUST** wait to

complete the study until such time as a radiographer is present.

Students are required to sign a document that indicates their compliance with this policy. The signed document

is filed in the student's permanent folder.

Supervision Policies

Until a student achieves and documents competency in any given procedures, all clinical assignments shall be

carried out under the **direct supervision** of qualified radiographers.

The parameters of direct supervision are:

1. A qualified radiographer reviews the request for examination in relation to the student's achievement;
2. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge;
3. A qualified radiographer is present during the conduct of the examination; and
4. A qualified radiographer reviews and approves the radiographs.

After a student achieves and documents competency in a given procedure, the student may perform that

procedure under **indirect supervision**. Indirect supervision means that a qualified radiographer is immediately

available to assist the student if needed. Students must be directly supervised during surgical and all mobile,

including mobile fluoroscopy, procedures regardless of the level of competency.

"Immediately available" is interpreted as the 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.

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Dress Code

All Students:

1. Uniforms consist of charcoal gray scrubs. The top will have "A-State Medical Laboratory and Radiation

Sciences" embroidered on the left side. Pants should not drag the floor; the uniform should be well-fitted

and without designs of any kind (other than logo).

2. Lab coats are optional and may be white, gray, or black. No fleece, other style jackets, or sweatshirts are

allowed at this time.

3. Shoes must be a non-porous material and should be white, grey, or black with little to no accent colors.
4. Only solid white, grey, black, or red T-shirts and long sleeve shirts may be worn under the “scrub” shirt.
5. The A-State security photo ID badge and dosimeter are to be worn in the clinical area at all times.

General Appearance (at a minimum):

1. The A-State ID badge **IS NOT TO BE WORN** when employed by a healthcare facility.
2. Hair should be neat/clean and of natural colors. Long hair should be pulled back, away from the face.
3. Personal hygiene is to be maintained at all times.
4. Plain wedding bands and watches are the only recommended jewelry to be worn. Earrings should be modest – no large hoop or dangle earrings. Excessive body piercing, including tongue, is not allowed.
5. Uniforms must be kept clean and neat at all times. Shoes and laces should be kept clean.
6. Fingernails should be kept trimmed and neat, no longer than ¼” past the end of the finger.
7. Visible tattoos must be unremarkable in appearance. Large, vibrant, or obscene tattoos must be covered with a bandage.
8. Regulations regarding appearance are intended to foster professionalism. Faculty reserves the right to regulate student appearance.
9. Absolutely no cell phones are allowed on your person during clinical hours.
10. Students will refrain from perfumed products out of respect for patient sensitivities.

Dress codes at assigned clinical sites, if more rigorous, will supersede these general policies.

Attendance Policy

All students are expected to attend clinical education for the days/hours designated on the Clinical Schedule.

Students are expected to be in attendance 100% of the scheduled clinical hours. Each student is given two (2)

personal days each semester to be used at their discretion. Clinic absences beyond the two personal days must

be made up at the end of the semester or during time approved by the Clinical Coordinator. Should a student

miss four (4) or more days for **any** reason, other than a death in the immediate family (parents, grandparents,

siblings, children, grandchildren, spouse) or required court appearance, a drop in one (1) letter grade will occur

for every additional absence.

Time deviations include arriving late, leaving early, and forgetting to clock in or out. Every 4th deviation will

result in an absence.

Missed clinical days will be made up at the end of the semester (typically before or during the final exam

schedule, unless otherwise approved by the Clinical Coordinator) in which they were missed. You may

NOT make up days on the weekend. Days are made up during the times/rotations/locations they were

originally missed.

Time Records

Clinical time is recorded through Trajecsys, the online Clinical Reporting System (CRS). It is the sole responsibility of the student to clock themselves in and out on a clinical site computer. **Clocking in and out is**

not allowed on the student's cell phone. The time on the clinic computer and what is recorded in CRS is the

“official time”. The students are encouraged to arrive at the clinic early to ensure sufficient time to get clocked

in. It is the responsibility of the student to clock into the correct department and facility. Failure to do so will

result in a time record deviation.

If the student forgets to or is unable to clock in at 8:00 am, they should complete a Time Exception in the CRS

system.

If the student is absent, he or she must contact the clinical site and the Clinical Coordinator before the start of

their scheduled clinical shift (8:00 a.m. for day shift and 2:30 p.m. for evening shift). The student must also

clock in the CRS under Clinical Hours – Absent and make a note of who they spoke with at the clinical site.

Failure to do the above before the start of the clinical shift will result in a time deviation. **No call/no shows are**

not allowed, and the first offense will result in a written warning. A second no call/no show offense will

result in program dismissal.

Time records are approved every Monday. The IP address will be noted to match the IP address of the clinical

education site.

Any student found guilty of falsifying time records will be dismissed from the program.

the information documented on the time records is the responsibility of the student. The accuracy of

Time records, along with

dosimeters, must be submitted according to your clinical syllabus. Failure to adhere to the clinical

syllabus may result in the clinical grade being lowered.

Clinical Course Requirements

Miscellaneous Policy Concerns and Proposals

Clinical competency credits achieved during a course in which a student received a grade less than "C" will not

be used toward graduation requirements and will need to be repeated.

Clinical Competency Credits

Clinical credit is earned through the completion of the *mandatory* and *elective* clinical competencies. A

complete list of the approved competencies is included in this handbook.

a. Clinical competency credits are achieved by performing radiographic procedures on patients during

clinical education.

b. The observation and evaluation of the student's procedural skills is done by clinical instructors, staff

radiographers and/or university faculty.

c. Students are responsible for arranging for an evaluator to be present during the procedure to carry out

the competency observations.

d. Not more than one competency will be granted for the same procedure (e.g., a portable wrist will not

count as a wrist and a portable orthopedic exam).

The specific competencies on which a student selects to work in any given semester are determined by three

factors: 1) The procedure has been covered in the lecture course and the written test on that material has been

covered, 2) the lab practical exam has been successfully completed, and 3) the student has performed the

procedure on a patient a number of times and feels confident and prepared to complete the competency for

clinical credit.

When the student is totally prepared to complete the procedure for clinical credit, then he/she is responsible for

requesting competency evaluation from a designated technologist or A-State faculty member. The designated

faculty/technologist must be present in the room throughout the procedure. Only technologists who have been

in-serviced by A-State Radiography Program faculty are eligible to evaluate students.

The student is responsible for setting the technical factors, regardless of the availability of technique charts.

Therefore, the student should be familiar with the current technical functioning of the radiographic room prior

to the time when the examination is performed for competency credit. During the procedure, but any time prior

to the first exposure, the student may request to terminate the competency without penalty.

No more than three competencies may be attempted for clinical credit on a single patient by an individual

student. No more than two students may perform competencies on the same patient. If the competency is

unsuccessful, it cannot be repeated on the same patient.

All images must be identified with the correct student initial marker and correct patient ID.

Faculty will be available to review clinical image critiques on a regular basis throughout the semester.

To graduate and be eligible to meet the ARRT clinical competency requirements, students must:

- Complete 10 mandatory patient care competency exams
 - Complete 36 mandatory clinical procedures
 - Complete 15 of the 34 elective clinical procedures, to include: Revised 8/2026
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- At least two (or one of each):
 - Abdomen Decubitus or Chest Decubitus

■ Myelogram, arthrogram, or hysterosalpingogram

■ Cystogram or ERCP

■ Esophagram or small bowel series

■ UGI

■ Barium enema

○ At least two: headwork exams

Students failing a clinical course (grade of less than a C) cannot accumulate clinical credits or hours from that

course toward clinical graduation requirements.

Clinical Proficiencies

Throughout the student's clinical educational career clinical proficiencies will be required. These are a

continuation of the competency exams previously and successfully completed. Clinical proficiencies will not

require an image critique; however, each one must be successfully completed. Students should carefully review

each clinical syllabi for the required number of competencies and proficiencies needed each semester.

Simulations

During Summer II, simulations may be needed to meet ARRT Clinical Competency requirements. A total of

five (5) ARRT approved procedures may be simulated for credit.

A simulation consists of two parts: the positioning portion of the procedure and the filming portion of the

procedure. When performing the positioning portion of the procedure the student is responsible for bringing

someone to act as the patient. The student must follow the same process for the simulation as would be

required on an actual patient. The imaging portion of the procedure is performed on the phantom. When

performing the imaging portion of the procedure, the student is responsible for setting the technique and

producing the finished radiographs.

Simulated procedures for clinical credit are evaluated in the same manner as clinical competencies in the

clinical setting. The faculty will perform an image critique on the resultant films.

Evaluation Criteria

A competency evaluation must be completed in Trajecsyst for each competency and simulation attempted and/or

completed for clinical credit. The criteria listed below identify the specific behavioral objectives for which the

student is responsible under each general heading on the competency evaluation form. This is the criteria by

which the student will be evaluated for **ALL** competency evaluations, both simulations and non-simulations,

and proficiencies.

Student was able to:

A. Patient Relationships

1. Interpret request accurately
2. Correlate patient identification
3. Obtain accurate history/assessment
4. Assist the patient appropriately (safety, privacy, etc.)

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B. Technical Factors

1. Center part correctly
2. Select appropriate image receptor

3. Select suitable kVp

4. Select suitable mA

5. Select suitable time

6. Select suitable accessory functions (Bucky, etc.)

C. Positioning Skills

1. 2. 3. 4. 5. 7. Instruct the patient properly (breathing/explanations, etc.)

Position the patient correctly (oblique/prone/erect/decub./ etc.)

Utilize anatomy landmarks correctly (palpate/rotate/etc.)

Align tube, film, area of interest accurately (central ray/SID/etc.)

Angulate central correctly (degree & direction)

6. Utilize immobilization devices (sponges/clamps/etc.)

Remove extraneous items (jewelry/dental work/etc.)

8. Utilize appropriate markers

9. Perform positioning efficiently (sequence/speed/etc.)

D. Radiation Protection Methods

1. Collimate beam properly

2. Ascertain probability of pregnancy (inquiry or other means)

3. Practice operator protection (aprons/gloves/etc.)

Clinical Advising Program

All students enrolled in radiographic clinical education are evaluated and advised regarding their ability to care

for patients in a professional and ethical manner. The advising program is conducted via several documents:

Department Orientation Form

Daily Logs

“Attitude and Behavior” forms are used by staff radiographers to give students and faculty an opinion

of the students' trends in professional attitudes and behavior. Students do not see these actual forms but

are supplied with a composite each semester.

Completed **competency and proficiency exams** are evaluated by the Clinical Coordinator for accuracy

and timeliness. Students not performing at a minimum level will be counseled and appropriate action

taken to maximize student success.

The health care facility where you will be performing your clinical rotation may require proof of vaccination to

COVID, influenza, varicella, Hepatitis A/B/C, or other medical conditions in order for you to participate in your

rotation at the facility.

Credentialing and or student clearance at clinical placement sites may vary. In addition to providing proof of

vaccination, you may be expected to complete additional requirements including but not limited to orientations;

COVID-19 training; paperwork; release of liability signature sheets; and COVID-19 testing and/or screening.

You will be expected to comply with all clinical placement site processes for credentialing and/or student

clearance, and the program is not obligated to find alternative placement due to failure to follow a site's

requirements. Failure to comply with any site requirement may result in delay of program progression or

graduation.

Every hospital and clinic has their own emergency code system, location of emergency drugs, emergency

evacuation procedure, etc. It will be your responsibility to learn routines at all new clinical assignments. Listed

above are clinical sites currently used by the A-State Radiography program. Periodically, these sites may

change when some are deleted and others added. The initials beside each name are how assignments will be

printed on rotation schedules each semester.

Revision #2

Created 2026-10-08 15:05:47 UTC by Cheryl DuBose

Updated 2026-10-08 15:25:02 UTC by Cheryl DuBose