

## **Clinical Assignments and Attendance**

It is necessary that students fulfill and take an active role in all clinical components in order to satisfactorily prove clinical competence and to perform entry-level tasks upon graduation. The process by which this will be achieved is through clinical assignments to different clinical education areas. Orientation to each clinical setting is provided prior to student assignment. In order to direct and assist clinical assignments, students are provided performance objectives for each Clinical Seminar at the beginning of each academic semester. Students are evaluated on his/her ability to perform the objectives throughout the semester.

### **Areas of Clinical Assignment**

Students may be assigned to the Main Diagnostic Department, Emergency Department, Surgical Suite (OR), Mobile Radiography (Portables), Spring Ridge Imaging Center, Exeter Imaging Center, Berkshire Heights Imaging Center, Gateway Imaging Center, Douglassville Imaging Center, Leesport Imaging Center, and Radiologists/Imaging Informatics. Students will also have opportunities to be assigned to the advanced imaging areas.

### **Clinical Assignment Index**

#### **I. Possible Level I Clinical Assignments (Semesters II-IV)**

##### Room/Area

Main Department Radiographic Rooms 2 and 4

Emergency Department

Emergency Department Portables

Spring Ridge Imaging Center

Exeter Imaging Center

Berkshire Heights Imaging Center

Gateway Imaging Center

Douglassville Imaging Center

Leesport Imaging Center

Fluoroscopic Suite Rooms 5 and 7

Surgical Suite (OR)

Mobile Radiography (Portables)

Radiologist/Imaging Informatics

Advanced Imaging Modalities:

- Computerized Tomography
- Magnetic Resonance Imaging
- Radiation Oncology
- Ultrasound
- Mammography
- Nuclear Medicine

#### **III. Possible Level II Clinical Assignments (Semester V-VII)**

##### Room/Area

Main Department Radiographic Rooms 2 and 4

Emergency Department

Emergency Department Portables

Spring Ridge Imaging Center

Exeter Imaging Center  
Berkshire Heights Imaging Center  
Gateway Imaging Center  
Douglassville Imaging Center  
Leesport Imaging Center  
Fluoroscopic Suite Rooms 5 and 7  
Surgical Suite (OR)  
Mobile Radiography (Portables)  
Radiologist/Imaging Informatics  
Advanced Imaging Modalities:

- Computerized Tomography
- Interventional Radiology
- Magnetic Resonance Imaging
- Radiation Oncology
- Ultrasound
- Mammography
- Cardiac Cath Lab
- Nuclear Medicine

### **Absence or Tardiness to Clinical Seminar Educational Assignments**

Details pertaining to absence or tardiness from Clinical Seminar educational assignments can be found in each Clinical Seminar syllabus.

### **Clock-In/Out Requirement for Clinical Assignments**

Each day, students are expected to personally clock in and clock out from clinical assignments using the Trajecsyst software system from a computer in the assigned clinical area. If the student's clinical assignment is at an outpatient imaging center, the student will use their cell phone to perform the clock in/out process once he/she has arrived in the radiographic room. Students **must** allow their location to be recorded by the Trajecsyst software system.

Students should clock in no earlier than 15 minutes before his/her clinical assignment begins or clock out no later than 15 minutes after his/her clinical assignment ends unless prior authorization from a MI Program faculty member was obtained.

If a student is absent from an assigned clinical assignment, the student must file a Time Exception for the date of absence selecting absence as the reason for the time exception.

Repeatedly failing to clock in/out and filing a Time Exception without faculty approval, having another student clock in/out, or failure to share location will result in a disciplinary warning and will be documented as a tardiness/absence event. Repeated non-compliance will result in disciplinary action up to and including dismissal from the program.

### **Leaving/Returning During a Clinical Seminar Educational Assignment**

Students are expected to communicate to faculty any time they need to leave their area of educational assignment. If this occurs during a clinical assignment, the following must also occur:

- Personally notify the clinical area supervising technologist **and**
- Personally contact the Clinical Seminar Faculty by phoning the Clinical Seminar Faculty Office at 1-484-628-8904, via Vocera x3300 or via pager 1-484-338-8666 **and**

- If on main hospital campus, sign out on the clinical attendance sheet at the C-1 Clinical Seminar Faculty Office **and**
- Sign back in on the clinical attendance sheet upon return to clinical assignment **OR** if not returning, personally notify Clinical Seminar Faculty and clock-out using the Trajecsys software system.

Expectation is that students remain in their educational assignment as scheduled unless previously approved by clinical seminar faculty. Any student that leaves a clinical assignment early or without approval will be addressed by faculty and documented on corresponding Clinical Progress Reports. Repeated non-compliance will result in disciplinary action up to and including dismissal from the program.

### **Mealtime and Breaks During Clinical Assignments**

Students are provided a 30 minute mealtime break during each clinical assignment. Student meal time will coincide with that of the clinical area of assignment and will be determined by the supervising technologist. Students are expected to promptly return to assignments following mealtime breaks.

### **Evening/Weekend Clinical Assignments**

- Level II students are assigned to evening and weekend educational assignments for the purpose of gaining additional clinical experience in the care and handling of traumatically injured critically ill and pediatric trauma cases.
- Hours of evening clinical assignments:
  - 11:30 a.m. to 8:00 p.m. or 12:30 p.m. to 9:00 p.m.
- Hours of weekend clinical assignments:
  - 7:30 am to 4 p.m.
- Students are assigned to evening/weekend clinical assignments on a rotational basis.
- Students scheduled for evening/weekend clinical assignments are supervised by a qualified radiographer.
- Scheduled clinical assignments are considered part of the student's educational assignment. Any circumstances that result in a student being involved in didactic or clinical activities for greater than 40 hours per week or greater than 10 hours per day are voluntary on the student's part. Educational assignments in total typically do not exceed 40 hours per week (academic and clinical combined).

### **Supplementary Clinical Experience**

All students are encouraged to take advantage of opportunities for supplementary experience in clinical areas. Supplementary clinical experience may be scheduled during day, evening and weekend hours when the School of Health Sciences (SHS) is in session (supplementary clinical time will not be scheduled during program/school closures or during finals/variable clinical week). In order to best meet the needs of all students involved, arrangements for supplementary clinical experience are made through the Clinical Coordinator. Note: A minimum of 2 hours must be scheduled in the clinical area.

- Once scheduled, students must sign-in on the clinical attendance sheet at the C-1 Clinical Seminar Faculty Office prior to arriving in the clinical area and also sign-out at the completion of their clinical assignment time.
  - During supplementary clinical hours when faculty are not at the C-1 Clinical Seminar Faculty Office or if supplementary clinical hours are scheduled off-campus (i.e. Berkshire Heights Imaging, Spring Ridge Imaging, etc), students must call the

program secretary from the facility's phone to report their arrival and departure at 1 484-628-0200.

- If a student wants to extend the length of time previously scheduled and approved, further approval must be obtained from the on-call clinical seminar faculty member (evening and/or weekend hours) or the Clinical Coordinator (daytime hours).
- Any non-emergent changes to arrangements should provide sufficient time for other students to take advantage of vacated clinical areas.
- Students failing to arrive for scheduled supplementary clinical experience will lose the privilege of early-scheduling for supplementary clinical time for the remainder of that semester and the subsequent semester.

Supplementary time requested will be considered by the Clinical Coordinator on an individual basis. Decisions of availability will be made based on previously scheduled clinical assignments.

### **Procedure to Voluntarily Schedule Supplementary Clinical Experience**

1. Contact the Clinical Coordinator in person, at 1 484 628 0235 or via e-mail. For evening or weekend hours, contact needs to be made at least one week in advance.
2. Communicate the date(s), time(s) and area(s) you wish to schedule.
3. The Clinical Coordinator will either:
  - provide approval for the dates, times and areas requested or;
  - provide alternative opportunities if requested dates, times and areas are already scheduled by other students.

### **Performance Mandated Supplementary Clinical Experience**

- If, based upon student clinical performance records it is determined that a student is in need of supplementary clinical experience, free time on academic class days will be scheduled in an available clinical area which supports performance improvement. At no time will students be scheduled for assignments which exceed 10hrs/day or 40hrs/week. The Clinical Coordinator will oversee scheduling and student progress.

### **Compensatory Time**

In the interest of continuity of patient care, students actively participating in a procedure are encouraged to remain through its completion. If a student is involved in a radiographic procedure expected to extend beyond scheduled hours of clinical assignment (meal or end of day), the student is to notify any clinical seminar faculty member.

- If the scheduled meal break is disrupted, the student will be reassigned a 30 minute mealtime break when the procedure is completed. Alternatively, the student may request early dismissal from the assigned clinical area on that day.
- If it is expected that a procedure will extend beyond the scheduled time of dismissal, the student must notify supervising Clinical Seminar Faculty at the time of occurrence and a "Compensatory Time Submission" form should be completed and submitted to the supervising technologist for signature within one week of the occurrence.
  - The student submits the form, complete with RT signature, to the Clinical Seminar Course Coordinator, who will make compensatory time arrangements.
  - Using an hour-for-hour format, appropriate arrangements will be made for an early dismissal within that clinical assignment.
  - The form will then be entered into the student's file.

In the unusual circumstance that an early dismissal cannot be arranged within that clinical assignment, compensatory time will be recorded for future use within the same semester, using an hour-for-hour format. This time will be recorded in the student's permanent file. Requests for use of this compensatory time must be

- scheduled in advance
- approved by the Clinical Seminar Course Coordinator
- used within the same/similar clinical area.

### **Procedure for Documentation & Use of Compensatory Time**

1. Notify a supervising Clinical Seminar Faculty member that the procedure will extend beyond dismissal time.
2. Complete a Compensatory Time Submission Form to include the time, date, and full name of the student, and reason for additional time beyond dismissal time. This form may be obtained in the C-1 Clinical Seminar Faculty Office.
3. Have the supervising technologist sign the form.
4. Submit the signed form to the Clinical Seminar Course Coordinator.
5. Make arrangements with the Clinical Seminar Course Coordinator for early dismissal within that clinical assignment.
  - a. If early dismissal within that assignment cannot be arranged. The compensatory time must be scheduled and approved for a later date within the same/similar clinical assignment area (if possible) and within the same semester.
6. When using compensatory time, students must clock out using the Trajecsys software system from a computer in the clinical assignment area.

Revised 4/26/19; 8/7/2019, 8/2020, 4/2021

## MI 123: Clinical Seminar I Clinical Assignment

The Clinical Seminar I Clinical Assignment will occur for Level I students enrolled within the MI123: Clinical Seminar I course.

This clinical assignment within the Radiology Department and observing a Radiologic Technologist will serve as a valuable tool to gain insight into the career, procedure flow and communication skills/tactics. Through this experience, students will have the opportunity to observe:

- The care of patients within the Radiology department. (Diagnostic and Advanced Imaging areas)
- The fundamental practices of a procedural routine that must be adhered to when performing radiographic studies
- Appropriate written, oral, and nonverbal communication with patients, the public and members of the healthcare team within the clinical setting
- General radiation safety and protection practices associated with radiographic and fluoroscopic exams

This clinical assignment is a **hands-off experience ONLY**. **No hands-on interaction with a patient will be performed within this experience.** The student will only observe and interact with the Radiologic Technologist as they perform their daily activities. Hands-on patient care is *not* part of the Clinical Seminar I clinical assignment and will not be permitted. As part of the Hands-Off experience, students will NOT be permitted to assist with items such as patient transfers, patient transportation, obtaining patients from the waiting room, preparing patients for procedures in regard to changing instructions, obtaining DOB and LMP etc. These skills will be practiced and implemented during clinical assignments beginning in MI 133: Clinical Seminar II.

The student to radiography clinical staff ratio must be 1:1 in clinical education settings at all times but may be temporarily adjusted during uncommonly performed procedures. In circumstances where the 1:1 ratio cannot be maintained in the student's originally scheduled assignment, supervising Clinical Seminar Faculty will re-assign students as needed. If the supervising clinical staff is re-located to another area or leaves at any time during the student's scheduled assignment, students are expected to inform supervising Clinical Seminar Faculty members at the time of occurrence.

## Clinical Dress Code and Expectations

Whether in the classroom, hospital, cafeteria, lab suite or clinical setting, students enrolled in the Medical Imaging program are expected to present a professional image and dress in a manner that reflects attention to safety, respect for self and others, cleanliness and preparedness for educational assignment. The Faculty or Director will address infractions of the dress code on an individual basis.

### UNIFORM

Students are required to wear the designated Medical Imaging Program uniform. Uniforms may be purchased in one of two ways: by visiting the local CBL store, or through the CBL website as outlined below.

CBL (brick and mortar store)

4634 Penn Ave, Sinking Spring, PA 19608  
Phone (610) 670-7840 for hours of operation.

CBL orders via website

1. Log onto Edvance and click on 'Medical Imaging Uniforms'
  - a. Required uniforms will appear on this page. **(MI Program Color is pewter)** *\*Students with questions about sizes are advised to go to the store's location for a fitting; see address above.*
2. Proceed with order
3. Proceed to checkout.
  - a. Create an account as directed
4. Orders may be shipped to the student's home address or to the store's location.

The following guidelines also apply to uniforms:

- Uniforms are to be clean, free of wrinkles, well-fitting and in good condition. Soiled or untidy uniforms should never be worn for clinical assignment.
- RH photo ID badge must be worn in accordance with the guidelines identified in SHS Policy 385: Identification Badge. Additionally, the radiation badge must be worn during all energized lab assignments when ionizing radiation will be employed and all clinical assignments. The ID badge must be worn at approximately chest height. The radiation badge needs to be worn on the collar.
- Personalized lead markers must be with the student in accordance with the guidelines established in the 'Personalized Lead Markers' policy.
- Students may elect to wear a white or black tee shirt beneath the scrub top. Printed tee shirts are not permitted.
- RH issued scrub uniforms are acceptable dress only when the area of clinical assignment requires their use (Interventional Radiology, Cardiac Cath Lab, surgical suite (OR) and mobile radiography (portables). When assigned to these areas, appropriate garments must be obtained each morning from the clinical area. Scrub uniforms may not be worn when leaving the hospital.
- Accessories with words or symbols that could be deemed controversial, annoying to patients, visitors, employees or other students cannot be worn. For example, clothing or accessories with words or symbols that are obscene, profane, sexually explicit, or refer to drugs, alcohol, violence, or weapons or are otherwise improper are prohibited.

- For pewter uniforms, white or black jackets sold by SHS can be purchased to wear over scrubs. For blue uniforms, white, black or royal blue jackets can be worn.

### FOOTWEAR

- White or black uniform shoes, white or black sneakers and white or black Croc style footwear are permitted. Footwear must be clean, in good repair and promote safety.
- Solid colored footwear styles with as little additional color/pattern/graphic as possible should be selected.
- High-top sneakers are not permitted.
- For safety reasons, open-toe or open heeled shoes without a strap are not considered acceptable footwear during clinical assignments.
- Crocs with vent holes across the top are not permitted
- Crocs with side vent holes are acceptable.
- Open-toe shoes are not permitted in the Radiology Skills Lab Suite.

### GROOMING

- Hairstyles, makeup and should be simple and neat.
- Artificial nails and ALL nail enhancements (including nail polish—colored or clear) will not be permitted while on duty for any staff involved in direct patient care in accordance with The Centers for Disease Control and Prevention Guidelines for Hand Hygiene in Health Care Settings.
- Nails should be less than ¼ inch long.
- Hair must be clean, well groomed and if length permits, pulled back. Extreme hairstyles – such as Mohawks and shaved designs – are not permitted.
- All students must be odor and fragrance free to respect those sensitive to fragrances.

### PINS AND JEWELRY

- Other than ear piercing and small nose piercing, visible body piercing, inclusive of tongue piercing, is unacceptable.
- Excessive or extreme jewelry, such as rings on every finger, is not permitted.
- No jewelry is permitted in the OR area, including watches and rings.
- Commemorative pins and badges that honor various healthcare professions (eg: a badge for National Radiologic Technology Week) are permitted.
- Accessories with words or symbols that could be deemed controversial, annoying to patients, visitors, employees or other students cannot be worn.

### TATTOOS

- Tattoos considered excessive or offensive must be covered.

### CHEWING GUM

- Students must refrain from chewing gum during clinical assignments while interacting with others.

### ELECTRONIC DEVICES

- All electronic devices must be placed on a silent setting during class and lab assignments.
- Electronic devices are not permitted in patient care areas of the clinical setting, this includes Radiology Hallways, procedure/control rooms, registration areas, waiting rooms and holding areas.

Failure to comply with these guidelines is considered unprofessional behavior and therefore unacceptable conduct. Corrective and or disciplinary action, up to and including dismissal from the program, will result. Depending on the infraction, students may not be permitted in the classroom, lab or clinical environment. Attendance will be addressed as outlined in the Clinical Seminar syllabus.

Specific program requirements may result in additions or exceptions to the above guidelines.

### **Care of Personal Items – D1 Locker Room**

Students are expected to limit the amount of personal items they bring to clinical assignments. In order to provide storage for personal items when assigned on the hospital campus, there are lockers located in the D-1 Locker Room which are designated for student usage (Locker #'s are provided below). The access codes for the doors to enter into the locker rooms will be given to each student as it is requested. These access codes must not be shared.

To use a locker for storage of personal items while on clinical assignment, the student must:

- Purchase a personal combination lock
- Register the personal combination lock with the MI Program Faculty
- Remove combination lock and all personal items at the end of each clinical day.

Any personal combination locks left on a locker at the end of the academic year will be cut off by security.

The lockers designated for student usage are as follows:

- Men's Locker Room – 7, 8, 12
- Women's Locker Room – 4, 5, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17, 37, 50, 66, 74

Within other clinical assignment areas, discuss storage of personal items with the supervising technologist. At no time, should personal belongings such as coats, books, purses, etc. be placed on the floor of any clinical area.

The hospital or School of Health Sciences is not responsible for any misplaced or stolen items.

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## **Confidentiality Statement**

In accordance with Hospital policy and federal regulation (HIPAA - The Health Insurance Portability and Accountability Act), all employees and students are responsible for maintaining confidentiality of information regarding patients for whom they deliver care. All employees and students are expected to maintain high standards of conduct, and are required to sign a confidentiality statement annually.

Conversing about a patient's condition or discussing personal affairs in the presence of patients or within hearing range of patients and visitors is to be avoided. Confidential information is only to be revealed as required by law or to protect the welfare of the individual or community. Any unauthorized access, possession, release, or disclosure of confidential information is inappropriate and will result in disciplinary action. Employees and students who divulge patient or pertinent hospital information are subject to dismissal.

**READING HOSPITAL SCHOOL OF HEALTH SCIENCES**  
**MEDICAL IMAGING PROGRAM**  
**CONFIDENTIALITY STATEMENT (Student Copy)**

I, \_\_\_\_\_ (Medical Imaging Student), understand the importance of confidentiality and agree to refrain from divulging patient or sensitive Hospital information that I learn during my educational experiences at Reading Hospital or the School of Health Sciences. I understand that breach of confidentiality regarding patient information could result in immediate termination as well as prohibit my future participation as a volunteer within this facility.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Rev. 8/2020**  
**Reviewed 4/2021**

## **Patient Consent to Student Involvement**

All students participating in medical care provided to patients have a legal responsibility to clearly identify themselves as a student. Patients have a legal right to know when a student will be involved in their care and to what level that involvement will be: observational or active participant. The right to consent to or refuse student involvement also lies with the patient.

Enrolled students must recognize that in order to provide informed consent, the patient must be in possession of all information relevant to the care being provided to them and have adequate reasoning faculties at the time their consent is given.

If the patient is a minor (17 years of age or younger), consent for student participation in that minor's care should verbally be obtained from the parent/guardian accompanying the minor. Minors who are unaccompanied by a parent/guardian represent exceptions to this requirement (as the consent to treat was obtained at the time of registration).

If at any time, a patient or parent/guardian refuses medical treatment from a student, the student will act in a purely observatory role throughout the procedure except in emergency situations. The emergency shall be documented by the treating physician.

### **READING HOSPITAL SCHOOL OF HEALTH SCIENCES** **MEDICAL IMAGING PROGRAM**

#### **PATIENT CONSENT to STUDENT INVOLVEMENT AGREEMENT (Student Copy)**

I, \_\_\_\_\_(Medical Imaging Student), will comply with the requirement to identify myself as a Medical Imaging Student before participating in radiographic care of patients. I understand that if a minor arrives for radiologic imaging, verbal consent from a parent/guardian should be obtained prior to actively participating in radiologic patient care.

If medical treatment by a student is refused by a patient or a parent/guardian, I will assume a purely observatory role while a qualified radiographer completes the examination.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **Interpreting Services**

Healthcare providers have a legal, ethical and humanitarian responsibility to assure qualified medical interpretation services are made available to non-English speaking patients. Reading Hospital (RH) has established the Department of Interpreting Services and telephones/Vocera to contact Language Service Associates (LSA) to provide this support to hospital staff, students and patients. RH interpreting services guidelines have been established based upon parameters set forth by the U.S. Department of Health and Human Services.

### **READING HOSPITAL SCHOOL OF HEALTH SCIENCES** **MEDICAL IMAGING PROGRAM**

#### **INTERPRETING SERVICES STATEMENT (Student Copy)**

I, \_\_\_\_\_ (Medical Imaging Student), have been instructed on the use of interpreting services at Reading Hospital. I understand that once interpreting services have been identified as necessary, I may participate in radiologic patient care only in the presence of a trained medical interpreter or through the use of Language Service Associates (LSA). I understand a family member, friend, or Hospital staff member who has not been approved to serve as an interpreter may be utilized as an alternate to a medical interpreter *only* in the case of a life or limb threatening medical emergency. Under no circumstances may a minor be utilized for interpretation services.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Rev. 8/2020  
Reviewed 4/2021

## Safety Policies

### A. Radiation Safety

#### **"ALARA"**

All radiation safety practices at Reading Hospital (RH) are based upon the principles of ALARA. The ALARA Radiation Safety Philosophy is: To reduce radiation exposures to patient and staff As Low As Reasonably Achievable. The degree of reasonableness and the proportion of limits on time, distance, and shielding are determined by the Radiation Safety Officer and the Radiation Safety Committee. Students are introduced to the ALARA philosophy during MI 120: Radiation Protection and Medical Terminology. These principles will be reinforced during MI 123 Clinical Seminar I: Orientation & Chest Radiography, and supported throughout the remaining clinical and didactic curriculum. Students are expected to adhere to the shielding and other radiation safety policies established for the department of radiology.

#### **ALARA Levels Established at RH**

ALARA (Quarterly)	Deep	Lens	Shallow	Extremity
Level I (mrem)	125	375	1250	1250
Level II (mrem)	375	1125	3750	3750

Reference: Occupational Ionizing Radiation Dose Monitoring Policy:

<https://trh.ellucid.com/documents/view/10272> Note: *Enrolled students may access RH policies via the intranet using student user codes and passwords.*

#### **Radiation Monitoring Device**

A radiation monitoring device is provided to each Medical Imaging student by the School of Health Sciences upon admission to the clinical portion of the program. Students are required to properly wear their radiation monitoring device at all times while in their area of clinical assignment (exception: MRI and US) and during all energized lab assignments when ionizing radiation will be employed. Radiation monitoring devices will be worn on the collar. If a protective apron is worn, the radiation monitoring device is worn on the collar above the protective apron.

Reference: Occupational Ionizing Radiation Dose Monitoring Policy:

<https://trh.ellucid.com/documents/view/10272> Note: *Enrolled students may access RH policies via the intranet using student user codes and passwords.*

#### **Important Radiation Monitoring Device Guidelines**

The following additional important rules apply to radiation monitoring devices and other personnel monitors:

1. Be certain your name is clearly printed on the radiation monitoring device.
2. Do not exchange radiation monitoring device between individuals.
3. Do not remove the radiation monitoring device from Reading Hospital, other than to take to an off campus clinical assignment.
4. Do not wear radiation monitoring device during personal x-ray or nuclear medicine exams (its purpose is to measure occupational exposure only).
5. Notify the Clinical Coordinator if the radiation monitoring device is inappropriately exposed (e.g. "fell on floor and left in room during an x-ray exam").

6. A radiation monitor must be worn at all times in the Energized Skills Lab assignments when ionizing radiation is employed, Radiology Department and in other areas of the hospital where ionizing radiation is being used for diagnosis or therapeutic purposes.
7. Radiation monitoring devices will be changed monthly. Students are to report to the Clinical Coordinator or one of the Clinical Seminar Faculty on the first day of the new month to exchange their radiation monitoring device. The devices must be submitted by the fourth day of each month. Failure to submit the radiation monitoring device is considered an unsafe radiation practice and will be noted on the Technologist Feedback on Clinical Performance Form and/or it will be noted on the semester Clinical Seminar Progress Report.
  - A fee will be charged for any unreturned badge. This administrative fee is imposed by the monitoring company and will be passed along to students incurring the fee.

### **Radiation Monitoring Device Reports**

The Radiation Safety Officer initials the monthly report upon completion of review. This information will be made available to students within thirty (30) school days following the School of Health Science's receipt of the data.

Students employed as radiation workers at other facilities are to submit to the Clinical Coordinator a copy of all current radiation exposure data as it is provided. These will be forwarded to the RSO for tracking of cumulative exposure to ensure occupational exposure limits are not exceeded. Students can also request copies of current Reading Hospital radiation exposure data from the Clinical Coordinator to give to other facilities.

If a radiation monitoring device reading higher than Level I is noted, the student will be counseled by the Radiation Safety Officer to determine the reason. Recommendations for behavioral changes will be made as appropriate. Each student is required to review the monthly report and to sign-off upon review. Copies of monthly student radiation monitoring device reports are kept on file in the Program Office. Students are provided a copy of their annual exposure record by the Radiation Safety Officer or designate. A copy of the annual exposure record is also kept in the student's permanent file. Questions regarding radiation monitoring device reports should be directed to the Radiation Safety Officer, **Jason Mace** 1-484-628-8099.

Reference: Occupational Ionizing Radiation Dose Monitoring Policy:

<https://trh.ellucid.com/documents/view/10272> Note: *Enrolled students may access RH policies via the intranet using student user codes and passwords.*

### **Exceeded ALARA Levels**

The Radiation Safety Officer provides written notification to the student and Program Director immediately if a radiation monitoring device reading exceeds ALARA Level I levels. Exceeded ALARA Level II levels will result in notification as well as a thorough investigation. The Radiation Safety Officer will counsel the student on proper radiation protection practices.

### **Forgotten Radiation Monitoring Device**

Students arriving for clinical/lab assignments without their radiation monitoring device must report immediately to the Clinical Seminar Faculty and request a spare radiation monitoring device. Students without their radiation monitoring device are considered out of acceptable uniform and out of compliance with SHS Policy 334: Conduct. Non-compliance is considered unprofessional behavior and therefore unacceptable conduct and will result in corrective and/or disciplinary action, up to and including dismissal from the program.

### **Lost Radiation Monitoring Device**

Should a student lose their radiation monitoring device, the following process is to be followed.

1. The student is to report to the Clinical Seminar Faculty and request a spare radiation monitoring device. This radiation monitoring device is then handled according to the guidelines established and submitted at the end of the month for entry into the student's permanent exposure record.
2. Failure to return a monthly radiation monitor will result in a fee that is the sole responsibility of the student.

### **Release of Radiation Exposure Records**

Students wishing to have radiation exposure records sent elsewhere must sign a form authorizing the release of such records. This form may be requested by contacting the program office at 1-484-628-0200.

### **Radiation Protection and Shielding**

Students are expected to adhere to the established shielding guidelines set forth by the clinical facility they are assigned to. These guidelines are to be employed in the Energized Skills lab as well as during clinical assignments. The guidelines utilized by the Department of Radiology at Reading Hospital are reviewed in detail with students during the Radiation Protection curriculum as well as throughout Clinical Seminar I - VI.

Note: RH policies are available to enrolled students via the intranet homepage and may be accessed for review and reference using personal user codes and passwords.

### **Holding Patients**

It is the policy of Reading Hospital School of Health Sciences that students in the Medical Imaging Program **may not** hold patients or imaging devices during ionizing radiation exposure for any diagnostic or therapeutic purpose unless there is a dire medical emergency such that the patient's health status would depreciate significantly during the time required to obtain a non-student individual for holding.

Students will follow these guidelines if required to hold in a dire emergency:

1. The individual must be protected with appropriate shielding devices of at least 0.5 mm lead equivalent.
2. The individual must be positioned so that no part of his/her body will be struck by the useful beam and his/her body will be as far as possible from the edge of the useful beam.
3. Pregnant persons or individuals under the age of 18 are not permitted to hold patients.

### **MRI Safety**

Prior to Clinical Seminar I observatory clinical assignments in MRI, students will be required to complete a video/power point on MRI safety. In addition, students will also be required to complete an 'MRI Student Safety Checklist.' The completed checklist will be kept in the student's permanent file. Any positive replies will be further investigated with the MRI supervisor/staff to determine the student's eligibility to participate in an MRI clinical assignment.

Prior to any additional clinical assignments in MRI and during the 2<sup>nd</sup> semester, an MRI representative will give a presentation about the MRI clinical environment and MRI safety precautions. Students are also required to successfully complete the ASRT 'Safe MRI Practices'

course and corresponding test annually. During the 5<sup>th</sup> semester, students will again be required to complete the 'MRI Student Safety Checklist'. The completed checklist will be kept in the student's permanent file. Any positive replies will be further investigated with the MRI supervisor/staff to determine the student's eligibility to participate in an MRI clinical assignment.

Upon arrival to an MRI clinical assignment, MRI staff will further verify safety precautions are accounted for prior to entering the MRI procedure room.

## **B. General Safety**

### **Reporting Equipment Malfunction**

Students observing faulty equipment, equipment malfunctions or any other safety issue should report it immediately to their supervising technologist as well as a Clinical Seminar Faculty member. Any concerns pertaining to the clinical environment may also be reported to the clinical area supervisor.

### **Reporting Incidents Involving Patients**

When in the clinical setting, the student should be aware of any status changes in the patient. If a student notices a status change in the patient, it may be necessary for an incident report to be completed. Incident reports are used to notify Risk Management of patient conditions if something should happen, and in no way are used to reprimand a student for his/her behavior. If the student should see a condition in which an incident report should be completed, the area supervising technologist should be notified immediately. The patient incident reports are to be completed via the intranet using RL Solutions. The following are examples of when an incident report needs to be completed.

- Patient on wrong amount of oxygen.
- Patient's oxygen tank is empty.
- Wrong body part is x-rayed.
- Wrong patient is x-rayed.
- Patient gets skin tears while getting a radiographic study completed.
- Patient's IV gets dislodged.
- Patient falls.

### **Reporting Incidents Involving Students or Staff**

If a student is injured while engaged in clinical activities, an employee incident report should be completed. The employee incident reports are to be completed via the intranet using RL Solutions.

After the incident report is completed, the Clinical Seminar Faculty should be notified. Depending on student condition, the student or the Clinical Seminar Faculty will contact Occupational Health Services (1-484-628-8499), a Tower Health Urgent Care or the Emergency Department to be seen. The completed paperwork from the nurse/physician seeing the student should be submitted to the Program Director.

For more information, refer to SHS policy No. 320: Student Health Services.

**Fire Emergency**

See Reading Hospital Fire Manual on Policy Manager via the intranet homepage.

<https://trh.ellucid.com/documents/view/12545>

\*\*Reminder – if 911 needs to be called from an outside facility, 9 (Berkshire Heights Imaging Center, Douglassville Imaging Center, and Gateway Imaging Center) or 1 (Spring Ridge Imaging Center, Exeter Imaging Center, and Leesport Imaging Center) will need to be dialed to access an outside line prior to dialing 911.

Rev. 8/6/19, 8/2020  
Revised 4/2021

## MI Student Pregnancy Policy

The pregnancy policy established by the Medical Imaging Program is in place to provide a safe, fair, and compliant policy for pregnant students. It adheres to the guidelines which are also set forth in the Reading Hospital Administrative policy entitled “Pregnancy Policy for Personnel Occupationally Exposed to Ionizing Radiation” **Note:** RH policies are available to enrolled students via the intranet homepage (Policy Manager), and are accessible for review and reference using personal user codes and passwords. The administrative policy referenced above may be accessed through the following hyperlink: <https://trh.ellucid.com/documents/view/11780>

As regulated by the Nuclear Regulatory Commission (10 CFR 20 – Standards for Protection Against Radiation) and the Bureau of Environmental Protection of the Commonwealth of Pennsylvania, the sponsoring institution (Reading Hospital) will take the measures necessary and provide monitoring to limit the dose to the embryo/fetus over the term of the pregnancy to 500 mREM or less. Generally, no modification of clinical assignment within the educational program is necessary.

**The Program recognizes that an enrolled student who becomes pregnant has the right to declare or not to declare pregnancy. The disclosure of pregnancy is strictly voluntary.**

Upon voluntary disclosure to the Program Director, every measure will be taken to adhere to the regulations set forth by the Nuclear Regulatory Commission and the Bureau of Environmental Protection of the Commonwealth of Pennsylvania. If voluntary disclosure is made, the student maintains the right to withdraw the declaration at any time during pregnancy. If the declaration is not formally withdrawn, the written declaration is considered expired one year after submission.

Following voluntary disclosure, four clinical assignment options are available:

- Continue clinical education in the program without modification;
- Continue clinical education in the program with modification (postponement) of fluoroscopy, portable, operating room, and/or Interventional Radiology assignments;
- Request a Leave of Absence;
- Withdraw from the program.

Any absenteeism or Leave of Absence due to pregnancy will be addressed by the attendance policy set forth in course syllabi and SHS Policy No. 316 Extended Absence / LOA Policy. Determination will be made on an individual basis whether or not the student must repeat any courses; those decisions will be dependent upon the number of classes and the amount of material missed.

All students must complete all clinical assignments and all clinical competencies before they will be considered eligible for advancement to Level II or graduation from the Program. Students opting, due to pregnancy, to modify (postpone) their clinical assignments in one or more of the above areas will still be expected to fulfill these requirements. Modification (postponement) may necessitate remaining in the program longer than the prescribed 27-month period.

Should a student opt to withdraw from the program, she may apply for re-admission. Students in good standing both academically and clinically will be provided an opportunity to complete the program at the next opportunity available. The date of re-admission into the program is contingent upon a vacancy in the upcoming class.

### **Procedure for Voluntary Disclosure of Pregnancy**

1. When knowledgeable of possible or expectant pregnancy, the student is encouraged to voluntarily notify the Program Director or designee through the “Voluntary Disclosure of Pregnancy” form.
2. In turn, the Program Director or designee will:
  - Notify the Radiation Safety Officer (RSO)
  - Notify the Program Secretary to acquire a spare fetal badge and order a fetal badge for the duration of the pregnancy.
    - The fetal badge must be-worn at the level of the waist during clinical assignment/lab assignments when ionization radiation is being used. Should a lead apron be worn, the badge should be worn behind the lead apron.
3. At the student’s option, a meeting will be arranged with the Radiation Safety Officer. The student may bring her partner or a family member to this consultation session. The Radiation Safety Officer will discuss the following:
  - Reading Hospital Administrative policy entitled “Pregnancy Policy for Personnel Occupationally Exposed to Ionizing Radiation.”
  - The RSO will calculate and discuss the projected exposure to the fetus over the next nine months based on exposures received over the past year giving consideration to equipment changes. The student will also receive a copy of the NRC’s Regulatory Guide 10 CFR 20 entitled “Standards for Protection Against Radiation.” An adequate period of time will be provided for questions and answers.
  - The student will be reassured that in keeping with the hospital’s ALARA radiation safety philosophy, further protective and preventive actions may be provided to further reduce her exposures below the regulatory limit.
  - The Radiation Safety Officer will ask the student to sign a “Voluntary Declaration of Pregnancy and Statement of Understanding” form for which indicates understanding of the relative risks to self and fetus, and acknowledgement that Reading Hospital’s responsibility to take all action necessary to keep exposure well below the 500 mrem regulatory limit.
4. The Program Director or designee will ask the student to sign a “Modification of Clinical Assignments” form, which identifies the student’s decisions regarding modifications to be made to clinical assignments.

**READING HOSPITAL SCHOOL OF HEALTH SCIENCES  
MEDICAL IMAGING PROGRAM**

**VOLUNTARY DISCLOSURE OF PREGNANCY**

This is to inform \_\_\_\_\_ and the Medical Imaging Program  
**Program Director**  
at Reading Hospital School of Health Sciences that I am pregnant, with an estimated due date of  
\_\_\_\_\_.

- I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisievert) (unless that dose has already been exceeded between the time of conception and submitting this disclosure).
- I understand that meeting the lower dose limit may require a change in clinical assignments during my pregnancy.
- I understand I am provided an opportunity to meet with the Radiation Safety Officer of Reading Hospital so that the relative risks to the fetus and myself can be discussed.
- I understand I may be expected to complete additional paperwork required by the Radiation Safety Officer.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Date of Disclosure

**READING HOSPITAL SCHOOL OF HEALTH SCIENCES  
MEDICAL IMAGING PROGRAM**

**MODIFICATION OF CLINICAL ASSIGNMENTS**

I, \_\_\_\_\_, previously submitted a Voluntary  
Student Name (Please Print)

Disclosure of Pregnancy form to the Program Director or designee. I have met with the Radiation Safety Officer and have been informed of the relative risks to the fetus and myself. I have made the following decision regarding modifications to clinical assignments based on this knowledge.

\_\_\_\_\_ **I wish to continue in the program without modification (postponement) in clinical assignments.**

*I understand that any absenteeism will be addressed by the guidelines set forth in the Attendance Policy.*

\_\_\_\_\_ **I wish to continue in the program with the following modification(s) in clinical assignments. (Please check all that apply):**

\_\_\_\_\_ Postponement of Fluoroscopy assignments until after delivery

\_\_\_\_\_ Postponement of Portable/Mobile assignments until after delivery

\_\_\_\_\_ Postponement of Operating Room assignments until after delivery

\_\_\_\_\_ Postponement of Interventional Radiography assignments until after delivery

*I understand that I will be expected to complete all clinical assignments and all clinical competencies before I will be considered eligible for advancement to Level II or graduation from the program. I understand that modification (postponement) may necessitate my remaining in the program longer than the prescribed 27-month period.*

\_\_\_\_\_ **I wish to apply for an Extended Absence / LOA from the program.**

*I have reviewed and understand SHS Policy 316: Extended Absence / LOA I understand I will be expected to complete all clinical assignments and all clinical competencies before I will be considered eligible for advancement to Level II or graduation from the program. I understand any absenteeism or Leave of Absence due to pregnancy will be addressed by the guidelines set forth in the Attendance and Leave of Absence Policies. I understand that a Leave of Absence will necessitate my remaining in the program longer than the prescribed 27-month period.*

\_\_\_\_\_ **I wish to withdraw from the program.**

*I understand I may apply for readmission in the future by following the process outlined in SHS Policy 301. I understand re-admission is contingent upon my good academic and clinical standing. I understand the date of re-admission into the program is contingent upon a vacancy in the upcoming class.*

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Student Signature

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Date

## Contacting the Medical Imaging Program

During normal program hours, students may contact program officials at the phone numbers provided, the pager number or via Vocera as indicated.

Students are responsible for notifying the Clinical Coordinator or Medical Imaging Program Faculty as soon as possible of injuries involving them or a patient. If, due to the nature of the incident, the student is unable to notify program officials, responsibility lies with the supervising technologist to provide this notification.

Clinical Preceptors	7:30 a.m. – 4 p.m.	as directly available in various clinical areas
Clinical Seminar Faculty Office	7:30 a.m. – 4 p.m.	1-484-628- <b>8904</b> or via Vocera
Clinical Coordinator	7:30 a.m. – 4 p.m.	1-484-628- <b>0235</b>
Evening Preceptor(s)	3 p.m. – 11:30 p.m.	as directly available in various clinical areas <b>or</b> 1-484-628- <b>8053</b> <b>or</b> 1-484-628- <b>3584</b> or via Vocera
Weekend Preceptor(s)	Saturday & Sunday	as directly available in various clinical areas <b>or</b> 1-484-628- <b>8053</b> <b>or</b> 1-484-628- <b>3584</b> or via Vocera

### Program Office

- Ms. Cathy James                      Program Secretary                      1-484-628-**0200**

### Program Director Office

- Mrs. Kathleen Jackson              Program Director                      1-484-628-**0227**

### Faculty Offices (at SHS)

- Mrs. Stacy Oskam                      Clinical Coordinator                      1-484-628-**0235**
- Mrs. Heather Herb                      MI Program Faculty                      1-484-628-**0218**
- Mrs. Maria Messner                      MI Program Faculty                      1-484-628-**0219**
- Mrs. Christina Wehr                      MI Program Faculty                      1-484-628-**0222**

## Evening and Weekend Contact of Program Officials

While most issues arising during evening and weekend hours can wait to be addressed on the next business day, there may be occasions when contact with a program official should be made immediately. Injuries involving an enrolled student or patient injury involving an enrolled student are two examples of such occasions.

First responsibility for this notification lies with the student. If, due to the nature of the incident, the student is unable to notify program officials, responsibility lies with the supervising technologist to provide this notification.

- **Urgent Issues:** If it becomes necessary to contact a program official regarding any incident involving a student assigned for evening or weekend clinical or supplementary clinical hours, a Radiology Supervisor or supervising technologist should be notified. If a Medical Imaging faculty member is scheduled on campus,

notify them by calling the C1 Clinical Office at 1-484-628-8904 or via Vocera (x3300). If not on campus, the Radiology Supervisor or supervising technologist will consult the bulletin board outside of the C-1 Clinical Seminar Faculty Office for the purpose of determining the On Call Clinical Seminar Faculty Member. That faculty member will be contacted by the student, Radiology Supervisor or supervising technologist and apprised of the situation.

- **Non-Urgent Issues:** Students who wish to communicate information to a program official during evening or weekend hours or when the SHS is closed should utilize the phone numbers provided which are serviced 24/7 by voicemail.

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## Daily Logs

Each student is required to track all studies observed, assisted and/or performed during clinical assignments. During MI 123: Clinical Seminar I clinical assignments, only an 'observed' status should be selected. Daily logs are required for **all** clinical assignments unless noted below. Daily logs must be properly completed using the Trajecsys software system by 4:00 p.m. on the Wednesday following the end of each weekly clinical assignment.

It is the student's responsibility to record the first three digits of the patient's Medical Record Number (MRN) along with the patient's initials (first and last name) in the key field, the type of examination, the level of participation (observed, assisted, performed under direct supervision, or performed under indirect supervision), the full first and last name of the supervising technologist/professional, and the time required to perform the study.

Daily logs are not required for the following clinical assignments:

- Radiologist assignments and Advanced Imaging Modality assignments

### **Improper Submission of Daily Logs**

- Repeated failure to properly complete daily logs by Wednesday at 4:00 p.m. is considered unprofessional conduct and will be discussed with the student and reflected on the student's Clinical Seminar Progress Report / advisement form.
- Repeatedly submitting improperly completed daily logs is considered unprofessional conduct and will be discussed with the student and reflected on the student's Clinical Seminar Progress Report / advisement form.

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Revised 4/2021