

Student Handbook For Clinical Education

Draft

**VCU Department of
Radiation Sciences
2021-2022**



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INTRODUCTION

Clinical education is the cornerstone of most programs in the VCU Department of Radiation Sciences. Clinical education provides the opportunity for students to learn from professional practitioners, to apply the theoretical knowledge of the classroom in real-life situations, and to challenge themselves to achieve the highest level of skill, knowledge, patient care and professional demeanor.

During your clinical education experience it is important to realize and remember that the Radiology, Radiation Oncology, Nuclear Medicine, and Medical Sonography Departments in all health care settings are service departments - they provide service to patients, to medical staff, and to the community. When you do clinical assignments in any of the departments affiliated with your Program, you assume ALL the responsibilities of a health care professional. Part of the goal for clinical education is that you will practice procedural skills. Although this is a significant portion of your task, you are also in the clinical setting to provide patient service; it is expected that you will strive to provide nothing short of excellent patient care and develop a strong sense of professional responsibility. Therefore, clinical education does not confine itself to improvements in knowledge and skill; it also includes attention to attitude, conduct, interpersonal skills, and the demonstration of responsibility and dependability.

So that everyone can work towards the same clinical goals in a clear and reasonable manner, the following policies have been established. It is your responsibility to be fully aware of the policies and information explained here as well as those in the Department's Student Handbook and the syllabus for each clinical course. If you have any questions or concerns regarding clinic, please contact your Clinical Coordinator.

CLINICAL INFORMATION AND POLICIES

Roles of Clinical Coordinator and Instructor/Supervisor

Clinical Coordinator

The Clinical Coordinator is a faculty member who is given the responsibility for the organization, supervision, and coordination of the clinical education in each of the affiliate facilities.

This responsibility includes but is not limited to:

- Establishing clinical guidelines and objectives.
- Serving as a liaison between the academic program and clinical personnel.
- Maintaining communication between the facilities.
- Assisting the Clinical Instructor/Supervisor as needed.
- Integrating and relating curriculum objectives for the classroom and clinical portion to make the education experience as relevant as possible.
- Observing, counseling, and advising the students in the clinical environment.
- Objectively evaluating each student's clinical progress.
- Together with the Program Director, establishing a plan ensuring that students are receiving the best possible education in their modality.
- Together with Department personnel, establishing policies regarding clinical education.

Clinical Instructor: Radiography

Supervisor: Radiation Therapy

Affiliate Educational Supervisor (AES): Nuclear Medicine

In each clinical facility, one or more technologists/therapists/**sonographers** are designated to be the Clinical Instructor/Supervisor. In addition to their responsibilities related to the day-to-day operation of the department, these individuals are responsible for the supervision of students during their clinical education.

This includes, but is not limited to:

- Assuring that student assignments are made to qualified technologists/therapists/**sonographers** according to the schedule/guidelines provided by the Program.
- Objectively completing Clinical Instructor/Supervisor evaluations and competency evaluation forms as needed; reviewing and all evaluations completed by technologists/therapists.
- Being available to instruct, assist and advise students in clinical situations.
- Orienting the student to the clinical facility/area.
- Enforcing the policies and guidelines set forth by the Program and Department.

Advanced Practice Eligibility

Radiography seniors must submit an application to apply for an advanced practice rotation position during the spring semester of their junior year. Advanced practice placement is not guaranteed and each student will be considered for placement individually. Criteria will be based on overall GPA, clinical GPA, clinical attendance, clinic work habits and application. Radiation Science faculty will make advanced practice placement decisions based on what is best for each student's educational needs. Students on probation are ineligible for advanced practice. Placement in advanced practice modalities are subject to the clinic site availability for each semester. Completion of ARRT requirements for advanced practice modalities, registry eligibility and/or employment **is not guaranteed**. This is an opportunity for students to explore advanced modalities and expand their skill base. Students participating in advanced practice will complete didactic courses associated with that modality.

Clinical Plans

Department of Radiation Sciences – Nuclear Medicine Technology Program Clinical Plan

Sophomore Year

Summer	8 hrs/wk for 7 weeks (wks 3–10) (Wednesday.)	- learn about rotation areas & procedures - assist with patient movement and care	- become familiar with all affiliates - gain understanding of some procedures
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Junior Year

Fall	16 hrs/wk for 15 weeks (Tuesday, Thursdays)	- participate (supervised) in all imaging areas - learn daily quality control (QC) procedures - learn and practice vital signs assessment	- develop strong patient care practices - practice radiopharmaceutical handling & QC - begin focus on imaging competencies
Spring	16 hrs/wk for 15 weeks (Tuesday, Thursday)	- practice (supervised) general exams - perform advanced instrumentation QC - demonstrate venipuncture competency - begin practice of PET/CT imaging	- increase focus on imaging competencies - improve patient communication skills - increase practice of patient throughput skills - increase familiarity with radiopharmacy
Summer	32 hrs/wk for 10 weeks (Monday, Tuesday, Thursday, Friday)	- independently perform common exams - begin learning less common exams - practice radioiodine therapies	- fully integrate angio-catheter placement skills - further practice PET/CT imaging and QC - increase focus on procedural competencies

Senior Year

Fall	24 hrs/wk for 15 weeks (Monday, Wednesday, Friday)	- perform all exams and therapies with direct and indirect supervision - focus on developing professional independence	- further develop PET/CT proficiency - approach completion of competencies - develop advanced cardiac interviewing skills - begin reading rotations with physicians
Spring	24 hrs/wk for 15 weeks (Monday, Wednesday, Friday)	- perform all exams with indirect supervision - fine tune abilities toward professional development and independence - attend special CT assignments	- complete any remaining competencies - learn 12-lead ECG placement & assessment - present capstone case study to future peers

Department of Radiation Sciences – Radiation Therapy Clinical Plan

Summer	8 hrs/wk for 5 weeks (wks 3 – 7) (Wed.)	<ul style="list-style-type: none"> - familiarize oneself with clinical area - assist with transfer of patients (wheelchair, stretcher, etc.) - observe and participate in a variety of treatment techniques 	<ul style="list-style-type: none"> - learn about image acquisition - follows ALARA principles
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Junior Year

Fall	16 hrs/wk for 15 weeks (Tuesday, Thursday)	<ul style="list-style-type: none"> - practice and gain competence in treatment setup & delivery - gain experience in patient care - successfully perform competency exams (10) - gain experience in image acquisition 	<ul style="list-style-type: none"> - follows ALARA principles
Spring	16 hrs/wk for 15 weeks (Tuesday, Thursday)	<ul style="list-style-type: none"> - practice and gain competence in treatment setup & delivery acquisition - practice and gain competence in CT simulation procedures care - successfully perform competency exams (12) 	<ul style="list-style-type: none"> - gain experience in image - gain experience in patient care - follows ALARA principles
Summer	32 hrs/wk for 10 weeks (Monday, Tuesday, Thursday, Friday)	<ul style="list-style-type: none"> - practice and gain competence in treatment setup & delivery - practice and gain competence in CT simulation procedures - successfully perform competency exams (18) - gain experience in image acquisition - Complete linear accelerator and CT simulator QA - participate in dosimetry (possible) 	<ul style="list-style-type: none"> - gain experience in patient care - follows ALARA principles

Senior Year

Fall	24 hrs/wk for 15 weeks (Monday, Wednesday, Friday)	<ul style="list-style-type: none"> - practice and gain competence in treatment setup & delivery - practice and gain competence in CT simulation procedures - gain experience in patient care - participant in brachytherapy/TBI/TCNS/SRS/SBRT - successfully perform competency exams (15) 	<ul style="list-style-type: none"> - follows ALARA principles - participate in dosimetry
Spring	24 hrs/wk for 15 weeks (Monday, Wednesday, Friday)	<ul style="list-style-type: none"> - practice and gain competence in treatment setup & delivery - practice and gain competence in simulation procedures - successfully perform competency exams (10) - participant in brachytherapy/TBI/TCNS/SRS/SBRT - participate in dosimetry 	<ul style="list-style-type: none"> - experience in oncology nursing - gain experience in patient care

Department of Radiation Sciences - Radiography Program Clinical Plan

Sophomore Year

Spring	4 hrs/wk for 15 weeks (Friday)	<ul style="list-style-type: none"> - orient to diagnostic area - begin to gain competence in basic exams - move pts and assist with/perform basic exams - transport patients
Summer	12 hrs/wk for 10 weeks (½ day Wednesday, Friday)	<ul style="list-style-type: none"> - learn about image acquisition and processing - practice and gain competence in general exams - practice mobile and fluoro

Junior Year

Fall	20 hrs/wk for 15 weeks (Tuesday, Thursday, ½ day Friday)	<ul style="list-style-type: none"> - practice and gain competence in general exams - practice mobile, OR and fluoro exams - gain awareness of advanced practice areas
Spring	16 hrs/wk for 15 weeks (Tuesday, Thursday)	<ul style="list-style-type: none"> - practice and gain competence in general exams - practice mobile, OR and fluoro exams
Summer	32 hrs/wk for 10 weeks (Monday – Thursday)	<ul style="list-style-type: none"> - practice and gain competence in general, fluoro, mobile and OR exams - experience advanced practice area

Senior Year

Fall	24 hrs/wk for 15 weeks	(Monday) (Wednesday and Friday)	<ul style="list-style-type: none"> - 15 week rotation in diagnostic radiography - 15 week advanced practice or diagnostic radiography
Spring	24 hrs/wk for 15 weeks	(Monday) (Wednesday and Friday)	<ul style="list-style-type: none"> - 15 week rotation in diagnostic radiography - 15 week advanced practice or diagnostic radiography

Potential Advanced Practice areas: CT, MRI, Vascular/Interventional Radiology, Cardiac Cath Lab, Mammography, Diagnostic Radiography, Radiation Safety

Department of Radiation Sciences – Sonography Program Clinical Plan

Sophomore Year

Summer	8 hrs/week for 6 weeks (Wednesdays)	<ul style="list-style-type: none"> - tour and become familiar with the clinic environment - practice proper disinfectant techniques and room setups - begin to identify human anatomy on sonographic images (Cognitive Domain) - practice patient transfers and transporting patients (Psychomotor Domain) - establish compassionate patient interaction skills (Affective Domain) - *No competencies required this semester
<i>Course Correlation: CLRS 300 (Intro to Sonography)</i>		

Junior Year

Fall	16 hrs/week for 15 weeks (Tuesdays, Thursdays)	<ul style="list-style-type: none"> - practice and gain competence in abdominal clinical protocols - practice and gain competence in manipulating the ultrasound machine - gain experience in patient care - successfully perform competency exams (minimum of 3) - practice and gain competence in correlating findings with other imaging modalities
<i>Course Correlation: CLRS 393 (Clinical Education I), CLRS 301 (Sonography Physics I), CLRS 311 (Abdominal Sonography I)</i>		
Spring	16 hrs/week for 15 weeks (Tuesdays, Thursdays)	<ul style="list-style-type: none"> - practice and gain competence in abdominal and/or OBGYN and/or pediatric clinical protocols - practice and gain competence in manipulating the ultrasound machine - gain experience in patient care - successfully perform competency exams (minimum of 4) - practice and gain competence in correlating ultrasound findings with other imaging modalities
<i>Course Correlation: CLRS 394 (Clinical Education II), CLRS 329 (Obstetric and Gynecologic Sonography I), CLRS 492 (Abdominal Sonography II), CLRS 302 (Sonography Physics II)</i>		

Summer	32 hrs/wk for 10 weeks (Mondays, Tuesdays, Thursdays, Fridays)	<ul style="list-style-type: none"> - showing competence in abdominal clinical protocols - practice and gain competence in OBGYN and/or pediatric clinical protocols - showing competence in manipulating the ultrasound machine - demonstrating proper patient care - successfully perform competency exams (minimum of 5) - practice and gain competence in correlating ultrasound findings with other imaging modalities
<i>Course Correlation: CLRS 395 (Clinical Education III), CLRS 492 (Obstetric and Gynecologic Sonography II), CLRS 325 (Professional Seminar)</i>		

Senior Year

Fall	24 hrs/week for 15 weeks (Mondays, Wednesdays, Fridays)	<ul style="list-style-type: none"> - showing competence in abdominal and/or OBGYN clinical protocols - showing competence in pediatric clinical protocols - showing competence in manipulating the ultrasound machine - demonstrating proper patient care - successfully perform competency exams (minimum of 5) - practice and gain competence in correlating findings with other imaging modalities
<i>Course Correlation: CLRS 493 (Clinical Education IV), CLRS 401 (Pediatric Sonography), CLRS 404 (Ultrasound Pathology and Preliminary Writing)</i>		
Spring	24 hrs/week for 15 weeks (Mondays, Wednesdays, Fridays))	<ul style="list-style-type: none"> - competent in abdominal, OBGYN, and pediatric clinical protocols - proficient in manipulating the ultrasound machine - demonstrating compassionate and proper patient care - proficient in correlating ultrasound findings with other imaging modalities
<i>Course Correlation: CLRS 494 (Clinical Education V), CLRS 488 (Senior Seminar)</i>		

Clinical Appearance and Presentation

You are expected to maintain a neat and professional appearance at all times. The image you present to your patients has a direct impact on how you are perceived. If your presentation is unacceptable, you will have to leave clinic to correct the problem and time missed will be deducted from your clinical hours.

Uniform

The Department of Radiation Sciences' uniform consists of:

- Department of Radiation Sciences scrub uniform/lab coats that is specially embroidered. Uniforms are special ordered from Jetscrubs. The website for ordering is vcuscrubs.com. Uniforms are delivered to the department for pickup by the student.
 - Nuclear Medicine students must order a lab coat
 - Lab coats (short or long) are recommended for Radiography, Radiation Therapy, and Sonography students but not required**
- Shoes must be conservative in nature. Non-slip soles/non-noise producing shoes are required. Tennis shoes and clogs are allowed. Bright colors are to be avoided. Clogs must have a closed heel.

* A plain, all-white, gray, or all-black long or short-sleeved t-shirt or turtle neck may be worn beneath the top.

** Sweaters or jackets may not be worn in the clinical setting.

When participating or observing in a clinical area *anytime outside of your scheduled clinical rotations or program-approved activities*, you may not present yourself as a VCU Radiation Sciences student (other than when working for VCUHS – see Part-time Employment in Health Care). You may **not** wear your student uniform or use your student ID or radiation dosimeter. You will **not** be covered by the professional liability insurance that is provided by VCU.

Identification – You must wear the following at all times:

- Current personal radiation dosimeter at the collar or collar and ring (NM)
- VCU ID **or** appropriate hospital ID
 - Check with your Clinical Coordinator regarding which ID is required and how to obtain it

Personal Hygiene

- make-up, jewelry, perfume/cologne and scented hair products must be minimal and unobtrusive
- Long hair must be up off the collar or pulled back. No un-natural hair color (i.e.: blue, pink, green, silver)
- men must be clean-shaven or have neatly trimmed facial hair
- facial jewelry (other than earrings) is unacceptable (hoop or hanging earrings are unacceptable)
- tattoos should not be visible
- gum chewing is unacceptable
- NO artificial nails; fingernails must be neatly trimmed; NO nail polish
- undershirts must be tucked in
- when in the hospital for non-clinical assignments, you should dress professionally

Attendance Policy

Because the basic premise of clinical education is gaining experience, attendance at clinical assignments is essential. **You are expected to attend all clinical assignments as scheduled; time should be missed only due to illness and/or emergency.** Because illness or emergency situations occasionally make it impossible to attend clinical assignments, the first 8 hours of time missed each semester does not impact your clinical grade.

Standard Absence

Please note that the attendance policies above apply regardless of the reason except for long-term absences (2 consecutive clinical days or more), except for specific leaves identified below. Extended absence (only applicable to non-elective medical conditions) is addressed below.

CLRS 294	
Clinical Hours Missed	Impact on Course Grade
0 to 4 hours	no deduction, counsel
5 - 8 hours	- 1 letter grade & probation following semester
> 8 hours	Automatic fail

CLRS 295	
Clinical Hours Missed	Impact on Course Grade
0 to 8 hours	no deduction, counsel
9 hours to 16 hours	- 1 letter grade & probation following semester
> 16 hours	Automatic fail

CLRS 393 and CLRS 394	
Clinical Hours Missed	Impact on Course Grade
0 to 8 hours	no deduction
9 hours to 16 hours	- 2.5 points, counsel
17 hours to 24 hours	- 1 letter grade
25 hours to 32 hours	- 2 letter grades, probation following semester
> 32 hours	Automatic fail

CLRS 395, 493 and CLRS 494	
Clinical Hours Missed	Impact on Course Grade
0 to 8 hours	no deduction
9 hours to 16 hours	- 1 points
17 hours to 24 hours	- 2.5 points, counsel
25 hours to 32 hours	- 1 letter grades
33 hours to 40 hours	- 2 letter grades, probation following semester
> 40 hours	Automatic fail

Please note that the attendance policy immediately above applies regardless of the reason for any short-term absences (2 consecutive clinical days or more), except for specific leaves identified below. Extended absence (only applicable to non-elective medical conditions) is addressed below. Students **must** be in good standing academically and clinically when faculty consider extended absences.

Planned absences

Unavoidable Planned Absence

If you know in advance that you will be unable to attend a clinical assignment (i.e., a scheduled doctor appointment, court hearing, etc.), a **Clinical Leave form** should be filled out and submitted to your assigned clinical coordinator as far in advance as possible to provide notification of the absence. Please remember the clinical leave form must be signed by your clinical supervisor/instructor prior to giving it to your clinical coordinator.

Court Appearance / Jury Duty

Students who must go to court (due to summons, subpoena, jury duty, etc.) at a time that conflicts with classroom or clinical instruction should contact their Clinical Coordinator and/or didactic course instructors as early as possible, providing official documentation. Time missed due to court may impact classroom or clinical grades.

Military Service Leave

Students who have military orders must submit a written request for leave to their program director, along with a copy of the orders.

Clinical courses: Up to two weeks of clinical time per academic year will be excused without penalty. Make-up time is not required if the student is up-to-date with clinical competency requirements. Military leave lasting more than 2 weeks will be considered on a case-by-case basis.

Interview/Hospital Orientation/Graduate School Entrance Exams

During your Junior and Senior clinical education courses, a total of 16 hours (over all 5 semesters) are available for radiation sciences-related job/school interviews, Graduate school entrance exams, or hospital orientation. Time missed for interview/exam/orientation will not affect your clinical grade. In order to use this time, a **Clinical Leave form** must be filled out, in advance, with Interview leave checked. The **Clinical Leave form** should be submitted to the department administrative assistant (Mrs. Paige), as early as possible to provide notification of the absence.

Educational Meeting Leave

Time missed for attendance at educational meetings may be excused if approved beforehand in accordance with the following procedure. If you wish to miss time to attend a professional education meeting (related to the radiation sciences), you may request leave by filling out a **Clinical Leave form**. The form should be filled out completely, signed by the appropriate people, and **submitted to the**

Clinical Coordinator at least a week in advance of the beginning of the requested absence. You will be notified when your request has been considered; approval is not automatic, students must be in good academic and clinical standing. Approved Educational Leave time will not affect your clinical hours.

Educational Leave for CPR

Students **MAY** use educational leave to renew their required CPR certification (only the scheduled CPR class time; up to four hours if approved), only if certification is NOT expired. Students must be responsible for maintaining their CPR certification and it should not lapse. A clinical leave form must be submitted to the department prior to missing clinic. If a student's CPR certification is expired, then they will not be allowed to attend clinic, and time missed until CPR recertification is obtained counts as time missed from clinic.

Religious Observances

It is the policy of VCU to accord students, on an individual basis, the opportunity to observe their traditional religious holidays. However, since clinical education experience cannot be reasonably accommodated fairly, time missed count against the total hours missed from clinical education. Students are still responsible for turning a leave request form in prior to absence.

Unplanned absences

Absence

If illness or emergency causes you to be **absent** from a clinical assignment and you have not filled out a Clinical Leave form, you must **call the Department office (828-9854) prior to the start of your clinical assignment or before 8:00 a.m., whichever is earlier and log into e-value to clock out as absent.**

When calling out from clinic **Slowly and clearly** identify:

- 1) your full name,
- 2) that you will be absent,
- 3) your program, and
- 4) your clinical assignment.
- 5) Indicate absent in E-Value

If the **voice mail** is in operation, you may **leave your message as directed**. Students are to call 828-9854 for all "call-out" and "leaving early" notifications.

****If you do not have computer access to clock out as absent in e-value that should be noted on the voice mail to the department.**

If at any time you are absent from your clinical assignment and fail to appropriately notify the Department, (call in or submission of completed Clinical Leave form), time missed will be doubled.

Arriving late

Arriving after your assigned start time is considered a tardy. If you are going to be more than 7 minutes late to clinic, you must **call the Department office (828-9854) prior to the start of your clinical assignment.** Your message should include an estimated arrival time. Clock-in procedures in e-value should be followed:

1. when you arrive at clinic; or
2. if your estimated arrival time changes; or
3. if you will not be coming into clinic.
4. Late is late. All late arrivals between 1 and 14 minutes late will be counted as a tardy, and 0.25 points will be deducted from the student's overall clinic grade for the third and each subsequent tardy. Late arrivals of 15 minutes or more will be considered missed time.

Leaving early

The only reason for a **student needing to leave early** from a clinical assignment (without a previously submitted Clinical Leave form) is an illness or emergency. If you need to leave in this situation, you must complete a **Clinical Leave form** and have it signed by the Clinical Instructor/Supervisor prior to leaving the clinical site. **Be sure to notify the Department before you leave (828-9854).** Time missed will count against clinical hours. Failure to follow proper procedure for notifying the Department will be treated as a tardy.

If the CI/CS or Department faculty asks you to leave early because you are unable to actively participate in the clinical assignment, the hours missed will count against clinical hours. **Be sure to notify the Department before you leave (828-9854), you may leave a message.**

The CI/CS has the option of occasionally letting students leave early (no more than 2 hours early) only when all patients are done or the area has been very slow for an extended time. You should clock out accurately in e-value. The name of the technologist/therapist that released you **MUST** be in the comments section along with the reason why you were released early. Time missed will not count against clinical hours. If for any reason you are released more than 2 hours early you **must** call your clinical coordinator.

In extraordinary situations, Department faculty may contact students and allow them to leave early. Time missed will not count against clinical hours.

PLEASE NOTE: The phone number **828-9854** is **only used for calls to the department regarding clinical absents, tardiness, and when leaving early.**

IMPORTANT NOTE: It is imperative that the Department of Radiation Science's know when a student will not be in their assigned area (wherever that may be). When you complete a Clinical Leave form, be sure that the clinical coordinator initials it, if the absence is to occur in the future.

Failing to Clock in or out

There will be a 0.25-point deduction from the student's overall clinic grade for each incident of neglecting to clock-in or -out on E*Value. (See the *Student Handbook for Clinical Education* concerning documenting clock-in/-out problems due to computer access.)

Patterns of Absenteeism

Missed time that is recognized as a pattern of absenteeism is unprofessional behavior and will be adversely reflected on the student's Clinical Coordinator Evaluation

Extended Absence

For Clinical Education Courses CLRS 295 and higher

Planned or Unexpected Extended Absence Exceeding 25% of Clinical Course Hours **During Withdrawal Period**

A planned or unexpected continuous absence *due to a non-elective medical condition*, that exceeds 25% of the semester's clinical education course hours, requires that the student delay the clinical education sequence by one semester. Students in this situation should contact their academic adviser and Clinical Coordinator for guidance as soon as they know they will have such an absence. A doctor's release is necessary to return to clinic.

For example, if, during the first 10 weeks of the fall semester (CLRS 493), a senior student requires surgery that results in a planned absence of 4 weeks (12 days, 96 hours), this is 27% (96/360) of the scheduled course hours. The student will withdraw from CLRS 493. CLRS 493 will be taken in the spring semester and CLRS 494 in the summer semester.

Planned or Unexpected Extended Absence Exceeding 25% of Clinical Course Hours **Following Withdrawal Period**

The implications of a continuous absence, *due to a non-elective medical condition*, that exceeds 25% of the semester's clinical education course hours **and** falls following the withdrawal period, will be determined by the Department faculty on a case-by-case basis. Students should contact their academic adviser and Clinical Coordinator for guidance as soon as they know they will have such an absence. A doctor's release is necessary to return to clinic.

Extended Absences for 25% or less of clinical course hours

The implications of a continuous absence, *due to a non-elective medical condition*, that exceeds 2 or more consecutive clinical days (CLRS 295, 393, 394*) **or** exceeds 3 consecutive clinical days (CLRS 394**, 395, 493, 494) but is no more than 25% of the semester's clinical education course hours, will be determined by the Department faculty on a case-by-case basis. Students should contact their academic adviser and Clinical Coordinator for guidance as soon as they know they will have such an absence.

Note: Time missed for all extended absences that are **not** due to non-elective medical conditions will affect the clinical grade as a Standard Absence.

* NM and Radiation Therapy only

** Radiography only

Maintaining E-value

It is important that the Department keep a thorough and accurate record of your clinical work. Please keep this in mind and make a dedicated effort to complete the required e-value clinical records accurately and in a timely fashion. If competencies are not sent they cannot be included in your final grade or your master competency list. If you fail to clock in or out of e-value it will negatively impact your grade. It is important to leave notes for your clinical coordinator if an abnormal situations occur.

Clinical Course Grading

All clinical education courses (CLRS 294, 295, 393, 394, 395, 493, 494) use the following grading scale. "C" is the minimum passing grade for these courses.

Grading scale

A	96 - 100	C*	85 - 89	*(minimum passing grade)
B	90 - 95	D	80 - 84	
		F	below 80	

Additions and Deductions to the Clinical Grade

Additions: 1 point added to final grade for perfect attendance (including no tardies)

Deductions: tardies (beyond 2) time missed beyond 8 hours
significantly late clinical paperwork

Clinical Status

Regarding clinical status, students may be satisfactory, on clinical probation, suspended from clinic, or dismissed. Dismissal means that the student is dismissed from the program for failing to satisfactorily complete the clinical course. Please refer to the Student Handbook regarding Academic Status.

When Clinical Behaviors are of Concern

Failure to demonstrate professional attitudes and skills or lack of sufficient clinical progress may result in clinical or administrative probation and/or suspension and subsequently, if improvement is not demonstrated, dismissal.

When Dangerous Infractions Occur

Serious infractions that could jeopardize the health or safety of faculty, staff, patients, or students, will result in immediate action that may result in dismissal.

Probation

Probation

If a student is placed on probation they will automatically lose membership in the department honor society. If probation occurs before admittance into the honor society; then membership invitation will not be extended.

Probation WILL NOT be extended to future semesters. Students will be dismissed if past probation infractions are not corrected.

Supervision Policies

POLICY REGARDING SUPERVISION OF STUDENTS PERFORMING NUCLEAR MEDICINE PROCEDURES

It is the policy of the Program in Nuclear Medicine Technology that during clinical education assignments, students will perform imaging procedures subject to the following guidelines:

1. **Until the student has satisfactorily completed the procedure competency examination for a specific type of procedure, s/he will participate in that type of procedure under the direct supervision of a certified nuclear medicine technologist.**

Direct supervision means:

- a. the technologist reviews the request to determine if the procedure is within the student's ability, given his/her level of achievement
- b. the technologist evaluates the condition of the patient to determine if caring for the patient is within the student's ability, given his/her level of achievement
- c. the technologist is present during the performance of the procedure, especially when the radiopharmaceutical is administered and during gamma camera manipulation
- d. the technologist reviews and approves the results

Note that all radiopharmaceutical or pharmaceutical administrations must be directly supervised, regardless of the student's competency status.

2. **After satisfactorily completing the procedure competency examination for a specific type of procedure, the student may then independently perform that same type of procedure with indirect supervision.**

Note that procedure protocols vary between clinic sites. Therefore, if a competency examination has been completed on a procedure at a different site, the supervising technologist should evaluate the student's competency at performing the same type of procedure at the technologist's site before allowing the student to perform the procedure under indirect supervision.

Indirect supervision means:

the technologist is immediately available to assist the student should any difficulty arise. Immediately available means that the technologist is present adjacent to the room or location where the procedure is being performed (within shouting distance).

POLICY REGARDING STUDENT PERFORMANCE OF RADIATION THERAPY PROCEDURES

It is the policy of the Program in Radiation Therapy that during clinical education assignments, students will perform clinical procedures subject to the following guidelines:

1. Students must always carry out radiation therapy clinical procedures under the **direct supervision** of a certified radiation therapist.

Direct supervision means:

- The radiation therapist determines if the treatment technique is within the student's ability, given his/her level of achievement
- The radiation therapist evaluates the condition of the patient to determine if caring for the patient is within the student's ability, given his/her level of achievement
- The radiation therapist is present and verified the patient, patient position and treatment site **prior** to treatment delivery
- The radiation therapist reviews and approves all portal images
- The radiation therapist verifies all information is documented accurately

POLICY REGARDING STUDENT PERFORMANCE OF RADIOGRAPHIC PROCEDURES

It is the policy of the Program in Radiography that during clinical education assignments, students will perform imaging procedures subject to the following guidelines:

1. **Until the student has satisfactorily completed the Basic Level Competency requirements for a study, s/he will carry out those radiographic exams under the direct supervision of a certified radiographer.**

Direct supervision means:

- A. the radiographer reviews the request to determine if the exam is within the student's ability, given his/her level of achievement
- B. the radiographer evaluates the condition of the patient to determine if caring for the patient is within the student's ability, given his/her level of achievement

C. the radiographer is present during the performance of the examination, especially when the exposure is made

D. the radiographer reviews and approves the images

2. **After satisfactorily completing the Basic Level Competency requirements for the examination, the student may independently perform that radiographic procedure with indirect supervision.**

Indirect supervision means:

The radiographer is immediately available to assist the student should any difficulty arise. Immediately available means that the radiographer is present adjacent to the room or location where a radiographic procedure is being performed (within shouting distance); this applies to all exams, including those done on Mobile, in the O.R. and E.R.

3. All **unsatisfactory images** must be repeated under direct supervision, in the presence of a certified radiographer.

VCU Alcohol and Drug Policy

It is the policy of Virginia Commonwealth University that the unlawful or unauthorized manufacture, distribution, dispensation, possession or use of alcohol and illicit drugs by employees and students on University property or as part of any University activity is prohibited. Any employee or student who violates this policy is subject to disciplinary action up to and including termination of employment, expulsion from the University, referral for prosecution and/or referral for satisfactory participation in an appropriate evaluation or rehabilitation program.

The purpose of this policy is to protect the health, safety and welfare of members of the University community and the public being served by the University.

Refer to the VCU Alcohol and Drug Policy online for additional information.

Sexual Harassment

All students, patients, faculty, employees, and visitors have a right to an environment free from any type of discrimination including sexual harassment. Sexual harassment is prohibited and such conduct will result in disciplinary action up to and including dismissal. Any person making false accusations will be disciplined.

Definition: Sexual Harassment is a violation of Section 703 of Title VII Civil Rights Act of 1964 and is defined as:

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status, (2) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

Any person who believes he/she is being sexually harassed should politely but firmly confront whoever is doing the harassing by stating firmly the behavior is not acceptable and request the person cease the harassing behavior. If the behavior continues, the student should report the behavior immediately to the clinical coordinator.

Refer to the VCU policy regarding sexual harassment as outlined at <http://www.students.vcu.edu/policies.html>.

Employment During and Immediately Following Educational Program

Part-time Employment

Employment during the program needs ongoing evaluation (by you) so that it doesn't interfere with your primary goal of successfully completing the program. The weekly hours involved in semesters that include clinical courses can make outside employment especially difficult. Please remain aware that excessive outside employment hours can interfere, not just with the time available for studying and assignments, but also with your health.

Part-time Employment in Health Care

If you are employed in any aspect of health care during your educational period, you should realize that this is employment and is outside the scope of your educational program. All such work is an arrangement between the employer and you and is under the supervision of the employer. Hours of employment may not interfere with assigned classes and clinical assignments.

You are not allowed to wear apparel or other identification from the Department except for clinical education rotations assigned as part of your course work. Personnel monitoring devices issued by the Department are to be used ONLY in conjunction with clinical education courses or employment at VCU Health System. If you accept employment elsewhere that requires a personnel monitoring device, it must be provided by the employing institution. DO NOT wear your outside employment ID along with your student ID's during scheduled clinical hours.

Virginia Licensure

It is the law in Virginia that you must be licensed if you are employed as a radiologic technologist, unless you are employed by a licensed hospital. Currently this law applies only to radiographers and radiation therapists. Students do not need to be licensed while in the healthcare setting as students.

The **Virginia Board of Medicine** regulates radiologic technologists and should be contacted **for more information and/or application materials**. There are fees involved for all categories of licensure.

Virginia Board of Medicine
Perimeter Center
9960 Mayland Drive, Suite 300
Richmond, Virginia 23233
(804) 367-4600

Part-time student positions for Radiography students: Students may be offered part-time job opportunities in Radiology departments during the second half of their program. If a student is employed by any organization other than a licensed hospital, he/she must have a Radiologic Technologist-Limited license if performing exams using equipment producing ionizing radiation. To qualify for this license, you must meet a certain number of educational hours and then you must pass a test.

Job opportunities for ARRT registered Radiographers (second modality or completion students): Unless your employer will be a licensed hospital, you must apply for and obtain your license as a Radiologic Technologist before starting a job. Employment (in Virginia) by a temporary placement agency requires licensure.

New graduates:

- Graduates who want to be employed (in Virginia) outside of a licensed hospital, and have not yet passed their ARRT exam, must first apply for and obtain a “traineeship” from the Virginia Board of Medicine.
- Employment (in Virginia) by a temporary placement agency requires licensure.
- If you plan to practice in another state, consult your Program Director or the Department Chair for guidance.

REQUIREMENTS FOR SUCCESS IN THE CLINICAL SETTING

Social Media Policy

Students **will not** use social networking media to disclose or discuss patient issues and/or staff/workplace/university matters. Use of social media to discuss clinic issues and/or staff demonstrates a lack of professional behavior. Disclosing patient information using social media is a breach of law stated in the Health Insurance Portability and Accountability Act (HIPAA).

Students will also refrain from use of any social media, even for strictly personal use, during scheduled clinical hours. Students will be placed on clinical probation if they fail to follow this policy.

HIPAA Testing and Clinical Orientation

The Health Insurance Portability and Accountability Act (HIPAA), was enacted by Congress in 1996. One purpose of the act is to protect health information by establishing transaction standards for the exchange of health information, security standards, and privacy standards for the use and disclosure of individually identifiable health information.

Students must demonstrate their knowledge and understanding of HIPAA requirements at various clinical affiliates. Tests are taken online (VCUHS) or with written tests provided by the Clinical Coordinator. Affiliates may require testing for other Orientation content areas as well.

Immunizations

Radiation Science students will follow published university immunization guidelines for health science students before they are allowed to register for classes. In addition, students will receive yearly tuberculosis testing (PPD) and an annual influenza vaccination before November 1st.

All information must be on record at VCU Student Health Services and a copy of the up-to-date immunization record on file in the Department of Radiation Sciences.

PPD testing is available at University Student Health Services or may be obtained elsewhere and reported to Student Health.

www.students.vcu.edu/health

CPR Certification

All students are required to be certified in cardiopulmonary resuscitation (CPR). Students must obtain **American Heart Association CPR for Healthcare Providers, Red Cross CPR, or an equivalent certification**. Each student will be required to present documentation of CPR certification to the Clinical Coordinator prior to their first clinical assignment for evaluation and then as requested by the Clinical Coordinator. It is the student's responsibility to maintain certification throughout program enrollment. **Students who are not appropriately CPR certified will not be allowed in any clinical site. Please communicate with your clinical coordinator if you have questions about appropriate certifications.**

Insurance

Liability (malpractice) Insurance

You are covered by professional liability insurance during **scheduled** clinical education course work. This coverage is provided through the University at no charge to you.

Personal Health Insurance

The University Student Health Service (USHS) offers health care for the treatment of acute and chronic illnesses (not emergencies).

Services offered by USHS are limited and typically do not cover injuries sustained during participation in clinical rotations. Please call the USHS (828-9220) for further information on emergency room visits.

If you are injured during a scheduled clinical assignment, contact the USHS office for treatment and/or a referral. **Clinical affiliates will not provide free medical services.**

Please note that **there is an additional fee for USHS services during the summer semester or when the student carries a part-time load.**

You are strongly encouraged to have health insurance coverage beyond the services offered by USHS. If you are not covered by a plan, you can take advantage of a University-sponsored health plan. Information about this plan is available from University Student Health Service, <http://www.students.vcu.edu/health/>.

During a clinical assignment, in the case of any incident/injury involving you (as a student) and/or a patient, you should take appropriate emergency measures. All such incidents should be promptly reported to the clinical instructor for that affiliate or, in his/her absence, to the area supervisor. The clinical instructor (or supervisor) should be consulted before an incident report is filled out or non-emergency actions taken.

Background Check and Drug Screening Policy

School of Allied Health Professions Policy

VCU policy does not require students to undergo criminal background checks, drug screenings, credit checks or the like as a condition of acceptance or enrollment. However, clinical experiences are an integral part of your academic program. Many of the clinical affiliates with which the University contracts to provide such clinical experiences do require criminal background checks, health screenings or drug screens as a condition of allowing students to participate in the clinical experience. Some affiliates may also require credit checks, Department of Motor Vehicles records check, review of professional disciplinary records, registry searches of certain types of sex offenders and/or verification of Social Security Numbers or legal residency.

Students assigned to a clinical rotation at a clinical facility are personally responsible for completing the required checks or screening and assuring that results are obtained by the facility that asks for them. Students also will be required to bear the costs of such tests. It will be the decision of the clinical affiliate whether the student will be allowed to participate in the clinical activities. Virginia Commonwealth University does not assume any responsibility for obtaining or evaluating the results of a criminal background check, drug screen or other check, maintaining the records of results or for delivering them to clinical sites. Students may not request to be assigned only to those sites that do not require such checks. Students who refuse to undergo a criminal background check or drug screen or other required check may not be able to be placed at another facility and consequently may not be able to complete program requirements and graduate. The University will make reasonable efforts to place all enrolled students in clinical training.

Students are also reminded that certification boards for certain occupations and professions may deny, suspend or revoke a certification, or may deny the opportunity to sit for an examination, if an applicant has a criminal history or is convicted or pleads guilty or *nolo contendere* to a felony or other serious crime. Students should consult the certification board of their intended profession for further information. Successful completion of a program of study at VCU's School of Allied Health Professions does not guarantee licensure, the opportunity to sit for a licensure examination, certification or employment in the relevant occupation.

Department of Radiation Sciences Policy

As part of your clinical education through the Department of Radiation Sciences you will rotate through a variety of health care facilities in the central Virginia region. The majority of health care facilities require criminal background checks and drug screening of its employees and students on clinical rotations. Although the criminal background check and drug screening do not affect your admission in the Department's programs, they may affect your ability to complete the clinical education requirements necessary for graduation.

All students who will be participating in clinical education must have a criminal background check and drug screening submitted and reviewed prior to attending clinical assignments. Specific information regarding obtaining these checks is provided separately.

Getting to Clinical Sites

During the course of your program you will have the opportunity to experience a variety of clinical sites, with different patient populations, procedures, equipment, and working environments. In order for you to arrive on time, **you will need reliable transportation and knowledge of how to reach your clinical site**. Information about the location of the clinical sites and parking can be found in the **Addenda**; once at the site you will need to locate the appropriate department/area.

Professional Conduct – How to Succeed in Clinic

The student is expected to display professional behaviors at all times, including attention to the following rules and guidelines:

- Cell phones may not be visible to clinical staff or patients. If you feel the need to check for messages during clinical hours it should not be done in clinical and/or patient care areas. Cell phones should also be silenced. Headphones are not allowed. Personal phone calls should not be made during clinical hours unless it is an absolute emergency. (*Apple watches)
- In case of an emergency and you cannot be contacted via text messages on your personal phone the department may be called at 828-9104 and assistance may be provided. DO NOT have persons call your clinical area.
- Smoking is allowed only in designated areas and only on formal break or at lunch. In order to respect patients' sensitivity to the smell of smoke, smoking is discouraged just before or during clinical hours. If you must smoke, use mouthwash or breath mints before interacting with patients.
- Avoid congregating in work/patient areas waiting for classmates.
- When there are no procedures being done in your assigned area:
 - o pleasure reading is prohibited
 - o look for non-procedural activities, such as cleaning, stocking, etc.
 - o check with the CI/CS to see if a temporary assignment is available
 - o if allowed by the site, study or read school-related materials
 - o do not expect someone to find you when patients do arrive
- Eating and drinking are not allowed in patient or clinical areas.
- Personal conversations should be kept to a minimal volume.
- You should not challenge the technologist/therapist in the presence of a patient. Any questions should be asked with respect and in an appropriate manner.
- Records (school and patient) must be accurate and honest.
- Sleeping is not allowed during clinical hours.
- You may not refuse care based on a patient's race, gender, sexual preference, socioeconomic status, culture, religion, and/or medical diagnosis

The student must also demonstrate patterns of professional behaviors which follow the legal regulations, standard of radiology and radiation oncology care and ASRT and NMTCB Codes of Ethics (see Addenda).

- You may not refuse an assignment based on the patient's race, culture, religious preference or medical diagnosis.
- You must display stable mental, physical and emotional behavior(s).

- Acts of omission or commission in the care of patients are not allowed, such as but not limited to: physical abuse; placing in hazardous positions, conditions, or circumstance; mental or emotional abuse; contrast media, radiopharmaceutical or pharmacological agents' administration errors.
- Interpersonal relationships with supervisors, staff, peers or faculty must not result in miscommunication, disruption of patient care or excessive negativity.
- You must provide concise, accurate written and verbal communication at all times.
- You must provide appropriate patient care; you must report questionable patient care practices.
- You must not attempt activities without adequate orientation, theoretical preparation, or appropriate assistance.
- Dishonesty or failure to "own up" to incompetent, inappropriate, or patient endangerment behavior is unacceptable.
- You must follow instructions while at the clinical site.

Make a Positive First Impression

- Be on time; Be interested; Be positive
- Smile and make eye contact with technologist/therapists and others in area
- Learn their names and speak to them
- From the beginning, **get involved** (avoid sitting around, even if everyone else is)
 - Go into the room when the technologist/therapist does
 - Look at the equipment when the technologist/therapist is setting it
 - Watch what the technologist/therapist does to set up the room
 - Help the technologist/therapist set up the room
 - Ask to call for patient; know the proper identification process
 - Talk to the patient; make eye contact
 - Help the patient (wheelchair, standing, getting on table, etc.)
 - Learn how the paperwork/computer system works
- Look at paperwork/charts and see if you can figure them out
- If your area is busy the whole time, look for any way you can be of help, especially in the room with the patient or equipment
- Don't leave in the middle of an exam/treatment you're helping with unless you first ask the technologist/therapist; if you're needed, wait until the exam's over or you're relieved

It's up to you to take the initiative - which means taking part in the activities of your assigned area without waiting to be specifically asked.

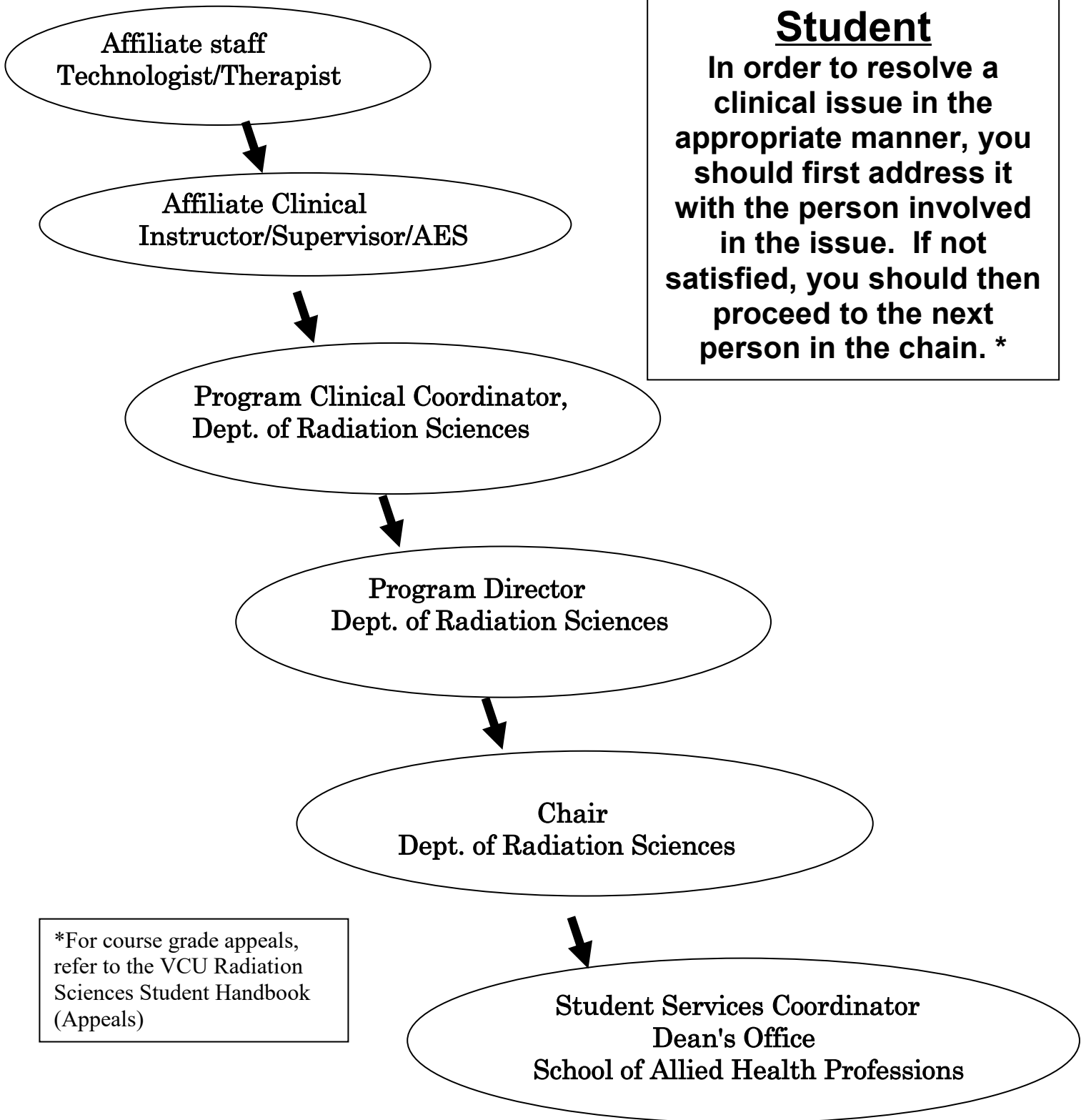
Try to be as involved in each case as possible; ask questions about what you don't know or don't understand, so that you can increase your level of participation with the very next exam; Ask questions, but be tactful. Exercise care in asking questions in front of patients.

When the technologist/therapist asks you the question: "Would you like to do this _____?"

TRANSLATION: I am offering you an opportunity; are you interested enough in this work to take advantage of it? The answer is always "Yes", even if you have to say something like "Yes, but will you walk me through it?" or "Yes, but I've never seen this before. Can you show me how it's done?"

Be assertive; don't be overbearing.

Resolving Clinical Education Issues



SAFETY IN THE CLINICAL SETTING

Communicable Disease or Injury

If you are sick or if you have suffered an injury that would prevent you from actively participating in your clinical assignment, you should use discretion in reporting for clinical assignments. This is particularly true if you have a fever or other obvious signs or symptoms or if you have been diagnosed with or suspect you have a disease that could be transmitted to a patient. If you have any questions as to whether you should attend your clinical assignment, you should discuss your condition with your Clinical Coordinator, academic advisor, or the Department Chair before reporting. **Do not contact the Clinical Instructor/Supervisor at the clinical site.**

If, at any time, you are instructed not to participate in clinic by the Department Chair, faculty or the Clinical Instructor/Supervisor, time missed will affect your clinical hours. **It is unacceptable to attend but not actively participate in your clinical assignment.**

Standard Precautions - Prevention of Transmission of Communicable Disease

Since health history and examination cannot identify all people with HIV or other pathogens, blood and body fluid precautions should be consistently used for all people.

All students shall utilize the following guidelines.

- Use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or body fluids is anticipated.
 - Gloves must be worn for touching blood and body fluids, mucous membranes or non-intact skin; for handling soiled items or surfaces with blood or body fluids; and for performing venipuncture. Change gloves and wash hands after contact with each person.
 - Masks and protective eyewear must be worn during procedures likely to generate droplets of blood or other body fluids to prevent exposure to mucous membranes of the mouth, nose and eyes.
 - You are responsible for knowing your particulate mask size
 - Gowns or aprons must be worn during procedures likely to generate splashes of blood or other body fluids to prevent exposure to skin.
- Wash hands and other body areas immediately if contaminated with blood or other body fluids. Wash hands immediately after removing gloves. (See Blood and Body Fluid Exposure section.)
- To prevent needle stick / injection injuries, needles must not be recapped, bent, broken or manipulated by hand. After use of disposable needles syringes, blades, and other sharp items, place in puncture resistant container.
- Mouthpieces, resuscitation bags or other ventilation devices should be used to decrease transmission of infection during mouth to mouth resuscitation.
- Students with exudative lesions or weeping dermatitis should refrain from all direct care until the condition resolves.

Blood and Body Fluid Exposure

ALWAYS First CALL MCV STUDENT HEALTH 828-9220 (SEE BELOW FOR AFTER HOURS)

As a student in the Radiation Sciences Department, you are required to participate in clinical education course work. Any occupational exposure to blood and/or body fluid should be treated with medical urgency and evaluated by a specially trained health care practitioner. **If medications are prescribed to treat exposure to HIV, the optimal start time is within one to two hours of that exposure.** Please report all exposures to MCV Student Health so they can provide you with appropriate care and follow-up of these injuries.

STUDENTS ROTATING AT MCV HOSPITALS

If a student experiences a blood or body fluid exposure, he/she should:

1. **IMMEDIATELY WASH THE SITE FOR 5 MINUTES** with soap and water or flush eyes with normal saline or tap water for 15 minutes (remove and discard contact lenses)
2. **REPORT THE INJURY TO YOUR ON-SITE CLINICAL INSTRUCTOR/DEPARTMENT SUPERVISOR IMMEDIATELY.**
3. **IMMEDIATELY OBTAIN A MEDICAL HISTORY ON THE SOURCE PATIENT AND HAVE BLOOD SPECIMENS DRAWN:** HIV, Hepatitis B Surface Antigen, Hepatitis C antibody & Hepatic panel. (Previously drawn labs are acceptable if dated in the past 30 days, the source patient's verbal assurance of being disease free is **not** acceptable in any situation.)
4. **Call MCV Student Health, 828-9220,** as soon as possible after treatment of injury site.
5. Complete incident report form (as appropriate for each location)
6. **CONTACT YOUR DEPARTMENT OF RADIATION SCIENCES CLINICAL COORDINATOR** (or Program Director if Coordinator is unavailable).

Injury during work hours Monday – Friday, 8 a.m. – 4:30 p.m.

MCV Student Health

(804) 828-9220

1000 East Marshall Street, Room 305

Injury after work hours, weekends and holidays

Post Exposure Prophylaxis (PEP) Team: From an outside phone — Dial 828-0951, then dial 4508 and leave your call back number. This available from 4:30pm till 8:00am

The PEP Team will provide immediate phone counseling and medications if warranted, and then report to MCV Student Health the next work day for labs and follow-up.

STUDENTS ROTATING OUTSIDE OF MCV HOSPITALS

If a student experiences a blood or body fluid exposure, he/she should:

1. **IMMEDIATELY WASH THE SITE FOR 5 MINUTES** with soap and water or flush eyes with normal saline or tap water for 15 minutes (remove and discard contact lenses)
2. **REPORT THE INJURY TO YOUR ON-SITE CLINICAL INSTRUCTOR/DEPARTMENT SUPERVISOR IMMEDIATELY** so he/she can locate the facility's protocol for non-employees.
3. **ALWAYS CALL MCV STUDENT HEALTH 828-9220 (SEE BOTTOM OF PAGE 26 FOR AFTER HOURS INSTRUCTIONS)**
4. Complete incident report form (as appropriate for each location)
5. **CONTACT YOUR DEPARTMENT OF RADIATION SCIENCES CLINICAL COORDINATOR** (or Program Director if Coordinator is unavailable).

Pregnancy Policy

Pregnancy should be reported to the student's academic advisor and clinical coordinator as soon as possible. This does not constitute a formal declaration of pregnancy (see next paragraph). Your decision regarding continuance or withdrawal should be based on your place in the curriculum and your health. If you elect to remain, the educational program requirements remain as specified. There may be limited modifications of the clinical experience. If you elect to withdraw due to pregnancy, you may be re-admitted without prejudice provided you are in good standing at the time of withdrawal and pending space availability.

Formal "Declaration of Pregnancy" with the University through the office of Safety and Risk Management is optional. If you choose not to declare the pregnancy, no special radiation limits are placed on you. If, however, you choose to "declare" the pregnancy, you will have limits placed on the radiation dose to the unborn child. Once a student has declared her pregnancy, she also has the right to withdraw her declaration of pregnancy (undeclared) in writing at any time. Information about prenatal radiation safety, including the regulation, and the form for "Declaration of Pregnancy" are available at the VCU Safety and Risk Management website at <https://srm.vcu.edu/research-clinical-safety/radiation-safety/>.

Radiation Exposure Monitoring and Reports

Regular monitoring of radiation exposure provides information necessary to protect the individual and the surrounding community from possible hazards associated with the use of radioactive materials and/or radiation-producing devices. Personnel dosimeters for monitoring radiation exposure include badges (all students) and rings (Nuclear Medicine students only).

Obtaining Your Initial Dosimeter(s)

In order to obtain a badge or badge and ring, each student must take the **Radiation Safety Training Test** **prior to the end of the semester** preceding the start of clinical education (entry-level programs) or prior to starting clinic (all other clinical students). The material and open-book test(s) are available through the Department Secretary during regular independent testing times.

Keeping Up with Your Dosimeter(s)

Nuclear Medicine students' dosimeters are issued monthly, while all Radiography and Radiation Therapy students are issued quarterly (January, April, July, and October). Students are required to wear the appropriate dosimeter(s) for clinical rotations as well as appropriate lab classes. Students are responsible for picking up the new dosimeter (from their mailbox in the Department of Radiation Sciences) and Radiography and Radiation Therapy students should return the expired one (to the "Film Badge" box outside the Secretary's office). Nuclear Medicine students should return their expired monthly dosimeters to an envelope set-up outside the Nuclear Medicine clinical coordinators office. The prompt return and review of radiation badges is important for student safety as well as in meeting federal regulations. Late dosimeters will result in lower clinical coordinator evaluation grades at the conclusion of the semester.

Please note: Do not turn in your current dosimeter(s) until new ones have been distributed.

The following standards have been established:

- **Students must wear the current monitoring device when in clinic/lab.**
 - o Failure to do so will result in the student being considered out of uniform and will have to leave clinic to correct the problem. **Time missed will affect clinical hours.**
 - o If a dosimeter is lost, the student must immediately:
 - notify the Department of Radiation Sciences (secretary and Clinical Coordinator)
 - go to the VCUHS Office of VCU Safety and Risk Management and obtain a temporary dosimeter
- **Students must return the old dosimeter in a timely manner, which is by the 7th of the month following its expiration.**
 - o Failure to turn the dosimeter in by the 7th will result in the student being notified (by e-mail) and not allowed to attend clinical assignments until the dosimeter is returned (to the Department of Radiation Sciences). **Time missed will affect clinical hours.**
 - o **Late dosimeters** should be returned to the Department of Radiation Sciences ONLY.
 - o Turning in dosimeters after the deadline may result in a fee being assessed (\$25). **Payment of these fees will be the student's responsibility and will be considered a financial obligation to the Department.**

MRI Safety

Students will be properly oriented to the MR environment prior to clinical placement, to include safety training and screening for magnetic field or radiofrequency hazards. Screening forms are to be kept on file in the department and the student is to notify their clinical coordinator should their status change at any time.

Checking Your Report

Reports of radiation exposure (Radiation Dosimetry Reports) are sent to the Department monthly and will be reviewed in clinical seminar. The Office of Safety and Risk Management also issues individual annual reports to students and will be placed in the Department mailbox. Permanent records are maintained by VCU Safety and Risk Management. It is important that you REVIEW the exposure report AND INITIAL next to your name to assure that you are aware of your exposures and can keep them as low as possible (ALARA). If your exposures are higher than necessary or desirable or if you have questions about your exposure, you should see your clinical coordinator. Information can be found at the VCU Safety and Risk Management website at <https://srm.vcu.edu/research-clinical-safety/radiation-safety/> or more specifically, the "Program for Maintaining Occupational Radiation Exposure at Medical Institutions ALARA Program" can be accessed at <https://srm.vcu.edu/research-clinical-safety/radiation-safety/>


HOW CAN I GET DOSIMETER (BADGE) REPORT ON LINE?
Job Aid

- To access your dosimetry records:
 - Log on to www.myldr.com using the following information
 - USERNAME: **virginia_cw** (NOTE: This is a ZERO!)
 - PASSWORD: **R@di@ti0n**
- Once logged in, enter our account number: **001868**

Lanauzer Individual Dose Report

Please enter Account Number and Serial Number from your dosimeter and click the "Submit" button.

Individual Dose Report (IDR) - System Demonstration

Individual Dose Report (IDR) - Glossary

Account Number:

Serial Number:



To locate your Serial number, "pop" the dosimeter out of the clip and look on the back. You will find your serial number there.
- Once you are logged in, scroll down the page to review your reports.

IMPORTANT TO REMEMBER

- You may look up your own dose at any time.
- If you have trouble accessing your history your records are also kept on file for 3 years with your badge coordinator and for your lifetime in the Radiation Safety Office. Please contact the RSO at 804-828-9131 with any questions.
- Dose records are reviewed by the Radiation Safety Office each wear period. If you exceed allowable dose levels within a quarter or if your dose appears to be trending upward you will be contacted by the Radiation Safety Office.
- If you need assistance interpreting your dose history or have any questions please contact the Radiation Safety Office at 804-828-9131 or Sara Adams at sladams@vcu.edu.

ADDENDUM

Codes of Ethics

ASRT Code of Ethics

The radiologic technologist conducts himself or herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socio-economic status.

The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.

The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.

The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

SNMMI-TS Code of Ethics

Nuclear Medicine Technologists, as members of the health care profession, must strive as individuals and as a group to maintain the highest of ethical standards.

The Nuclear Medicine Technologist will provide services with compassion and respect for the dignity of the individual and with the intent to provide the highest quality of patient care.

The Nuclear Medicine Technologist will provide care without discrimination regarding the nature of the illness or disease, gender, race, religion, sexual preference or socioeconomic status of the patient.

The Nuclear Medicine Technologist will maintain strict patient confidentiality in accordance with state and federal regulations.

The Nuclear Medicine Technologist will comply with the laws, regulations, and policies governing the practice of nuclear medicine.

The Nuclear Medicine Technologist will continually strive to improve their knowledge and technical skills.

The Nuclear Medicine Technologist will not engage in fraud, deception, or criminal activities.

The Nuclear Medicine Technologist will be an advocate for their profession.

Individual institutions may require students to agree to their code of ethics.

Technical Standards for Admission and Graduation

The VCU Department of Radiation Sciences is responsible for providing education without regard to disability while assuring that academic and technical standards are met. Academic standards are met by successfully completing the curriculum for the Bachelor of Science in Clinical Radiation Sciences degree. Technical standards represent the essential nonacademic requirements that a student must demonstrate to successfully participate in the radiation sciences degree program.

An applicant and candidate for the Bachelor of Science in Clinical Radiation Sciences degree must have demonstrated aptitude, abilities and skills in the following categories: sensory, communication, physical/mobility, cognitive, and behavioral/social. The technical standards for each category identified below are consistent with the expectations of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Sensory

- visual acuity to see objects beyond 20 feet and within 20 inches
- depth perception to safely manipulate equipment
- accurately observe and distinguish subtle visual and auditory changes in the patient, health professional and equipment
- sufficient tactile (touch) sensitivity to obtain information from all patients by palpation and other diagnostic maneuvers

Communication

- ability to verbally communicate in the English language to elicit information from and provide information to patients and other health professionals
- ability to communicate in written English with patients and other health professionals
- ability to effectively communicate verbally under limited time constraints

Physical/mobility

- ability to manipulate small objects with fingertips or adaptive devices

- physical dexterity to position equipment six feet above the ground
- physical strength to lift 30 to 35 pounds' shoulder height
- physical strength to push and pull at least 100 pounds
- sufficient stamina to stand or walk for prolonged periods of time as required in the clinical setting
- ability to physically bend, crouch or stoop for long periods of time in the clinical setting
- ability to safely maneuver in the clinical setting (for example, within small spaces)

Cognitive

- ability to comprehend and execute verbal and written communications in English
- ability to measure, calculate, reason, analyze and synthesize to solve problems
- ability to recall, understand and apply basic scientific principles and methods

Behavioral/social

- ability to tolerate and function effectively under stress, time constraints and distracting conditions for prolonged periods
- demonstrate integrity, responsibility, tolerance and respect
- ability to adapt to changing environments and display flexibility in the practice setting

Honor Code, ADA and Calendar

Honor Code and Student Conduct

Students are responsible for being familiar with and adhering to the VCU Honor Code and student conduct policy as outlined at <http://www.students.vcu.edu/policies.html>.

ADA Policy

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require VCU to provide academic adjustments or accommodations for students with documented disabilities. Students seeking academic adjustments or accommodations must self-identify with the Coordinator of Services for Students with Disabilities on the appropriate campus. After meeting with the Coordinator, students are encouraged to meet with instructors to discuss their needs and, if applicable, any laboratory safety concerns related to their disabilities.

Please refer to the VCU policy regarding Non-discrimination on Basis of Disability as outlined at <http://www.students.vcu.edu/policies.html>.

Academic Calendar

The Department of Radiation Sciences abides by the VCU academic calendar for the MCV campus (see <http://www.vcu.edu/academiccalendars/>)

Clinical Leave Form

(Notification/Approval)

Student Name _____

I plan to be absent on _____ from _____
date(s) **hours**

Clinical Assignment (institution and area): _____

Check appropriate category:

Explain:

Unavoidable Planned Absence
(i.e. medical appointment, court)

Emergency

Personal

Interview (job/school)

Educational Meeting
(requires approval)

The following signatures must be obtained prior to the absence:

Student

Clinical Instructor/Clinical Supervisor

Dept of Radiation Sciences

(Ms. Paige)

For educational meeting requests ONLY:

Approved

Disapproved

Clinical Coordinator Signature _____

All Clinical Leave Requests must be signed appropriately and then turned to Ms. Paige

5/2015

Directions to Clinical Sites

The following clinical sites are used by one or more of the programs in the Department of Radiation Sciences; once at the site you will need to locate the appropriate department/area. Addresses are provided so that you can determine directions from your location.

Parking restrictions make it easier for patients and volunteers to park closer to the facility. Parking restrictions must be observed.

VCU Health System – MCV Hospitals

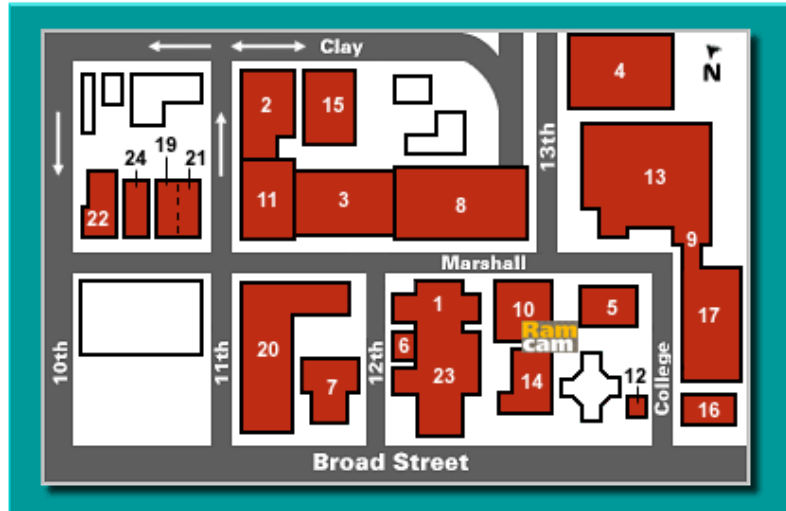
1200 E. Marshall Street
Richmond, VA 23298

Massey Cancer Center (VCUHS)

(located in the basement of North Hospital)

401 College Street
Richmond, Virginia 23298

www.vcu.edu/vcu/medcenter.html



- 2. [Ambulatory Care Center](#)
- 3. [Gateway Building](#)
- 8. [Main Hospital](#)
- 9. [Massey Cancer Center](#)
- 11. [Nelson Clinic](#)
- 13. [North Hospital](#)
- 17. [Massey Cancer Center Addition](#)

PARKING

Park on Monroe Park campus and take shuttle.

Park at 8th St. Parking Deck with student ID (\$3.50)

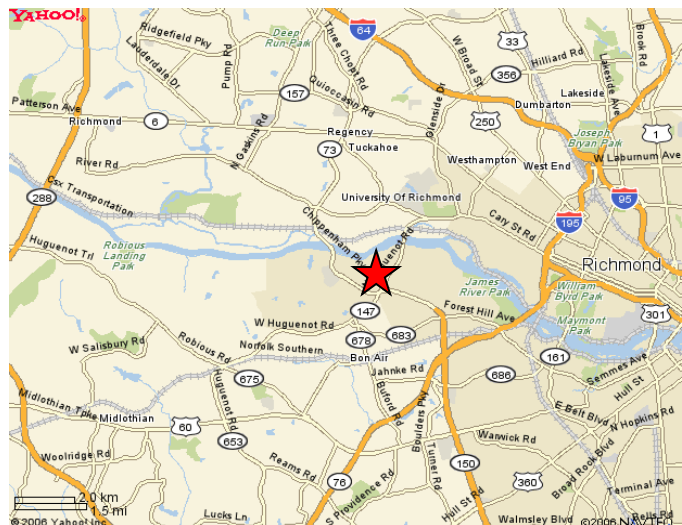
Park in private lot near 17th and Broad

Stony Point (VCUHS)

9000 Stony Point Parkway
Richmond, Virginia 23235

PARKING

Park on top of parking deck.



Massey Cancer Center at Hanover Medical Park

8222 Meadowbridge Road
Mechanicsville, Virginia 23116

Hanover Medical Park is located near the Meadowbridge Road West Exit off of I-295.

PARKING

No parking restrictions

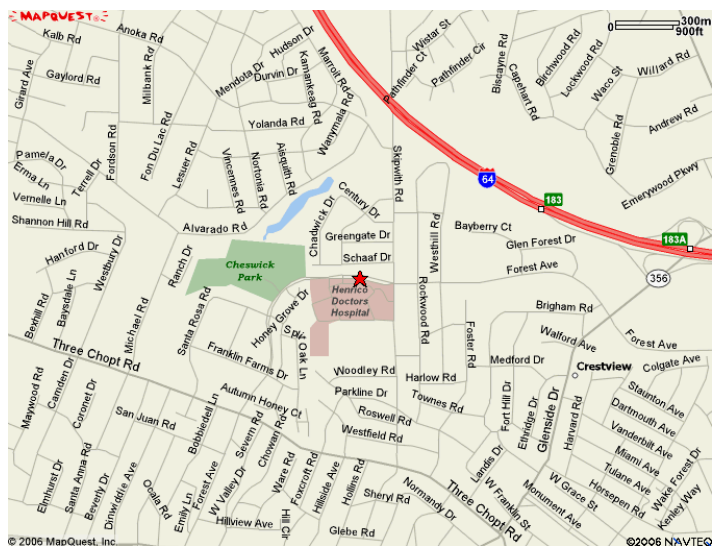


Henrico Doctors – Forest Campus

1602 Skipwith Road
Richmond, VA 23229
www.Henricodoctors.com

PARKING

Park in HDF satellite parking lot on Forest between Glenside and Skipwith and take the shuttle bus to the hospital.

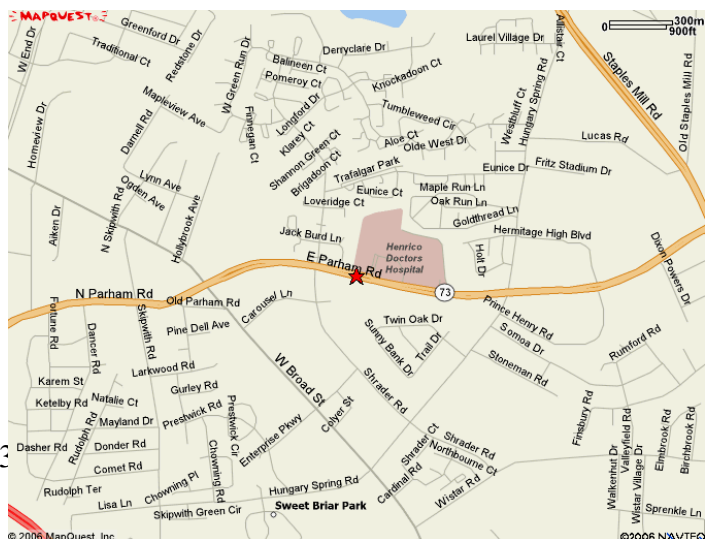


Henrico Doctors – Parham Campus

7700 East Parham Road
Richmond, VA 23294

PARKING

Park in front of hospital, very close to Parham Road or park anywhere behind hospital.



Patient First – Parham

2205 N. Parham Road
 Richmond, VA 23229
www.patientfirst.com

PARKING

No parking restrictions

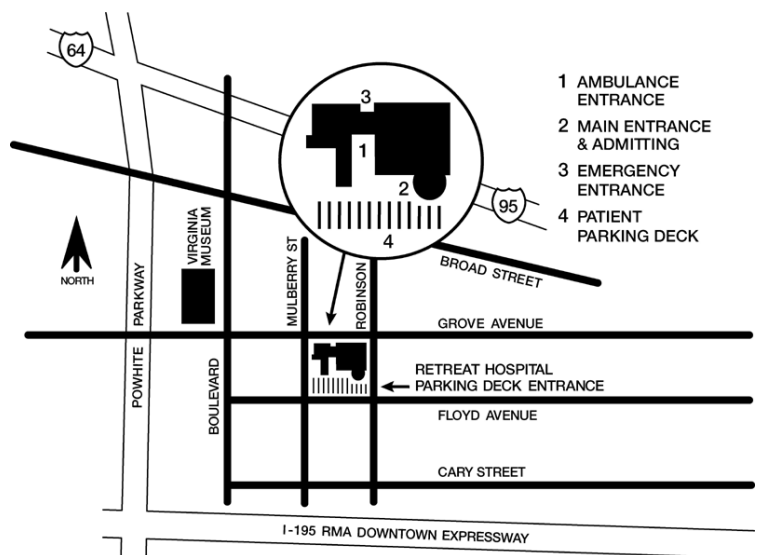


Retreat Hospital

2621 Grove Avenue
 Richmond, VA 23220
www.retreathospital.com

PARKING

Park on levels 3, 4 or 5 in parking deck.

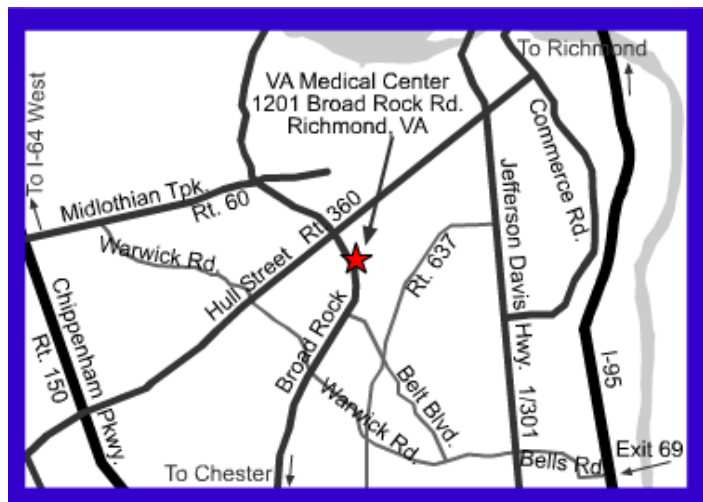


McGuire Veterans Administration Medical Center (VAMC)

1201 Broad Rock Boulevard
 Richmond, Virginia 23249

PARKING

Park in lots 9 or 10.



CJW – Chippenham Campus

7101 Jahnke Road
Richmond, Virginia 23225
www.hcavirginia.com/cjw.html

PARKING

Park behind building in lots A4 and B4 or further back.



CJW – Johnston-Willis Campus (also Alliance PET/CT)

1401 Johnston-Willis Drive
Richmond, Virginia 23235

PARKING

Park in Employee lot, 2nd section and back.

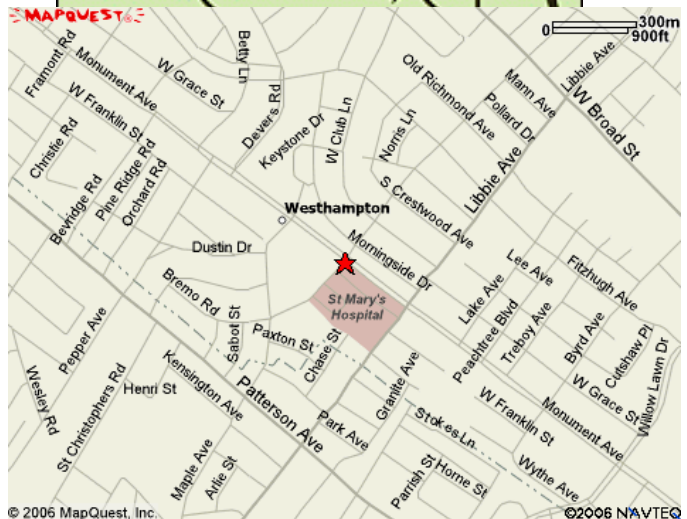


Bon Secours – St. Mary's

5801 Bremo Road
Richmond, VA 23226
www.bonsecours.com

PARKING

Park on top level of parking deck.



Bon Secours – St. Francis

13710 St. Francis Boulevard
Midlothian, VA 23114

PARKING

Park towards rear of parking lot.

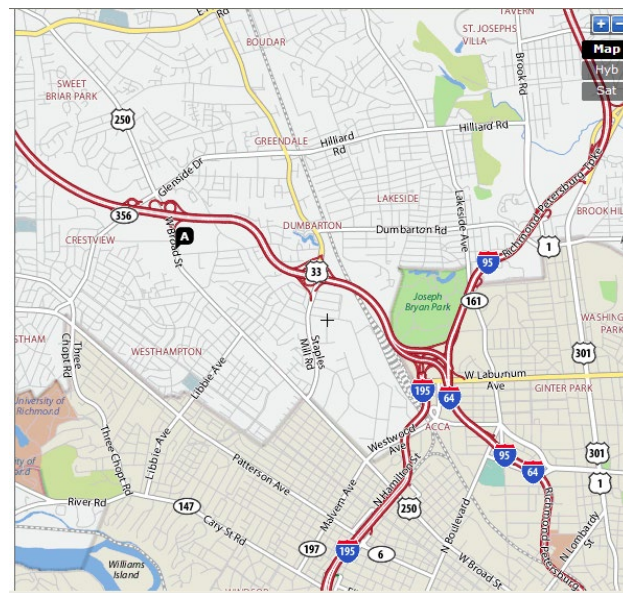


Bon Secours Cancer Institute at Reynolds

6605 West Broad St.
Suite G201
Henrico, VA 23230

PARKING

Park and enter building through the lower level entrance.

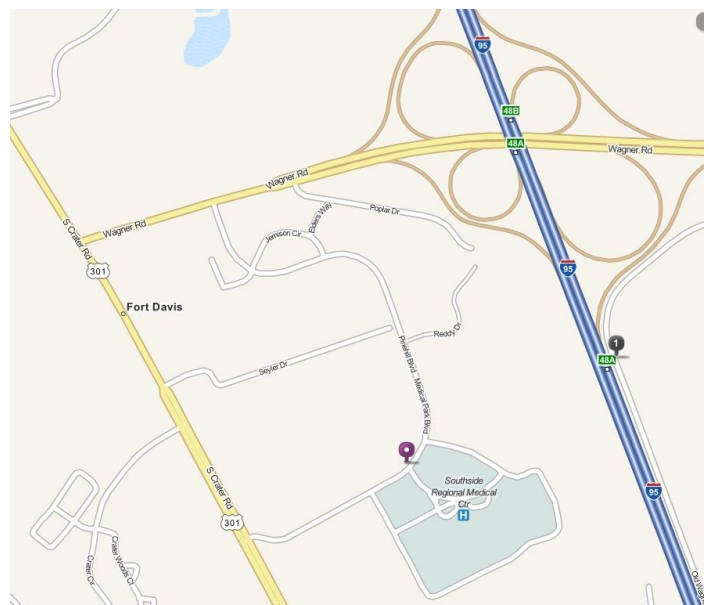


(New) Southside Regional Medical Center (Nuclear Medicine)

200 Medical Park Boulevard
Petersburg, VA 23805

PARKING

No parking restrictions

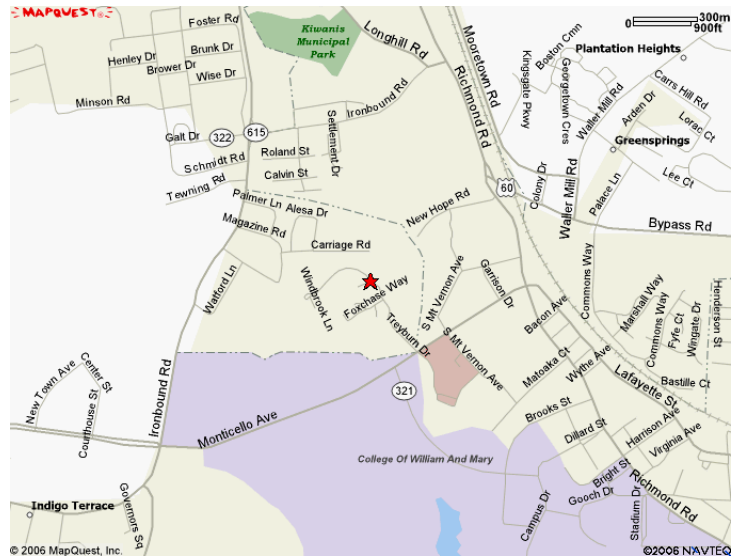


Riverside-Williamsburg Cancer Center

3901 Treyburn Drive
Williamsburg, VA 23185

PARKING

No parking restrictions.

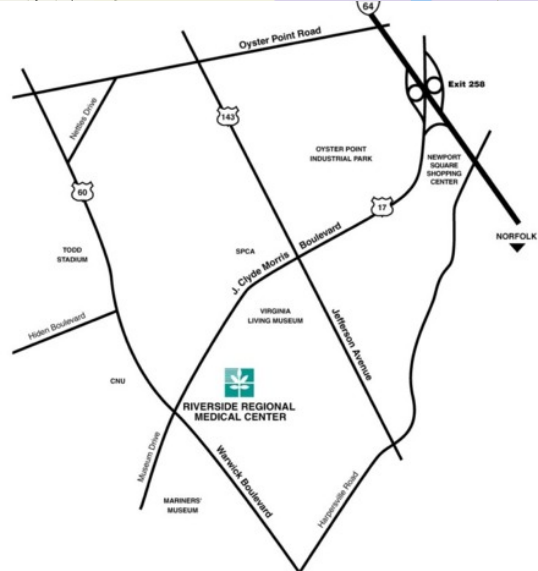


Riverside Regional Medical Center

500 J. Clyde Morris Blvd.
Newport News, VA 23601
www.riverside-online.com/rrmc/

PARKING

No parking restrictions.

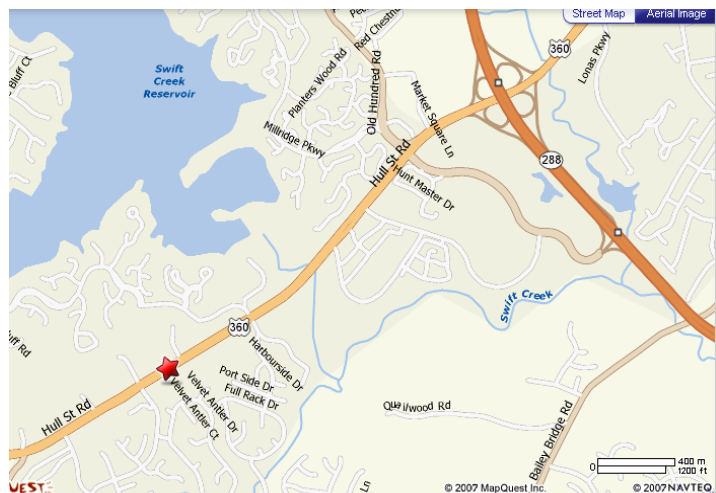


HCA Outpatient Services – Chesterfield Imaging Center

13636 Hull Street Road
Midlothian, VA 23112
www.hcavirginia.com

PARKING

No Parking restrictions



HCA Outpatient Services – Independence Park Imaging Center

9930 Independence Park Drive
Suite 100
Richmond, VA 23233
www.hcavirginia.com

Directions:

Interstate 64 to Exit 180B (Gaskins Road North)
Right on Mayland Drive
Right on Mayland Court (next right)
Right on Independence Park Drive to 9930

Middle Peninsula Cancer Center (Gloucester)

7544 Medical Drive
Gloucester, VA 23061
www.riverside-online.com/rwrh/rmpcc.cfm

Directions:

Interstate 64 to Exit 220 (West Point) onto VA 33 E
Continue on VA 14 E
Right on G. Washington Mem. Hwy (US 17 S)
Left on Main St (US 17 BR)
Right on Medical Drive to #7544

Hampton University Proton Therapy Institute

40 Enterprise Parkway
Hampton, VA 23666

Mary Washington Hospital

1001 Sam Perry Blvd.
Fredericksburg, VA 22401

Stafford Hospital

101 Hospital Center Blvd.
Stafford, VA 22554

VCU NOW Center

11958 West Broad Street
Henrico, VA 23233
Park in back of the parking lot

VCU Sports

1300 West Broad Street

Richmond, VA 23298

Following VCU Monroe Campus parking guidelines

Spotsylvania Regional Medical Center

4600 Spotsylvania Parkway, Fredericksburg VA 22408

Spotsylvania Regional Medical Center
4600 Spotsylvania Parkway
Fredericksburg, VA 22408
(540) 498-4000

[Directions](#)



95 North

Exit 126B

Follow to Spotsylvania Parkway

Left on Spotsylvania Parkway

Hospital on the right



John Randolph Medical Center

411 West Randolph Road

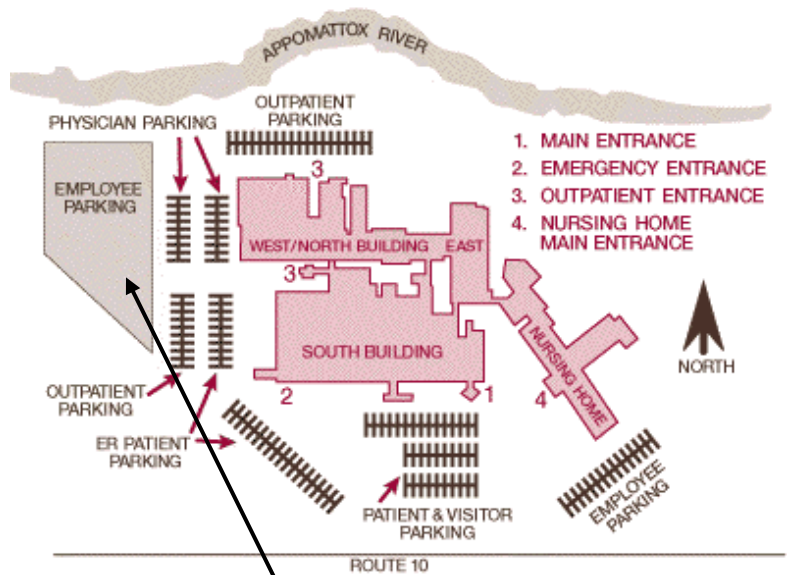
Hopewell, VA 23860

www.johnrandolphmedicalcenter.com



Directions:

From I-95: Take Route 10 East to Hopewell. Go over the Appomattox River Bridge into Hopewell. Get in the left lane and go through the light. John Randolph Medical Center is on your left.

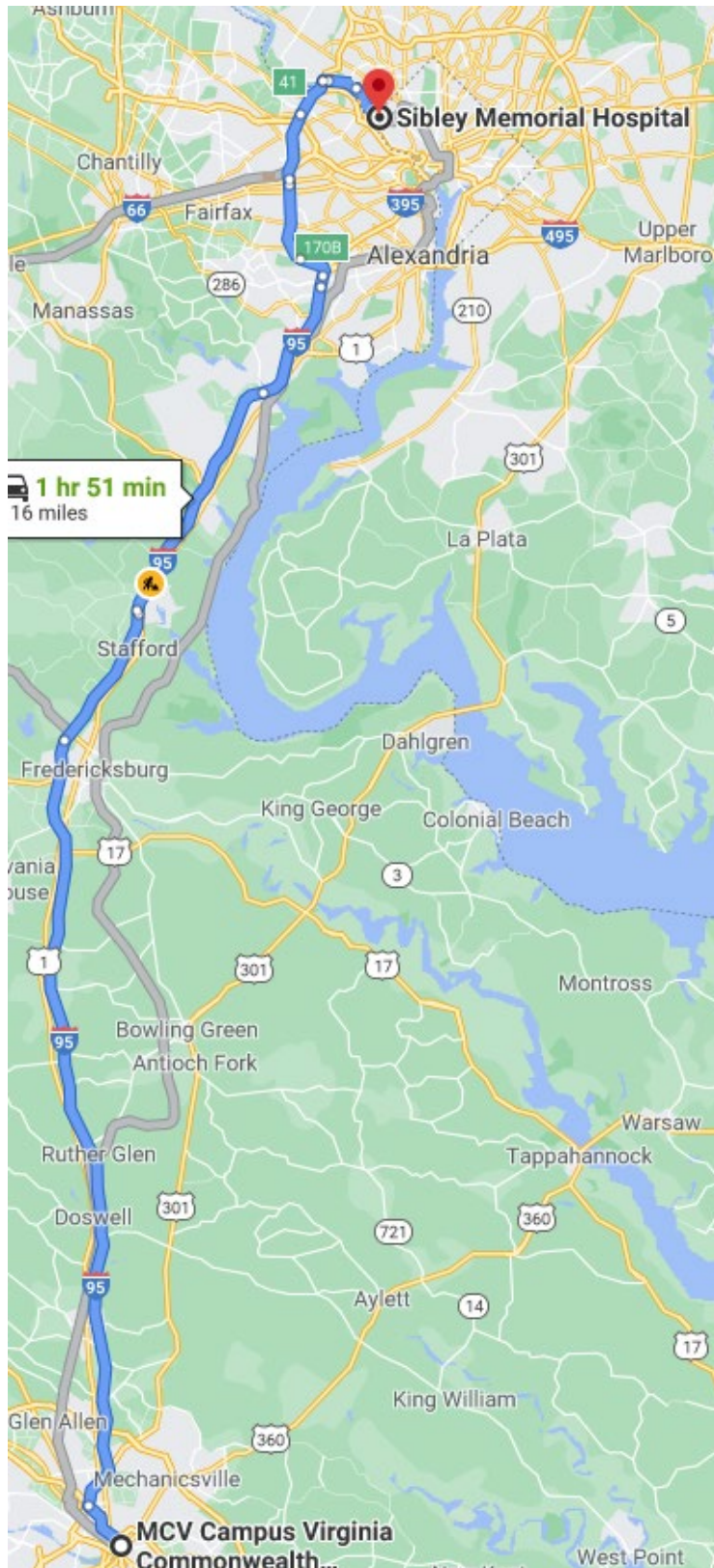


Park here

Sibley Memorial Hospital

5255 Loughboro Rd NW, Washington, DC 20016

<https://www.hopkinsmedicine.org/sibley-memorial-hospital>



Park in adjacent parking deck. Use spaces not designed for patients. The Radiation Oncology is on the first floor.

- > Follow I-95 N and 495 Express Lanes/Capital Beltway Inner Loop/Interstate 495 High Occupancy Toll to Clara Barton Pkwy in Cabin John. Take exit 41 from I-495 N
1 hr 37 min (110 mi)
- > Continue on Clara Barton Pkwy to your destination in Washington

