RADIOLOGIC TECHNOLOGY STUDENT HANDBOOK

Associate of Applied Science

Please read this Handbook in its entirety, as it contains important information to ensure your success in the program. You are responsible for all the guidelines outlined here and should contact radtech@franklin.edu with any questions.

One area of particular concern is the commission of a felony, gross misdemeanor, or any misdemeanor aside from speeding and parking violations. If you feel that a criminal background check could uncover pertinent information that would preclude you from attending or finishing the program, please contact the program chair at radtech@franklin.edu and refer to the section "Criminal Records / Pre-Application Process" located in this handbook.

Welcome & Introduction

On behalf of the faculty and staff, we are thrilled to welcome you to Franklin University and congratulate you on taking this important step toward your future in healthcare. You have chosen a path dedicated to service, innovation, and making a meaningful impact on the lives of others—and we couldn't be more excited to support you on this journey.

For over a century, Franklin University has been dedicated to educating, developing, and mentoring students like you, equipping them with the skills and knowledge necessary to succeed in their chosen fields. As a student in the College of Health and Public Administration (COHPA), you are joining a dynamic community of learners, faculty, and professionals who share a passion for excellence and a commitment to improving the health and well-being of individuals and communities.

Your journey here will be both challenging and rewarding, and we are here to guide you every step of the way. Welcome to Franklin University—we can't wait to see all that you will accomplish!

Table of Contents

Purpose of the Handbook

This handbook serves as an essential guide for students enrolled in the A.A.S. Radiologic Technology Program at Franklin University. It includes essential information on policies, procedures, and expectations that govern the program. Students are advised to read the handbook thoroughly to understand their responsibilities, the support available to them, and the requirements for completing the program successfully.

Message from Department Chair

"Congratulations on starting your journey towards a challenging and rewarding healthcare career; one that allows you to grow as an individual while helping others attain better health outcomes. Your dedicated faculty members are highly qualified in their fields, with many years of experience helping patients as well as teaching students like you to achieve their goals. We all look forward to challenging and supporting you towards academic and career excellence."

Dr. JoAnn Jordan

College Mission Statement

The mission of the College of Health and Public Administration, which houses the Allied Health Division, is to provide a relevant, high-quality, lifelong education that will enable our students to:

- Enhance the quality of healthcare and public service
- Advance healthcare and public service careers
- Succeed in providing leadership that improves the quality of life in communities

Background Screening

Allied Healthcare programs typically require an experiential learning component. This learning takes place within a healthcare environment, where professionals work together and provide services to real patients. As such, healthcare institutions have the right to determine who performs services within their institution. **Students are strongly cautioned that healthcare institutions may refuse to accept them for experiential placements based on the results of the required screening assessments (which may include criminal background checks, drug screenings, immunization verification, and other healthcare screenings).**

Each student should be aware that successful completion of a supervised placement is a required element of the program, and the inability to do so for any reason will result in the student's failure to satisfy the requirements of the major as specified in the Academic Bulletin Catalog. If a student has any questions about program completion, please contact RadTech@franklin.edu.

Obtaining a Field Experience Placement

Each student is expected to secure a site to complete their 51 Competencies with the support of our clinical coordinating team and approval from your Program Chair. You will be provided with

a step-by-step process for accomplishing this early on in your program, and are encouraged to arrange an appointment to discuss potential Field Experience opportunities with the Program Chair by contacting RadTech@franklin.edu. Locations must meet the requirements of the Joint Review Committee on Education in Radiologic Technology (JRCERT) to be eligible.

To comply with federal and state regulations related to distance education and professional licensure programs, not all programs are open for enrollment or completion of required experiential learning experiences (e.g., clinical, field, practicum) in every state or U.S. territory. Field experience sites must be in a place where Franklin is permitted to allow students to engage in such activities. Please visit the State Authorization and Professional Licensure webpage to search program availability by location.

Tuition, Fees & Refund Policy

For Tuition and Financial Aid information, please visit the Franklin University Tuition and Financial Aid information page.

For program-specific fees, please see the Program Webpage (pending).

Professional Behavior and Ethics

Appearance

Students should practice professionalism by presenting themselves in a professional manner during the Clinical Practicum.
- Adhere to the facility's dress code.
- Students work near professional staff and must maintain appropriate personal hygiene. This includes avoiding strong perfumes or colognes, tobacco odors, and issues related to inadequate deodorant use.
- Students should always wear an official identification badge.
- If students have questions regarding proper attire and Clinical Practicum Appearance, such questions should be discussed with the Clinical Coordination Team and our Clinical Faculty.

Protected Health Information (PHI)

Protected Health Information (PHI) refers to any information within an individual's medical record that can personally identify them and was generated, utilized, or shared during diagnosis or treatment. This definition extends to various identifiers and diverse information documented throughout routine care and billing processes. Proper safeguards must be implemented when collecting PHI, as it is an essential aspect of the healthcare sector.

HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) is a federal law that protects the security and confidentiality of patient health information. "Individually identifiable health information" is information, including demographic data, that relates to:
- the individual's past, present, or future physical or mental health or condition,

- the provision of health care to the individual, or
- the past, present, or future payment for the provision of health care to the individual,

and that identifies the individual, or for which there is a reasonable basis to believe it can be used to identify the individual. Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security Number).

Students must always ensure the protection of patient information by adhering to the "minimum necessary" doctrine: only search, read, use, or discuss patient information as little as possible to perform their designated function. In plain language, **DO NOT**:

1. Search a patient's record out of curiosity about their condition.
2. Read more than the data necessary to perform your assigned duty.
3. Ask patients for information unrelated to your assigned duty.
4. Discuss a patient, even if you don't identify them by name, with anyone other than the medical professionals who specifically need to know to perform their assigned duty.

Use of Technology / Social Media Platforms

The Privacy Rule protects all "individually identifiable health information" held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper, or oral. The Privacy Rule refers to this information as "protected health information (PHI)".

The use of social media, photography, or any means of sharing PHI is strictly prohibited and will result in disciplinary actions, up to and including termination from the program.

Academic Policies

Franklin University offers extensive resources to all students. Each course provides links to general and course-specific resources. Students are expected to become familiar with all resources, policies, and expectations outlined in the University Catalog (Bulletin).

Probation, Suspension, and Dismissal

Please refer to the Academic Catalog (Bulletin) for the policies on Probation, Suspension, and Dismissal.

Academic Integrity

As members of Franklin's campus community, all students are expected to uphold and abide by its published standards of conduct, embodied within a set of core values that include honesty and integrity, respect for others, and respect for the campus community. Academic-based violations committed in the context of submitted course assignments, group projects, or examinations, or violations of course or program policy included in the syllabus provided to the student, are subject to a charge of academic misconduct. Students must become familiar with and adhere to the Community Standards and Student Code of Conduct policies and expectations outlined in the University Catalog (Bulletin).

Grading Scale and Academic Progress

To comply with the State of Ohio and federal regulations, Franklin University has established standards for measuring satisfactory academic progress. Please navigate to Franklin University's policy on satisfactory academic progress and grading for more information.

Attendance

For more information about Franklin University's attendance policy, please see the University Catalog (Bulletin). Regular and satisfactory progress is essential to success in a program that includes field experiences or clinical components. You will be expected to attend each and every assigned shift at your assigned location, and any deviation of that schedule must be approved by both the Site Supervisor and the Program Chair (or designee).

Student Support Services

Our helpful University student services staff is committed to helping you transition through each stage of your educational journey. Franklin students have access to a variety of services and resources (available in-person or online) to support their success, because when you succeed, so do we. For more details on our comprehensive student support services, visit the Franklin University Student Support Homepage.

Disability and Accommodation

An Allied Healthcare Professionals Externship/Clinical is designed to mirror future employment in the specific healthcare profession where the participant is placed. Accordingly, participants are required to perform and demonstrate competence in real-world tasks that include physical, sensory, cognitive, and other abilities directly related to the essential functions of a future healthcare profession. These abilities may vary depending on the specific Externship/Clinical placement, but include things such as, but not limited to, patient transport, performing basic medical tasks, administering treatments and medications, taking patient vitals, charting, supporting patients mentally and emotionally, and communicating with patients, family members and other healthcare professionals to ensure coordinated and comprehensive care.

Students are urged to contact the Office of Accessibility Services with any concerns regarding the essential requirements of an Allied Healthcare Professionals Externship/Clinical Placement or if they would like to request an accommodation.

Complaint and Grievance Procedures

Franklin University's mission is to provide high-quality, relevant education, enabling the broadest possible community of learners to achieve their goals and enrich the world. However, if a conflict arises, students are encouraged to follow the Student Grievance Procedure section of Franklin University Community Standards. If an issue cannot be resolved by Franklin University's internal processes, students in online courses who reside in states that participate in the State Authorization Reciprocity Agreement (SARA) may choose to file a complaint with the Ohio Department of Higher Education. Students residing in states not participating in SARA may appeal to their state of residence. Complaints may also be filed with Franklin's institutional accrediting agency, the Higher Learning Commission. More details can be found on the Contact Information for Filing Complaints page of the University's website.

Issues related to sex discrimination should be filed with the Title IX Coordinator.

Employment Resources & Career Services
The Franklin University Center for Career Development helps prepare our students for their careers. The Franklin University Workforce Ready Toolbox is designed to help you succeed.

Program Overview

The Associate of Applied Science (A.A.S.) in Radiologic Technology at Franklin University prepares students for a dynamic career in medical imaging, where technology and patient care intersect to support accurate diagnosis and treatment. Anchored in the mission of the College of Health and Public Administration (COHPA), this program provides a comprehensive blend of classroom instruction and hands-on clinical training to equip students with the knowledge, technical skills, and professional competencies needed to succeed as entry-level radiographers.

Students will gain expertise in anatomy, patient positioning, radiation safety, image evaluation, and advanced imaging procedures, all while developing critical thinking and problem-solving skills essential for today's fast-paced healthcare environments. With guidance from experienced faculty and clinical mentors, students will train with state-of-the-art imaging technology, ensuring they are well-prepared to meet industry standards and patient care expectations.

At Franklin University, we are committed to fostering competent, compassionate, and highly skilled radiologic technologists ready to make a meaningful impact on medical imaging.

Program Mission

The Associate of Applied Science (AAS) in Radiologic Technology at Franklin University is committed to preparing entry-level radiologic technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains essential for success in the profession.

The program offers a comprehensive curriculum, complemented by immersive clinical experiences, to ensure that students develop the technical proficiency necessary to perform radiographic procedures. Emphasis is placed on mastering patient positioning, optimizing exposure, and adhering to both radiation protection and patient safety protocols.

Beyond technical expertise, the program fosters a culture of professionalism, teamwork, critical thinking, and ethical practice. Graduates will be prepared to uphold the highest standards of patient care, maintain confidentiality, and collaborate effectively within the imaging team, embodying the integrity and responsibility required in today's medical imaging department.

Program Goals

The program supports the COHPA mission by providing a well-rounded education that combines classroom learning with hands-on clinical experience, preparing graduates with the skills needed to begin their careers as radiographers and earn an Associate of Applied Science degree.

"To prepare entry-level Radiologic Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession."

The program has established three goals to demonstrate adherence to the mission statement. Each goal is upheld by two SLOs, and each SLO has two instruments to demonstrate the student's progression throughout the program.

➢ Goal 1: Students will demonstrate clinical competence.
➢ Goal 2: Students will communicate effectively.
➢ Goal 3: Students will demonstrate critical thinking.

Program Contingency Plan

If extenuating catastrophic circumstances (for example: a mass casualty event, pandemic, or a natural disaster) impact program operations or student access to clinical environments at assigned clinical sites, the Radiography Program may utilize the program contingency plan as follows:

Clinical modifications with appropriate notification include:
➢ Assigned clinical site changes
➢ Assigned clinical schedule (date and time) changes
➢ Modifications to student participation expectations (i.e., limited or no involvement with Isolation Patients)
➢ Extension of clinical course requirements beyond the expected completion date

Didactic modifications with appropriate notification include:
➢ Class meeting schedule (date and time) changes
➢ Extension of course requirements beyond the expected completion date

Student education is of the utmost importance. The program will do everything possible to ensure that students graduate on time. However, extenuating circumstances may necessitate an extension of the program requirements beyond the expected graduation date.

What to expect from Program Leadership:
➢ Timely communication via email or through the Learning Management System (LMS)
➢ Prioritization of student and faculty safety
➢ Commitment to student professional development
➢ Assurance that all program graduates meet graduation requirements

Faculty Contingency Plan if only faculty are affected:
➢ All courses are currently maintained via Canvas within course shells
➢ Each course includes:
  o Course syllabi (including course progressions)
    ▪ Identification of content and timing is communicated within this document
  o Assessments (including quizzes and exams)
  o Homework assignments

- o Videos
- o PowerPoint Lectures
- o Laboratory Examination forms
- o Projects and attached rubrics
- o Additional documents as needed (pertaining to each class)

Program Effectiveness Data

Franklin University's Radiologic Technology Program is committed to continuous improvement and outcomes-based evaluation, aligning with the JRCERT Standards. The program uses a comprehensive assessment plan to regularly measure student achievement, clinical performance, graduate satisfaction, employer feedback, and program outcomes.

The following metrics will be collected and reviewed annually:
- American Registry of Radiologic Technologists (ARRT) credentialing examination pass rates (first attempt)
- Program completion rates
- Job placement rates within 12 months of graduation
- Graduate and employer satisfaction survey results
- Clinical site evaluation outcomes

Program effectiveness data will be made available on the Franklin University Radiologic Technology Program webpage (pending), shared with stakeholders, and updated each year following the graduation of a new cohort. The Program Chair, in collaboration with the Advisory Board and institutional assessment personnel, will use this data to inform curricular improvements, clinical placement decisions, and student support strategies.

University Accreditation Status

Franklin University is accredited by the Higher Learning Commission, an institutional (formerly regional) accreditation agency recognized by the U.S. Department of Education. Additional information regarding the University's institutional and specialized programmatic accreditation is available on the Accreditation page of the University's website.

Organizational Chart

Dr. Jonathan McCombs, VP, Academic Affairs

Shana Loveless, Admin Asst, Academic Affairs

Dr. Alyncia Bowen-Dean, COHPA

Alyson Murphy, Academic Operations Coordinator, COHPA

Dr. JoAnn Jordan, Dept. Cair--Allied Health & Program Chair--MS in Health Informatics & BS in Public Health

Dr. Dean Turpin, Program Chair--Radiologic Technology
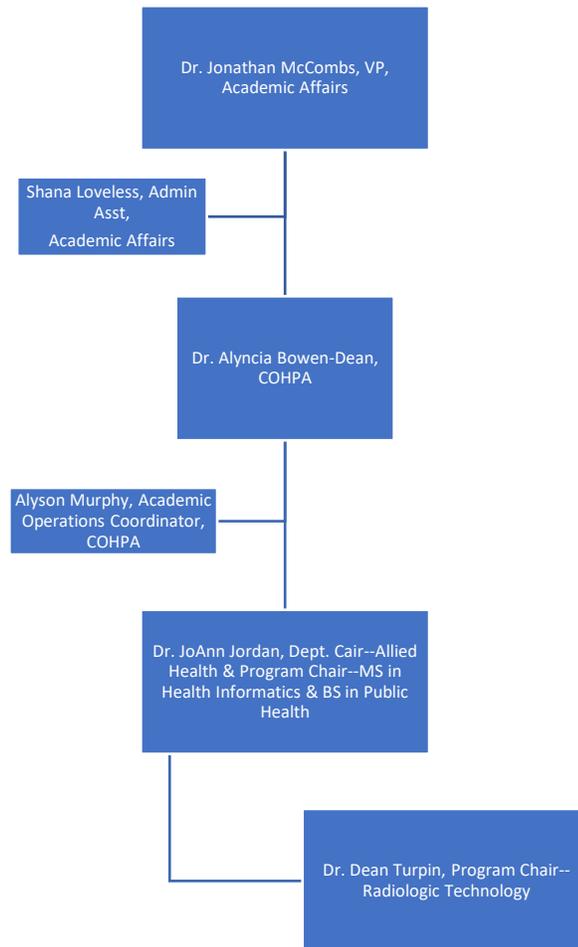
Advisory Committee

The Radiologic Technology Program is guided by an Advisory Board composed of experienced professionals from various areas of medical imaging, healthcare education, and industry leadership. This board serves as a valuable resource to ensure that the program remains current, relevant, and aligned with industry standards and employer expectations.

The Advisory Board meets regularly to review program outcomes and curriculum, provide input on clinical and technological trends, and offer guidance on program development and improvement. While students do not interact directly with the board, its members play a crucial role in shaping a high-quality educational experience that supports student success, clinical readiness, and professional growth.

ARRT National Certification Exam

This section will be added once ARRT recognition is granted, following ODHE approval

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

You can attempt the ARRT certification examination any day after graduation. You will need to make an appointment to take the examination, which allows you to schedule a time/date at your convenience. As a Franklin University Radiologic Technology Program graduate, it is suggested that you take the examination as quickly as possible upon graduation, preferably within two to three weeks. Examination dates will be scheduled on an individual basis. Appointments also fill up rapidly, so schedule as quickly as possible.

Criminal Records / Pre-Application Process

One issue addressed for certification eligibility is the conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor, with the sole exception of speeding and parking violations. All alcohol and/or drug-related violations must be reported. All potential violations must be investigated by the ARRT to determine eligibility. Individuals may file a pre-application with the ARRT to obtain a ruling on the impact of their eligibility for the examination. This pre-application may be submitted at any time, either before or after entry into an accredited program; however, early submissions are in your best interest. For pre-application information, contact the ARRT at:

ARRT
1225 Northland Dr.
St. Paul, MN 55120-1155
Tel: (651) 687-0048
URL: http://www.arrt.org

State Licensure

Requirements for Radiologic Technologist licensure/registration vary by state. Some states do not require individuals to hold a state-issued license/registration to be employed as a Radiologic Technologist. In states that require licensure/registration, graduates who apply for a license/registration may need to satisfy additional requirements beyond program completion, such as holding an active national certification, passing an examination, completing an application, or undergoing a background check.

Educational requirements for Radiologic Technologist licensure/registration may include specifications for the applicant's type of academic credential, the type of educational institution where the academic program was completed, and the curriculum content within the program.

Information regarding whether or not the University's Associate of Applied Science in Radiologic Technology program meets U.S. state and territory requirements for licensure is available in the Professional Licensure Information section of the University's State Authorization & Professional Licensure Information webpage.

Professional Societies

Active participation in both state and national professional organizations is a privilege shared among all registered radiologic technologists and students alike. These organizations and their associated meetings enrich the students' academic journey and prepare them for lifelong professional success in radiologic technology. All Radiologic Technology students are eligible and strongly encouraged to join both their state and national professional societies. Both national and state-level lobbyists fight diligently to protect our profession and maintain our scope of practice.

American Society of Radiologic Technologists (ASRT)

ASRT membership offers valuable resources, networking opportunities, and professional development to support students throughout their educational journey and careers. The ASRT provides the required Continuing Education Units (CEUs) and Continuous Quality Improvement (CQI) credits, as well as tracking, for registered technologists. This invaluable benefit allows technologists to easily maintain their bi-annual CEUs in one convenient location. For more information, please visit the ASRT website.

State Level Affiliations

Students are also encouraged to join their local state societies of radiologic technologists, further expanding their professional connections and engagement within the field. Local connections often provide career advancement, professional recognition, and local networking within your state. Currently, 48 states have state-level societies and affiliations with the ASRT. Please review the Affiliate Society Website to see if your state has one.

Course Curriculum

The Radiologic Technology Program at Franklin University is delivered across five academic terms, with a structured blend of didactic instruction, laboratory practice, and clinical education. The schedule is intentionally designed to progressively build student knowledge and skill, beginning with foundational science and communication courses and culminating in advanced clinical competency.

In alignment with JRCERT Standard 4.4, students are limited to a total of 10 hours per day or 40 hours per week across both didactic and clinical activities. Clinical assignments are sequenced to increase in complexity and autonomy as students gain experience.

Transfer Credit and Advanced Placement Policy

For information on transfer credit, please visit the Undergraduate Transfer Student Guidelines webpage.

Core Performance Standards

The Radiologic Technology Program requires students to meet specific performance standards to ensure safe and effective participation in the classroom and clinical environments. These standards reflect the essential functions of a radiologic technologist and align with professional expectations and standards.

Critical Thinking and Problem Solving
- Ability to prioritize tasks, interpret data, and make decisions in high-stress situations.
- Apply knowledge of radiologic procedures and ensure patient safety during procedures.

Communication Skills
- Exhibit clear and effective verbal and written communication in English.
- Understand and respond appropriately to verbal and non-verbal communication cues in the healthcare environment.

Interpersonal Skills
- Demonstrate professionalism, respect, and teamwork in interactions with patients, peers, instructors, and healthcare professionals.
- Maintain confidentiality and adhere to ethical standards.

Physical Abilities
- Stand and walk for extended periods.
- Perform frequent tasks involving bending, lifting, and carrying objects weighing up to 50 pounds.
- Maintain stamina to work in high-pressure environments for prolonged periods.

Motor Skills
- Handle and manipulate delicate equipment.
- Demonstrate dexterity in handling paperwork, imaging equipment, and healthcare devices, i.e., tubes, lines, needles, IV supplies, etc.

Visual and Auditory Skills
- Possess sufficient vision to observe changes in patient condition, identify equipment and supplies, and read monitors.
- Hear and respond to auditory signals, alarms, and instructions from patients, physicians, and other members of the healthcare team.

Emotional Stability and Stress Management
- Maintain composure under stressful and demanding circumstances.
- Adapt to changing situations and respond appropriately to emergencies.

Environmental Tolerance
- Work in environments exposed to blood, body fluids, and chemicals, and adhere to sterile techniques.
- Comply with infection control protocols and safety standards.

Time Management and Organizational Skills
- Demonstrate the ability to manage time effectively in clinical and educational settings.
- Prioritize multiple responsibilities and tasks efficiently.

Clinical Compliance Documentation

All Franklin University Radiologic Technology students are required to complete the following documentation to ensure timely clinical placement and program entry. All documentation must be uploaded to Exxat Prism Clinical Tracking Software. You will be provided instructions for logging into the Exxat system upon program acceptance.

1. Physical Examination
2. BLS for Healthcare providers
3. COVID-19 Vaccination/Booster (site-specific)
4. Flu Vaccination for the current flu season (August1st-April 30th—Annually)
5. Hepatitis B Vaccination
6. MMR
7. Tdap
8. Tuberculosis (TB) Skin Test (2-step if older than 1 year; single if performed in the past year)
9. Varicella Titer (May require booster if negative)
10. Background Check
11. Drug Screen

American Registry of Radiologic Technologists (ARRT) Competency Requirements

To be eligible to attempt the national certification examination, students must meet the educational requirements demonstrated by a recognized Radiologic Technology program and demonstrate competency as outlined by the ARRT requirements. Section 4.2 Radiography-Specific Requirements lists the requirements. As specified in section 4.2.1 of the ARRT Radiography Clinical Competency Requirements, Candidates must be CPR/BLS certified and have demonstrated competence in the remaining nine patient care procedures listed below. The procedures should be performed on patients whenever possible, but simulation is acceptable if state regulations or institutional practice prohibit candidates from performing the procedures on patients.

Clinical / Experiential Learning Requirements

Students enrolled in Franklin University's Radiologic Technology Program must successfully complete the required competency-based skills assessment checkoffs to demonstrate proficiency in essential radiologic technology skills. These assessments are designed to ensure that students acquire the technical and critical thinking abilities required for safe and effective patient care. The competency requirements can be found in section 4.2, Radiography-Specific Requirements.

Throughout the program, students will be evaluated on their ability to properly execute fundamental and advanced imaging procedures, including, but not limited to, patient positioning,

exposure controls, digital imaging techniques, image evaluation, and safety protocols. Each skills assessment will be conducted in a controlled laboratory or clinical setting under the supervision of qualified faculty or preceptors.

Successful completion of all required checkoffs is mandatory for progression within the program and serves as a prerequisite to graduation. These assessments align with industry standards, as set by the American Registry of Radiologic Technologists (ARRT), and accreditation requirements, ensuring that graduates are well-prepared to enter the field as competent and skilled radiologic technologists.

Students must complete a minimum of 51 competencies. These competencies are crucial for hands-on learning and skill development. The developmental process for competencies is as follows:

Observation/Assistance/Practice

This phase is the student's initial entry into the clinical environment and serves as the foundation for all future competency-based performance. In this stage, students are expected to observe licensed radiologic technologists as they perform diagnostic imaging procedures, while also beginning to assist with non-critical aspects of patient care and workflow. Beyond passive observation, students are required to actively practice essential hands-on skills such as patient positioning, equipment manipulation, and preliminary image evaluation **under direct supervision**. The JRCERT defines "Direct Supervision" as supervision by a qualified radiographer who:
- reviews the procedure in relation to the student's achievement,
- evaluates the condition of the patient in relation to the student's knowledge,
- is physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or image.

Students must be directly supervised until they achieve competency. Once students have achieved competency, they may work under **indirect supervision**. Regardless of competency level, students **must always be directly supervised** for **C-Arm and mobile radiography** (JRCERT Standard 5.4).

These supervised practice opportunities are critical for developing technical confidence and clinical readiness. All observation/assistance exams must be formally documented and are required prior to attempting any clinical competency assessments.

Competency Achievement

The Competency Achievement phase represents a significant milestone in the clinical education process, as students begin to apply their knowledge and practiced skills in a more independent and evaluative manner. After sufficient observation, assistance, and supervised practice, students are eligible to attempt formal clinical competency evaluations on specific radiographic procedures.

To achieve competency, students must perform the procedure under the **direct supervision** of a qualified radiologic technologist or clinical instructor, demonstrating proficiency in key areas

such as patient identification and communication, positioning accuracy, equipment operation, exposure factor selection, radiation safety, and image evaluation. The evaluator uses a standardized competency checklist to assess performance. A passing score confirms that the student can consistently and safely perform the procedure with minimal guidance.

Students must be directly supervised until they achieve competency. Once students have achieved competency, they may work under **indirect supervision**. The JRCERT defines indirect supervision as:

> "Student supervision provided by a qualified radiographer who is **immediately available** to assist students regardless of the level of student achievement."

Competencies are tracked and must align with program requirements and the ARRT Clinical Competency Requirements. Successfully completed competencies contribute to the student's overall clinical grade and must be maintained through ongoing practice throughout the remainder of the program.

1st Semester	10 (CXR & ABD Required)
2nd Semester	13 (23) (Knee Required)
3rd Semester	13 (36) (Lumbar Required)
4th Semester	15 (51)

Repeat Radiographs

In support of professional responsibility for the provision of quality patient care and radiation protection, unsatisfactory radiographs shall be repeated only in the presence of a qualified radiographer, regardless of the student's level of competency. All repeat examinations will require proper documentation. **Student technologists must document any repeat radiographs in their daily practicum record and must document which technologist oversaw the repeat radiograph.**

Any student who repeats a radiograph without a technologist present will be terminated from the clinical component of the Radiologic Technology program, resulting in dismissal from the program.

Ongoing Clinical Performance/Maintenance

Following the initial achievement of clinical competencies, students enter the Ongoing Clinical Performance phase, where consistent application and reinforcement of skills become the focus. At this stage, students are expected to maintain their competency by regularly performing previously mastered procedures in various clinical settings and patient care scenarios. This repetition builds confidence, efficiency, and professional adaptability.

Students must demonstrate ongoing proficiency in areas such as positioning accuracy, patient communication, radiation safety, and image quality assessment. Clinical instructors and technologists will continue to monitor performance and provide feedback, with formal evaluations conducted periodically to ensure standards are upheld. Failure to maintain competency may result in required remediation or re-demonstration of skills.

This phase is crucial in developing students into entry-level professionals who can function independently and responsibly in a real-world healthcare setting.

Modality Exploration

Modality Exploration provides students with structured opportunities to observe and learn about imaging specialties beyond general radiography. Upon completing the required 51 competencies, students may rotate through advanced modalities, including computed tomography (CT), magnetic resonance imaging (MRI), sonography, mammography, nuclear medicine, interventional radiology, and radiation therapy, depending on site availability and accreditation limitations.

Students are expected to engage actively, observe workflow, ask questions, and gain a foundational understanding of each modality's purpose, technology, and patient care considerations. These experiences broaden professional awareness, spark interest in potential post-graduate certifications, and help students appreciate the full scope of medical imaging's role in patient diagnosis and treatment.

Modality exploration hours and documentation may vary by clinical site and program requirements, but are considered an essential component of well-rounded clinical training.

Evaluations and Records

Students are expected to complete regular evaluations of their program experience, including Field Experience/Clinical Placement, and will use a digital platform to submit these evaluations. Typical documents may include:
1. Self-evaluations
2. Case logs
3. Time logs
4. Preceptor Evaluations
5. Student Evaluations of Field Experience/Field Placement
6. Competency Tracking documentation

Your Clinical Coordination Team will provide a link and instructions on how to maintain your profile and submit documentation.

Simulation of Exams

Simulation studies are highly discouraged. Students must meet very strict requirements to simulate competency. Only 10 simulations are allowed. For a complete listing of all competency examinations that are eligible for simulation, please see the ARRT Competency Requirements list.

To perform a competency check-off with a simulation, the student must:
 (a) Competently demonstrate skills as similar as circumstances permit to the cognitive, psychomotor, and affective skills required in the clinical setting.
 (b) Evaluate real images for anatomical landmarks and positioning errors.

The program chair is confident that the skills required to competently perform the simulated task will generalize or transfer to the clinical setting.

Per the ARRT
Examples of acceptable simulation include demonstrating CPR on a mannequin; positioning a fellow student for a projection without actually activating the X-ray beam; evaluating an image from a teaching file; performing venipuncture by demonstrating aseptic technique on another person, but then inserting the needle into an artificial forearm or grapefruit.

Student Employment Procedure

Students employed at any clinical facility will not be allowed to receive credit for student clinical time, performances, or competencies performed during working hours. Student time, clinical performances, and competencies will only be performed during regularly scheduled clinical hours. Any student who attempts performances or competencies during paid employee time or outside of clinical hours may be removed from the program. Students performing duties related to their employment are not permitted to wear student program radiation badges, use student timesheets, or wear any part of the student uniform, including name tags or student identifiers. **In accordance with JRCERT standard 4.4, Students will spend no more than 10 hours per day in a clinical setting and no more than 40 hours per week in the didactic and clinical components of the program.**

Roles and Responsibilities

<u>University</u>
 1. Employ highly qualified, nationally certified, and/or licensed faculty to teach content and provide students with real-world context to prepare them for professional practice.
     a. The Radiologic Technology Program at Franklin University ensures appropriate instructional oversight through clearly defined faculty contact hours and student supervision ratios. The Program Chair and faculty maintain workloads that enable meaningful engagement with students across both the didactic and clinical components. Clinical education is supported with a 1:1 supervision ratio during competency evaluations and direct patient care, in accordance with JRCERT Standards.
     b. All clinical assignments are structured to guarantee that students receive individualized instruction and support from qualified radiographers. At no time are students permitted to substitute for paid staff, and all clinical education experiences are designed to ensure safe, ethical, and educationally appropriate supervision.

2. Provide didactic instruction and/or labs to prepare students for Field Experience/Clinical Placements.
3. Provide student guidelines for professional and ethical behavior in the Radiologic Technology Program Student Handbook and Franklin University Community Standards and Student Code of Conduct.
4. Document that students have completed all necessary background checks/screenings required for Field Experience/Clinical Placements.
5. Be responsive to the Site Supervisor and Preceptor about questions and concerns and collaborate on appropriate solutions.

Site Supervisors
1. Provide a safe workplace environment that is supportive of student development.
2. Provide students with an orientation to the physical workspace, the work team, and the expectations of the students' assigned role.
3. Provide students with the necessary equipment and supplies to complete their placement requirements.
4. Provide appropriate supervision and guidance to placed students, in a ratio of no more than 1:1 at all times.
5. Communicate with the Clinical Faculty about any concerns with student behavior or performance via the Program Mailbox: RadTech@franklin.edu.
6. Provide regular updates on student performance via the University Clinical Management tool.
7. During clinical, the student is not intended to replace paid workers at the chosen site. [JRCERT Standard 4.4]

Students
1. Follow all Site policies, procedures, and patient protocols.
2. Follow all Radiologic Technology Program Handbook guidelines and University policies.
3. Adhere to the ARRT Code of Ethics
4. Engage with the Preceptor and other team members with the intent to learn; ask for assistance, clarification, and help when needed.
5. Communicate any questions or concerns in a professional manner to the Site and Clinical Faculty promptly.
6. Arrive at the Site prepared, ready to work, and on time.
   a. Students **MUST WEAR** their **RADIATION DOSIMETER** each day at the site. Failure to arrive at the site with your dosimeter will result in being sent to retrieve it or possibly sent home, and an absence will be recorded in your clinical attendance. **No student is allowed to be in a radiation-generating area without their dosimeter!**
   b. Students **MUST ARRIVE** at the site with their **LEAD MARKERS** each day. A technologist cannot work without their markers, and as an aspiring technologist, you will adhere to the same standard. Failure to have your lead markers will result in being sent to retrieve them or possibly sent home, and an absence will be recorded in your clinical attendance. It is recommended to order 2 sets of markers in the event of loss.

7. Complete regular evaluations of your Field Experience/Clinical Placement.
8. Students currently employed by a healthcare facility may complete their clinical rotation at that site if it meets all other requirements set forth by the Radiologic Technology program and the JRCERT (i.e., includes appropriate learning outcomes, faculty, staff, equipment, and deliverables).
9. Students are responsible for their own transportation, parking, meals, and other necessary personal items for the duration of the clinical experience.
10. Students are responsible for completing all training or other site-related activities.

Clinical Site Evaluation and Quality Assurance

To ensure that all clinical education settings meet the educational, ethical, and safety standards required by the Joint Review Committee on Education in Radiologic Technology (JRCERT), Franklin University conducts ongoing evaluations of each affiliated clinical site.
Clinical site evaluations are conducted by the Program Chair, Clinical Coordinator, or designated faculty and include the following:

- Review of facilities, equipment, and safety protocols
- Verification of adequate qualified staff and supervision ratios
- Confirmation that students are not used to substitute for paid employees
- Assessment of learning opportunities across required imaging procedures
- Evaluation of student feedback and site responsiveness

Each site is evaluated at least annually, and more frequently if student concerns, accreditation requirements, or program changes warrant additional review. Results of these evaluations are used to ensure consistent educational quality and to maintain compliance with accreditation standards.

Sites that fail to meet program or JRCERT requirements may be placed on probation or removed as an affiliated clinical partner.

Pregnancy Policy for Radiologic Technology Students

The declaration of pregnancy is entirely voluntary and at the discretion of the student. However, students are strongly encouraged to notify the Program Chair **in writing** as early as possible, ideally including the estimated date of conception and expected due date. This enables the program to implement necessary safety measures, ensuring continued academic progress while protecting the health of both the student and the developing fetus.

Once a pregnancy has been declared, the student will still be allowed to participate in general radiography assignments. However, clinical time spent in higher-exposure areas, such as fluoroscopy, surgery, and portable imaging, will be carefully controlled. To further safeguard the fetus, a second radiation dosimeter will be worn at the waist level beneath the lead apron. This badge will specifically monitor fetal dose.

Radiation exposure will be closely monitored throughout pregnancy to ensure that the cumulative dose does not exceed the federally recommended limit of 500 millirem (mRem) over

the nine-month period, which equates to approximately 50 mRem per month. The Program Chair will review the student's monthly radiation reports to ensure compliance with this limit and discuss any concerns with the student directly.

In the event the maximum allowable gestational dose is exceeded, the student will be withdrawn from all clinical education activities for the remainder of the pregnancy. The program will offer an extension opportunity to complete any missed clinical requirements, applying the same attendance, absence, and make-up policies that are enforced for all students.

Should a student fully withdraw from the program due to pregnancy or childbirth, she may seek re-admission in accordance with the procedures outlined on the Franklin University admissions website.

In compliance with federal regulations, students who have declared a pregnancy also have the legal right to "un-declare" their pregnancy at any time. This decision must also be submitted **in writing** to the Program Chair.

Access the full Pregnancy Policy **here**:
To declare or undeclare a pregnancy, complete this **form**:

Radiation Monitoring and Dosimeter Guidelines

Radiation safety is paramount for all students. In accordance with JRCERT standard 5.3, students must comply with the following:

- ➢ Students must not hold image receptors during any radiographic procedure.
- ➢ Students must not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.
- ➢ Students' utilization of energized laboratories must be under the supervision of a qualified radiographer who is available should students need assistance.

Dosimeters are required of all Franklin University Radiologic Technology students.

Dosimeter Usage:
- o Franklin University dosimeters are to be worn only during clinical assignments and energized lab sessions.
- o They must not be worn during any occupational exposure outside of these settings (e.g., personal employment).
- o Students must always wear their dosimeter while attending clinical assignments and radiographic laboratory sessions.
- o Any student arriving without a dosimeter will be required to retrieve it before participating in clinical or lab activities.
- Student Responsibility:
  - o The dosimeter is the student's responsibility.
  - o Declared pregnant students will be assigned both a collar and a fetal dosimeter for thorough radiation monitoring.

- All radiation monitoring records are stored electronically with password protection and are maintained by the Program Chair.
- Radiation Exposure Policies:
  - Under no circumstances will a Franklin University student be intentionally exposed to radiation, except during routine radiographic procedures performed on patients undergoing fluoroscopic studies (occupational exposure). Under these circumstances, protective radiation apparel (lead apron, thyroid shield) must be worn.
  - No student should receive radiation exposure without a physician's prescription for a radiographic examination.
  - Students must never expose another individual (patient's family member, nurse, technologist, etc.) without ensuring they are wearing appropriate protective apparel. Possible pregnancy status must also be confirmed when applicable.

Dosimeter Guidelines
- Proper Wear:
  - Attach the dosimeter to the collar in clinical and radiographic lab settings.
  - If you wear protective apparel, place the dosimeter outside at collar level.
- Care and Maintenance:
  - Protect the dosimeter from damage. Storing dosimeters in direct sunlight or very hot environments may have an undesirable effect on their operation.
  - Prevent unnecessary radiation exposure when not in use.
- Dosimeter Reading:
  - Dosimeters must be read periodically.
- Lost/Damaged Dosimeter:
  - If lost, damaged, or destroyed, the student must notify the clinical coordinator or clinical faculty immediately.
  - A replacement fee applies for lost or neglected dosimeters.
- Failure to Wear a Dosimeter in Clinic:
  - If a student arrives at their clinical site without their dosimeter, they will be required to retrieve it. If it is not readily available for retrieval, the student will be sent home for the day, and an absence will be recorded.
  - **STUDENTS ARE NOT PERMITTED TO WORK IN RADIATION PRODUCING AREAS WITHOUT A RADIATION DOSIMETER**.

Radiation Exposure Limits
Annual dose limits for Education & Training exposures, as recommended by the National Council on Radiation Protection & Measurements (NCRP):

Exposure Type	Annual Limit
Effective Dose	50mSv (5 Rem)
Lens of the Eye	15mSv (15 Rem)
Skin, Hands, & Feet	500 mSv (50 Rem)

- If a reading exceeds program-specified limits of 100mRem or 1 mSv in a month, the program chair and clinical coordinator will review the exposure with the student to assess risks and discuss methods to reduce future exposure.
- Please see the *"Documentation of Radiation Monitoring Badge Reading Over 100mRem"*

Procedure for Specialty Examinations

During the program, students will have the opportunity to encounter "special" examinations during their clinical preceptorship. These exams normally fall under the auspices of privacy. Exams such as hysterosalpingograms and similar exams are invasive to patient modesty. In those instances, students may be "invited" to participate by the clinical staff once patient consent has been given.

Mammography Procedure

It is a requirement of the Joint Review Committee on Education in Radiologic Technology (JRCERT) that all radiologic technology students be afforded the same opportunities for training in all areas equally—male or female. For training in mammography, if female students are afforded the opportunity to experience hands-on training, then males must have the same opportunity.

If institutions affiliated with a JRCERT-accredited program do not allow males to participate in direct patient contact during mammography or do not allow the presence of a male student in the radiographic room during examination performance, that is their right. Franklin University does not discriminate based on gender in the administration of these examinations; however, as guests in their facilities, we must abide by the facility's rules.

Magnetic Resonance Imaging

Due to the presence of strong magnetic fields in Magnetic Resonance Imaging (MRI) environments, all students enrolled in the Radiologic Technology Program are required to undergo a **mandatory MRI safety screening** prior to entering any area within the magnetic field or participating in modality exploration in MRI.
This pre-screening includes:
- A surgical and medical history review
- Evaluation of any implanted devices (e.g., pacemakers, aneurysm clips, cochlear implants)
- Screening for metallic foreign bodies (especially related to grinding, welding, or industrial injuries)
- Documentation of any prior surgeries involving implanted hardware

Students are required to notify the Program Chair immediately if they undergo any surgical procedures or sustain any injuries that may result in the presence of embedded metallic fragments while enrolled in the program. The MRI prescreening form can be found **here**.
In addition:

- Students must view an **[MRI Safety Training Video](#)** prior to entering any MRI area.
- They must acknowledge that the MRI magnet is **always active**, and unintentional entry into the magnetic field without proper screening may result in serious injury or death.
- Franklin University clinical faculty and site technologists will **enforce restricted access protocols** to ensure student safety.

Failure to comply with MRI safety procedures may result in disciplinary action, up to and including dismissal from the program.

Program Completion / Certification

Upon successfully completing all didactic and clinical components, as well as the ARRT-required competencies, Radiologic Technology students will be eligible for graduation. Additionally, they will be eligible to apply to sit for the National ARRT Certification examination. Program completion is not synonymous with certification.

For more information on Program Completion and Certification eligibility, please see the Program Webpage (pending).