

**Radiologic Technology  
Department**

# **Student Handbook**



**2024 - 2025**

## American Society of Radiologic Technologists

### **MISSION:**

To advance and elevate the medical imaging and radiation therapy profession and to enhance the quality and safety of patient care.

### **VISION:**

To be the premier professional association for the medical imaging and radiation therapy community through education, advocacy, research, and innovation.

### **CORE VALUES\*:**

- COMMITMENT:** We share a common purpose and give our personal best to transform ASRT's vision into reality.
- LEADERSHIP:** We guide and inspire internal and external stakeholders to achieve ASRT's mission and vision.
- INTEGRITY:** We practice transparency by telling the truth, obeying the law, acting ethically, fulfilling expectations, and keeping promises we make.
- CREATIVITY:** We are adaptable and flexible to new possibilities and discoveries, and we provide an environment that encourages creative solutions.
- ACCOUNTABILITY:** Each of us stands responsible for achieving targeted outcomes, cost effectiveness and improved performance in all that we do.

\*ASRT-American Society of Radiologic Technologists (2016)

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I have received a copy of the RADIOLOGIC TECHNOLOGY DEPARTMENT STUDENT HANDBOOK. I understand that I have the responsibility to read and adhere to the policies contained in this handbook and any updated policies posted on the OSU-Oklahoma City web page, during my radiography education at Oklahoma State University-Oklahoma City.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

OKLAHOMA STATE UNIVERSITY-OKLAHOMA CITY  
DEPARTMENT OF RADIOLOGIC TECHNOLOGY  
STUDENT HANDBOOK  
OATH OF CONFIDENTIALITY

NAME \_\_\_\_\_ CWID \_\_\_\_\_

I, \_\_\_\_\_, understand that any patient/family information to which I have access, either through records, direct client contact, or caregiver/student conferences, is privileged and shall be held in strict confidence.

I will ensure the privacy of all information by documenting only on appropriate procedural forms which will be kept secure according to agency policy. When such information is included in written assignments, I will ensure that the information is written in such a way as to prevent any connection with specific patients/families.

I further agree to abide by all policies and procedures of the agency to which I am assigned, with utmost concern for the privacy, security, and well-being of the patients/families I am privileged to visit.

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

\_\_\_\_\_  
Date

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Date: \_\_\_\_\_

**Authorization for Photography and Recording of Simulation Sessions**



OKLAHOMA STATE UNIVERSITY  
**OKLAHOMA  
CITY**

I, \_\_\_\_\_, hereby grant to OSU-Oklahoma City and its legal representatives and assigns, the irrevocable and unrestricted rights to photograph and records clinical labs and simulation sessions throughout my enrollment in the college and to use the photographs and recordings in the review and evaluation of the performance of the clinical groups and individuals. In addition, I give permission for use of this recording in the education of current and future faculty and staff on the implementation of labs and simulation in clinical education, with the understanding that these recordings will not be used for presentations outside OSU-OKC without the express consent of the participants. I hereby release OSU-Oklahoma City and its legal representatives and assigns from all claims and liability relating to the use of these photographs and recordings. The Simulation Policy Manual may be found at <..\..\Simulation\Student Agreements & Policies\Policy Manual Sp16.pdf>.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

## RELEASE OF INFORMATION

Student Name: \_\_\_\_\_

This form is an authorization to release your clinical requirement information to healthcare clinical facilities with which Oklahoma State University-Oklahoma City has a clinical contract or agreement. This release will be in effect until your last clinical date in the Radiologic Technology Program.

The information release includes:

Name

Immunization records

PPD or CXR results

Date of Basic Life Support/Healthcare Provider course

Background check, criminal and sex offender reports

Results of drug screen, if required

You will be notified if you are denied participation in the clinical rotation due to information provided to the healthcare clinical facility.

Clinical facility contract statement:

“In the event such authorization and release are not given by the student, the student shall be disqualified from participation at the clinical facility. The results of the clinical requirement information must be satisfactory to the healthcare clinical facility.”

I hereby authorize Oklahoma State University-Oklahoma City Radiologic Technology Department to release the information above to the healthcare facilities for clinical rotations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## CLINICAL TRAVEL AND HEALTH RESPONSIBILITIES FORM

I, (print legal name) \_\_\_\_\_, understand that some of the clinical rotations in the Radiologic Technology Program are outside of the Oklahoma City area, and will require me to travel to that clinical site (sometimes 1-2 hours one-way drive time). If offered a position in the Radiologic Technology Program, I can and will voluntarily travel to any and/or all of the assigned clinical sites.

I realize that any outside obligations and any other personal concerns will be secondary to the responsibilities of my clinical experience coursework in the Radiologic Technology Program, and agree to alert the Radiologic Technology faculty of any concerns, with regard to fulfilling my clinical assignment, at the time that I am aware of the issue. I also agree to contact the Radiologic Technology faculty at Oklahoma State University-Oklahoma City prior to my assignment to the clinical site/affiliate and share any concerns about possibly fulfilling my future clinical coursework requirements.

I agree to provide my own means of transportation to the clinical sites/affiliates during my clinical assignments. Secondly, I am aware that any vehicular accidents occurring while satisfying my clinical assignment requirements, are solely my responsibility and I release Oklahoma State University-Oklahoma City of any related civil damages.

I agree to alert the Radiologic Technology faculty of any health concerns that may prevent me from meeting the responsibilities of my clinical assignment, at the time that I am aware of the issue and/or prior to my assigned clinical assignment. I attest that, at the time of this letter, I am capable of performing the assigned duties at my clinical assignment and for the routine duties associated with radiography. I understand that failure to do so, may result in probationary action and/or dismissal from the Radiologic Technology Program at Oklahoma State University-Oklahoma City.

I attest that I have had the opportunity to ask any questions that I may have, inform Oklahoma State University-Oklahoma City faculty of any concerning thoughts and/or medical conditions, and sign this document according to my own free will.

\_\_\_\_\_  
**Print Legal Name**

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

\_\_\_\_\_  
**Date**

## RADIOLOGIC TECHNOLOGY STUDENT PREGNANCY WAIVER

Radiation exposure to an embryo/fetus has been associated with an increase incidence of birth defects. The developing embryo/fetus is especially susceptible during the first trimester of gestation. Any student that suspects she may be pregnant is encouraged to inform the program director in writing, however, disclosure of pregnancy is completely voluntary.

What are the steps for declaring pregnancy?

1. If you suspect you are pregnant, confirm pregnancy status with proper medical testing.
2. Submit a completed **Declaration of Pregnancy Form** to the Program Director.
3. Submit a **Dosimeter Request Form** to order a Fetal Dosimeter.
4. Meet with Program Director to discuss precautions and other educational options.

What if the pregnancy is not disclosed?

The real draw-back to not disclosing a pregnancy is that the developing embryo/fetus will not be monitored for radiation exposure.

Pregnant Radiology Students:

1. As with all radiology students, are required to adhere to all radiation safety precautions and should always be aware of radiation exposure.
2. Must comply with all current program policies.
3. Must meet the standards set for all Radiologic Technology students; attendance, completion of competency exams, didactic work, clinical rotations, etc.
4. Are advised that pregnancy *could* interrupt completion of their educational process.

**By signing this you acknowledge that you have been informed of the following:**

- There is a risk of adverse biological effects to a developing embryo/fetus when exposed to ionizing radiation during pregnancy.
- Declaration of pregnancy is voluntary.
- Pregnancy could interfere with your completion of the Radiologic Technology Program.
- Oklahoma State University-OKC and its clinical affiliates will not be held responsible for injury to a Radiologic Technology student or her developing embryo/fetus due to radiation exposure during her pregnancy.

Student Name (*print*): \_\_\_\_\_

Student Name (*sign*): \_\_\_\_\_ Date signed: \_\_\_\_\_

Program Director (*print*): \_\_\_\_\_

Program Director (*sign*): \_\_\_\_\_ Date signed: \_\_\_\_\_

## RADIOLOGIC TECHNOLOGY PROGRAM EXPECTATIONS/REQUIREMENTS

Along with maintaining a 2.0 average cumulative grade point average (grade of 'C' in all "Technical Occupational Specialty" courses in the Radiologic Technology Program), the following requirements must be met, by the assigned deadlines, in order to receive an Associate in Applied Science (A.A.S) in Radiologic Technology from Oklahoma State University-Oklahoma City:

### The following is due by the application deadline:

1. All previous collegiate official transcripts
2. Admission to Oklahoma State University-Oklahoma City
3. Meet with an OSU-OKC academic advisor and obtain an advisement form. This can be an in-person, online, or phone meeting
4. Radiologic Technology Application must include:
  - A copy of your TEAS ATI Examination Score Result Sheet (offered in the OSU-OKC Testing Center) A new TEAS ATI test is required for each year an applicant applies to the program. The TEAS ATI test must be taken within the same year the student is applying to the program. An Applicant is allowed two attempts at the TEAS in a rolling 12-month period, but no less than 90 days after the first attempt.
  - Submission of a **National** Group One - 7 Year background check to include Sex Offender Registry and Violent Offender Registry - through the OSU-OKC Clinical Hub link on the Radiologic Technology webpage (*The department will download the results*) – **REQUIRED ANNUALLY**
  - Copies of your transcripts with your application to the Diagnostic Medical Imaging Department
  - Personal achievements letter and letters of recommendation (for tiebreaker purposes) with your application.
  - Copy of academic advisement form verifying that you have met with an OSU-OKC academic advisor

### The following is due by new student orientation:

5. A Negative Urine drug screen (10 panel) is required for final program admittance but is not required to be included with the application. The following information is provided to allow individuals to begin the process of obtaining a drug screen, **upon program acceptance:**

#### **10 panel drug screens**

CRG Labs: 405-943-6465

Address: 304 N. Meridian Ave., Oklahoma City, OK 73127

6. Signed Forms
  - Signed "Program Acceptance" form.
  - Signed "Release of Information" form
  - Signed "Oath of Confidentiality" form
  - Signed "Clinical Travel & Health Responsibilities" form
  - Simulation Center Photo Release
  - Signed "Student Pregnancy Waiver" form
  - Signed Trajecsyst policy form
  - Signed PACS policy form

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- Signed Lab Rules Acknowledgement form
- Signed Guidelines for Abilities Required to Provide Patient Care form

**The following is due by October, annually:**

7. In order for students to attend the clinical education part of the program, they must attend clinical rotations at our affiliated Healthcare Partner sites. OSU-OKC must uphold specific vaccination requirements that are mandated by affiliation contracts with our Healthcare Partners. These records must be provided to our Healthcare Partners for preapproval of students to attend each clinical rotation site. Students who do not provide appropriate evidence of the immunization requirements will not be accepted by the affiliated Healthcare partners and will not be eligible to participate in the assigned clinical learning experience. Clinical learning experiences are a vital part of the program curriculum and cannot be waived. Inability to meet all program curriculum requirements will result in the student being ineligible to graduate from the program. The following is a list of Healthcare Partner required pre-clinical vaccination/shot records. (NOTE: these records are required only from the students who are **accepted** into the program and **are due to the Radiologic Technology office by October 1st**)

Some immunizations require a series of shots, which should be completed by the first of October. Plan ahead so you do not miss the deadline:

- **2 MMR immunizations OR titers showing immunity for Measles, Mumps and Rubella**
- **2 Varicella (Chickenpox) immunizations OR a titer showing immunity** (the only acceptable form of documentation to show that you have had the disease is a titer)
- **Hepatitis B immunizations (HB 3 dose series or HB 2 dose series), OR a titer showing immunity, If the series is in progress, you may sign the in-progress form found in the Student Handbook (RTDP 02.04A)** and turn it in to the School of Health Sciences office – as you continue to obtain the series, you are responsible to provide documentation to the School of Health Sciences office immediately after receiving the next dose in the series. Individuals declining or requesting vaccination exemptions must complete the clinic's required exemption form and submission process for each clinical site no less than 30 days prior to the start of each clinical rotation. (NOTE: there is no guarantee that the clinical site will honor the exemption request).
- **1 Tdap within the last 10 years** (if you are approaching the 10-year mark, please get one)
- **1 Influenza vaccine – required annually** - students must either provide evidence of a seasonal influenza vaccination or submit a vaccination exemption request to the clinical site. Individuals requesting vaccination exemptions must complete the clinic's required exemption form and submission process for each clinical site no less than 30 days prior to the start of each clinical rotation. (NOTE: there is no guarantee that the clinical site will honor the exemption request).
- **2 Negative TB PPD Skin Tests (taken no less than 2 weeks apart) OR 1 Negative QuantiFERON gold or plus test** - if there is a history of a positive TB skin test, the following must be provided: Documentation of a positive skin test, official chest x-ray report, in the past or recent, but after the positive TB skin test, and a public contact

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release form, which can be obtained from your doctor or the TB Control Center, 400 NE 50th (50th & Lincoln) 405-427-8651.

- **COVID 19 Vaccine** – OSU-OKC is unable to mandate COVID-19 vaccinations of all students and employees due to legislation that was signed into law. However, our clinical affiliation agreements (which are legal contracts) state that students and faculty must follow hospital/clinical policy, which includes the policies on COVID vaccinations. As such, if you are assigned to any of these facilities, it is expected that you comply with the prescribed policy of that site. Students must either provide evidence of a complete dosing regimen of one of the COVID-19 vaccines currently authorized by the U.S. Food and Drug Administration (FDA) or submit a vaccination exemption request form (medical or religious) to the clinical site in which they are assigned. Individuals requesting vaccination exemptions must complete the clinic's required exemption form and submission process for each clinical site no less than 30 days prior to the start of each clinical rotation (there is no guarantee that the clinical site will honor the exemption request). **NOTE:** If you submit a vaccination exemption request and the clinical site will not allow you to participate in your assigned clinical experience, or if your other clinical requirements are not met, you will be unable to fulfill the degree requirements of the program and subsequently you will not be able to fulfill the necessary requirements for graduation.

**8. Basic Life Support (BLS) – CPR through American Heart Association - only**

**9. NESA Training**

- Passing score on NESA clinical entrance exam – taken in the Patient Care class

**The following is due prior to starting Clinical Rotations**

10. Signed "Oath of Confidentiality" form.
11. Passing NESA score result submission.
12. Any clinical site orientation official completion certificates/approval.
13. Proof of medical liability insurance coverage (provided by the University)
14. Proof of CPR Certification (**American Heart Association**)
15. Any additional medical facility requirements (i.e., copy of Driver's license, tag number, orientation completion forms, HR completion forms, Student ID, parking pass ID, etc.).

**NOTE:** If the documentation stated above is not provided to each assigned clinical site in the time specified, and/or if the clinical site to which you are assigned does not accept your vaccination exemption requests, OSU-OKC cannot guarantee clinical placement. If the clinical site to which you are assigned determines that you are ineligible to participate in the clinical rotation for any reason, you will be unable to complete the program requirements specified by the University and will be ineligible to graduate.

**Throughout the Duration of the Program**

16. Attend all classes routinely/regularly and on time.
17. Check University email regularly, including time periods in between semesters.
18. Submit required course materials completed and on-time.
19. Strive to satisfy and regularly practice to obtain the Radiologic Technology Department Program Goals.

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20. Demonstrate proficiency in the cognitive, psychomotor, and affective learning domains, in regard to radiologic technology, didactic knowledge, scanning proficiency, and reporting or technical findings.
21. Communicate effectively with other health care professionals in a proper and timely fashion, to include all forms of communication (text message, phone call, email, etc.).
22. Demonstrate personal/academic integrity and respect in your relations with other students, faculty, radiographers, physicians, and all other medical facility/University personnel.
23. Follow federal and state laws, especially regarding the Health Insurance Portability and Accountability Act (HIPAA).
24. Follow the Radiographer's Code of Ethics as listed at:  
<https://www.arrt.org/docs/default-source/Governing-Documents/arrt-standards-of-ethics.pdf?sfvrsn=10>
25. Follow the Radiographer's "Practice Standards", as listed at:  
<https://www.asrt.org/main/standards-regulations/practice-standards>
26. Follow all policies as listed in the Radiologic Technology Student Handbook.
27. Follow all policies as listed in the Oklahoma State University-Oklahoma City "Student Rights and Responsibilities Handbook."
28. Meet the Radiologic Technology Program Goals, as listed in the Radiologic Technology Student Handbook.
29. Meet the General Education Goals for Oklahoma State University-Oklahoma City, as listed in the Radiologic Technology Student Handbook and on all course syllabi.

By signing below, I contend that I have read and had the opportunity to ask any questions that I may have about the above expectations/requirements.

---

**Print Legal Name**

---

**Student Signature**

---

**Date**

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OSU-OKC's Radiologic Technology academic program is part of the  
OSU-OKC Institutional Accreditation through the:

The Higher Learning Commission and is a member of the North Central Association  
230 South LaSalle St., Suite 7-500  
Chicago, OK 60604  
[www.inco@hlcommission.org](http://www.inco@hlcommission.org)  
800.621.7440

OSU-Oklahoma City's programs of study are approved by the Board of Regents for Oklahoma State University and the A & M Colleges, the Oklahoma State Regents for Higher Education and the Oklahoma State Accrediting Agency.

NOTICE: Radiologic Technology Departmental policies and procedures described herein are subject to change.

OSU-Oklahoma City supports the Americans with Disabilities Act (ADA) and welcomes requests for reasonable accommodation. For ADA accommodations, please contact the Office of Services to Students with Disabilities at 405.945.3385. OSU-Oklahoma City in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services.

OSU-Oklahoma City is in compliance with Section 22 (The Drug Free Schools and Communities Act Amendment of 1989) of Title XII of the Higher Education Act of 1965 and imposes a standard of conduct which prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the OSU-Oklahoma City campus or as a part of any of its activities. Failure to comply with this policy will result in sanctions as outlined in the Student Rights and Responsibilities Policy and/or OSU Employee Responsibilities. A complete copy of the text of the Title XII Drug and Alcohol Abuse Prevention Policy is available at the Office of Admissions/Records and Financial Aid.

The OSU-OKC Radiologic Technology Associate of Applied Science degree is a 68-credit hour program, which includes classroom and laboratory instruction on campus as well as supervised clinical experiences at affiliated (industry) health agencies. On Jan. 1, 2015, the American Registry of Radiologic Technology (ARRT) implemented a minimum of an associate degree requirement for all candidates seeking professional certification. OSU-OKC's Radiologic Technology program is an ARRT verified educational program and offers an Associate of Applied Science academic degree, which meets this requirement.

OSU-OKC's Radiologic Technology academic program is part of the Oklahoma State University-OKC institutional accreditation through the Higher Learning Commission, which is an ARRT recognized and accepted regional accreditation agency. Upon successful program completion, graduates are immediately eligible to take their national board exams through the ARRT. <https://www.arrt.org/pages/partners/schools-educators/accreditation>

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## INTRODUCTION

The Oklahoma State University-Oklahoma City, Radiologic Technology Department, provides a sixty-eight credit hour program leading to an Associate of Applied Science in Radiologic Technology. Upon satisfactory completion of the course of study, the graduate is eligible for the American Registry by the American Registry of Radiologic Technology.

The Radiologic Technology program includes classroom and laboratory instruction on campus as well as supervised clinical experience at affiliated health agencies, which includes hospitals, clinics, mobile services, and doctors' offices.

This handbook is designed to answer *some* of your questions as a new student in the Radiologic Technology program at Oklahoma State University - Oklahoma City. It will not answer all of them. We, the faculty, are here to help you. Please feel free to consult with us at any time. We wish you success in reaching your goal.

**SCHOOL OF HEALTH SCIENCES**  
**RADIOLOGIC TECHNOLOGY PROGRAM**  
[HTTPS://OSUOKC.EDU/RADIOLOGY](https://osuokc.edu/radiology)

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**MISSION**

The Mission of the Oklahoma State University-OKC Radiologic Technology Program is to provide a collegiate level program that will prepare students for the American Registry exam with the American Registry of Radiologic Technologists (ARRT). Upon completion of the registry the graduate will become an integral part of the local, national and global radiography community.

**PHILOSOPHY**

We the faculty, accept the following beliefs:

Each individual is a complex, worthwhile and unique being. Inherent in this belief is the right of each individual to make decisions while striving to achieve an optimal level of health. Each individual functions within society having impact upon, as well as being directly influenced by, society and the environment. Individual uniqueness is affected by this interrelationship.

Health is a state of optimal physical, mental and social well-being, not only the absence of disease or infirmity. A healthy individual is one who strives to function at an optimal level in the physical, mental and social realms.

The faculty accepts that education is an ongoing process, and that each individual learner is unique, having responsibility for choosing an individual level of achievement. The faculty stimulates the cognitive, affective and psychomotor development of the individual learner through planned interactions and experiences. The curriculum and climate encourage the learner to acquire the knowledge, skills and critical thinking ability needed to the practice of Radiologic Technology. Since this associate degree radiology program attracts a large percentage of adult learners, methods of instruction are based upon principles of adult learning theory. Students enter the radiology program with a variety of life experiences. The faculty values prior learning and structures the learning environment to build upon previously acquired knowledge and skills.

A responsibility to the consumer. Learning activities are planned and provided that promote student growth and incorporate patient safety through adherence to established standards of practice. The curriculum facilitates a holistic approach to radiology practice and education, providing the knowledge base, experience and critical thinking opportunities necessary to become a safe radiographer.

The scope of practice centers on direct patient care in a variety of community based settings with established policies, procedures and protocols for delivery of care. The associate degree graduate is able to provide the appropriate radiologic exam for a specific disease state. The graduate of this program is prepared to function as a collaborative member of the radiology and health care delivery team under the direction of a registered radiographer or physician. The graduate of this program is prepared with a foundation for life-long learning.

## **SCOPE OF PRACTICE FOR THE RADIOLOGIC TECHNOLOGY PROFESSIONAL**

The scope of practice of the medical imaging and radiation therapy professional includes:

- Providing optimal patient care.
- Receiving, relaying and documenting verbal, written and electronic orders in the patient's medical record.
- Corroborating a patient's clinical history with procedure and ensuring information is documented and available for use by a licensed independent practitioner.
- Verifying informed consent for applicable procedures.
- Assuming responsibility for patient needs during procedures.
- Preparing patients for procedures.
- Applying principles of ALARA to minimize exposure to patient, self and others.
- Performing venipuncture as prescribed by a licensed independent practitioner.
- Starting, maintaining and/or removing intravenous access as prescribed by a licensed independent practitioner.
- Identifying, preparing, and/or administering medications as prescribed by a licensed independent practitioner.
- Evaluating images for technical quality, ensuring proper identification is recorded.
- Identifying and responding to emergency situations.
- Providing education.
- Educating and monitoring students and other health care providers.
- Performing ongoing quality assurance activities.
- Applying the principles of patient safety during all aspects of patient care.

The scope of practice of the radiographer also includes:

1. Performing diagnostic radiographic and noninterpretive fluoroscopic procedures as prescribed by a licensed independent practitioner.
2. Determining technical exposure factors.
3. Assisting licensed independent practitioner with fluoroscopic and specialized radiologic procedures.

### **RADIOLOGIC TECHNOLOGY PROGRAM GOALS**

Upon completion of the Radiologic Technology (A.A.S) program, the student will:

1. Compare and contrast human anatomy with human physiological processes.
2. Demonstrate the principles of a professional diagnostic radiographer.
3. Evaluate patient diagnosis and healthcare management plans, following national guidelines.
4. Create a timely and accurate reporting structure through effective communication with the health care team.
5. Differentiate moral, legal, and ethical principles in radiography.
6. Serve society and the community through utilization of: a) cognitive, b) psychomotor, and c) affective learning domains.

## **OSU-OKLAHOMA CITY CAMPUS-WIDE STUDENT LEARNING OUTCOMES**

Upon completion of an OSU-Oklahoma City degree, students will have accomplished the following five outcomes:

### **1. Critical Thinking**

***Students solve problems by evaluating arguments or propositions and making judgments that guide the development of their beliefs and actions.***

Critical thinking skills include, but are not limited to, the ability to comprehend complex ideas, data, and concepts; to make inferences based on careful observation; to make judgments based on specific and appropriate criteria; to solve problems using specific processes and techniques; to recognize relationships among the arts, culture, and society; to develop new ideas by synthesizing related and/or fragmented information; to apply knowledge and understanding to different contexts, situations, and/or specific endeavors; and to recognize the need to acquire new information.

### **2. Effective Communications**

***Students communicate effectively using organized and coherent written and oral presentations appropriate for the audience and situation.***

Effective communication is the ability to develop organized, coherent, unified written or oral presentations for various audiences and situations.

### **3. Computer Proficiency**

***Students use computer and network technologies to gather, analyze and communicate information.***

Computer proficiency includes a basic knowledge of operating systems, word processing, and Internet research capabilities.

### **4. Civic Responsibility**

***Students engage in the community through activities effecting positive change in society and the environment.***

Preparation for civic responsibility in the democratic society of the United States includes acquiring knowledge of the social, political, economic, and historical structures of the nation in order to function effectively as citizens in a country that is increasingly diverse and multicultural in its population and more global in its view and functions.

### **5. Global Awareness**

***Students display sensitivity to cultures across local, national and global communities.***

Global awareness includes knowledge of the geography, history, cultures, values, ecologies, languages, and present day issues of different peoples and countries, as well as an understanding of the global economic, political and technological forces which define the interconnectedness and shape the lives of the world's citizens.

## Organizing Structure

The Radiologic Technology faculty recognizes that the practice of Radiography as it occurs within our society and is an integral part with total health care of the individual patient. The curriculum of the Radiologic Technology Program focuses on the predominant concepts of health, individual, and radiography as they influence society.

### Predominant Concepts

**Health** is a dynamic state influenced by internal and external factors. A healthy individual is one who strives to function at an optimal level in the bio-psycho-social system. The predominant and pervasive concepts provide a framework for assessing and evaluating the health of the individual. This conceptual approach focuses on the ability to maintain life functions and the response to alterations in function.

**Society** is made up of individuals from diverse ethnic, racial, religious, and social groups that impact and influence each other's values, beliefs, attitudes, and behaviors.

**Environment** is the total setting in which life and behavior occur.

**The individual** is a unique being who responds to both internal and external stimuli as a unified open system. Each individual has basic needs common to all and has responsibility for making life decisions necessary to meet those needs. The individual is an active participant in the process of human development continuing throughout the life span. A dynamic interaction exists between the individual, society and the environment.

**Critical thinking** is a cognitive, investigative, learned process characterized by the ability to make knowledgeable decisions relevant to the discipline of Radiologic Technology.

**Communication abilities** are the use of verbal, non-verbal, and written interpersonal transactions involving active listening and feedback in a clear and concise exchange of feelings, facts, and ideas.

## **CODE OF ETHICS FOR THE PROFESSION OF RADIOLOGIC TECHNOLOGY**

\*ARRT - Last Revised: September 1, 2020 Published: September 1, 2020

### **PREAMBLE**

The Standards of Ethics of The American Registry of Radiologic Technologists (ARRT) shall apply solely to persons holding certificates from ARRT that are either currently certified and registered by ARRT or that were formerly certified and registered by ARRT (collectively, "Certificate Holders"), and to persons applying for certification and registration by ARRT in order to become Certificate Holders ("Candidates"). Radiologic Technology is an umbrella term that is inclusive of the disciplines of radiography, nuclear medicine technology, radiation therapy, cardiovascular-interventional radiography, mammography, computed tomography, magnetic resonance imaging, quality management, sonography, bone densitometry, vascular sonography, cardiac-interventional radiography, vascular-interventional radiography, breast sonography, and radiologist assistant. The Standards of Ethics are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the Mission Statement.

### **STATEMENT OF PURPOSE**

The purpose of the ethics requirements is to identify individuals who have internalized a set of professional values that cause one to act in the best interests of patients. This internalization of professional values and the resulting behavior is one element of ARRT's definition of what it means to be qualified. Exhibiting certain behaviors as documented in the Standards of Ethics is evidence of the possible lack of appropriate professional values. The Standards of Ethics provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. The ethics requirements support ARRT's mission of promoting high standards of patient care by removing or restricting the use of the credential by those who exhibit behavior inconsistent with the requirements.

#### **A. CODE OF ETHICS**

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

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. 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.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual

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orientation, gender identity, veteran status, age, or any other legally protected basis.

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

5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient. 6. 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.

7. 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 healthcare team.

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

9. 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.

10. 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.

11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

## **REGISTRY REQUIREMENTS: ARRT (AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS)**

### **Education Requirements for Radiography Certification and Registration**

Radiography certification and registration candidates must have — within the past three years — successfully completed a radiography educational program that is accredited by a mechanism acceptable to the ARRT. Beginning on January 1, 2015, all candidates for certification and registration in Radiography must have earned an associate's degree before becoming certified and registered. ARRT recognizes only accreditation agencies that are recognized by CHEA and/or USDE. A list of accrediting agencies recognized by ARRT for the academic degree and professional education requirements is available here.

As part of their education, candidates must also demonstrate competency in didactic coursework and an ARRT-specified list of clinical procedures by completing the Radiography Didactic and Clinical Competency Requirements.

### **Ethics Requirements for Radiography Certification and Registration**

Every candidate for certification and registration must, according to ARRT governing documents, "be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics," and they must "agree to comply with the *ARRT Rules and Regulations* and the *ARRT Standards of Ethics*." ARRT investigates all potential violations in order to determine eligibility.

Issues addressed by the Rules of Ethics include convictions, criminal procedures, or military courts-martial as described below:

- Felony;
- Misdemeanor;
- Criminal procedures resulting in a plea of guilty or nolo contendere (no contest), a verdict of guilty, withheld or deferred adjudication, suspended or stay of sentence, or pre-trial diversion.

Juvenile convictions processed in juvenile court and minor traffic citations not involving drugs or alcohol do *not* need to be reported.

Additionally, candidates for certification and registration are required to disclose whether they have ever had any license, registration, or certification subjected to discipline by a regulatory authority or certification board (other than ARRT), as well as any honor code violations that may have occurred while they attended school.

Candidates may complete a pre-application to determine their ethics eligibility prior to enrolling in or during their educational program.

Read all about ARRT's ethics requirements.



## Examination Requirements for Radiography Certification and Registration

After having met the education and ethics requirements, candidates for Radiography certification and registration must pass ARRT's Radiography examination, which assesses the knowledge and cognitive skills underlying the intelligent performance of the tasks typically required of staff technologists practicing at entry-level within the discipline. Applications for the exam can be obtained through individual program directors. When completing their applications, candidates should keep a few things in mind:

- Candidates for primary certification and registration may mail their application up to three months prior to their anticipated graduation date.
- All photos, signatures, and dates of signatures on an application form must occur within the six months before the date the application is received at the ARRT office.
- Be sure to include the correct application fee.

The Radiography Content Specifications provide an outline of the topics covered in the exam. Since ARRT uses many references to build its exams, it does not provide specific lists of study materials or textbooks, nor does it recommend or endorse any review programs, mock registries, or study guides.

Individuals who are determined eligible by ARRT will receive, via the USPS, a Candidate Status Report (CSR) that details eligibility status and provides information on scheduling an exam appointment within the 90-day window. The CSR also addresses how to change an exam window or appointment, and how to prove identity at the test center.

## Continuing Education for Renewal of Certification and Registration

Once certified and registered, R.T.s must renew their certification and registration of the certificate each year. Every other year, they are required to report compliance with ARRT's continuing education requirements. Options for satisfying the requirements include obtaining 24 acceptable CE credits or passing an exam in an additional discipline recognized by ARRT. R.R.A.s are held to additional requirements. Consult the [Continuing Education Requirements](#) for specifics.

### Acceptable CE Credits

Credits must be approved by one of ARRT's [Recognized Continuing Education Mechanisms \(RCEEMs\)](#) as Category A or A+. They may include Advanced CPR certification, relevant academic courses, or activities completed for licensing purposes in certain states. Important qualifications are detailed in the CE reporting section (see below).

### CE Reporting

At the end of each CE biennium (two-year period), R.T.s must report their completed CE credits. Instructions for reporting differ depending on whether the individual is reporting a regular biennium, versus for CE probation or for reinstatement.

### CE Opportunities

R.T.s looking for CE activities have many options, including a free [online CE search tool](#) that lists activities from various sponsors. Approved academic courses related to the radiologic sciences and offered by a post-secondary educational institution accredited by a mechanism recognized by the ARRT may also be used to meet the CE requirement.

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Interested in learning more about ARRT continuing education requirements? Check out the [FAQs](#).

\*For more details see [www.ARRT.org](http://www.ARRT.org)

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**RADIOLOGIC TECHNOLOGY A.A.S.**

**Associate in Applied Science**

Degree Sheet

2017-2018 Catalog

General Education Courses			18 Credit Hours	Credit Hours	Prerequisites
ENGL	1113	English Composition I		3	[R] [W]
Choose One:				3	
ENGL	1213	English Composition II			ENGL 1113
SPCH	1113	Introduction to Speech Communications			[R] [W]
Choose One:				3	[R] [W]
HIST	1483	U.S. History to 1865			
HIST	1493	U.S. History since 1865			
MATH	1513	College Algebra		3	[R] [M]
POLS	1113	American Government		3	[R] [W]
PSYC	1113	Introductory Psychology		3	[R] [W]

**Support and Related Courses**      7 Credit Hours

BIOL	1012	Biological and Medical Terminology		2	[R]
BIOL	1515	Human Anatomy & Physiology		5	[R] ICSM 0123

Selective Admission into the following courses is required, based on certain criteria. For admission requirements, visit [www.osuokc.edu/radiology](http://www.osuokc.edu/radiology).

**Technical Occupational Specialty**      43 Credit Hours

RAD	1113	Introduction to Radiologic Science and Health Care		3	CoReqs: RAD 1123, 1233, 1333
RAD	1123	Patient Care in Radiologic Sciences		3	CoReqs: RAD 1113, 1233, 1333
RAD	1233	Radiographic Procedures I		3	CoReqs: RAD 1113, 1123, 1333
RAD	1323	Digital Image Acquisition and Display		3	CoReqs: RAD 1344, 2223
RAD	1333	Principals of Imaging		3	CoReqs: RAD 1113, 1123, 1233
RAD	1344	Radiologic Clinical Practice I		4	CoReqs: RAD 1323, 2223
RAD	1434	Radiologic Clinical Practice II		4	PreReqs: RAD 1113, 1123, 1233, 1333, 1323, 1344, 2223
RAD	2113	Imaging Physics		3	PreReq: RAD 2223; CoReqs: RAD 2233, 2324
RAD	2223	Radiation Biology and Protection		3	PreReqs: RAD 1113, 1123, 1233, 1333; CoReqs: RAD 1323, 1344
RAD	2233	Radiographic Procedures II		3	PreReq: RAD 1233; CoReqs: RAD 2113, 2324
RAD	2324	Radiologic Clinical Practice III		4	PreReq: RAD 1434; CoReqs: RAD 2113, 2233
RAD	2333	Advanced Modalities		3	CoReq: RAD 2434
RAD	2434	Radiologic Clinical Practice IV		4	PreReq: RAD 2324, CoReq: RAD 2333

**Total to Graduate**      68

**ADDITIONAL GRADUATION REQUIREMENTS:**

2.0 Graduation/Retention GPA

15 credit hours earned in residence at OSU-OKC

Degree Audit is not final until approved by the Office of the Registrar.

Minimum grade of "C" or better in all courses required for this degree.

**NOTES LEGEND:**

FA= Fall, SP=Spring, SU=Summer

[R] Reading Proficiency/Placement

[W] Writing Proficiency/Placement

[M] Math Proficiency/Placement

## **RADIOLOGIC TECHNOLOGY AAS - COURSE DESCRIPTIONS**

### **RAD 1113 INTRODUCTION TO RADIOLOGIC SCIENCE AND HEALTHCARE**

This course provides an overview of the radiographer and practitioner's role in the health care delivery system. The principles, practices, and policies of health care organizations are discussed. A foundation in ethics and law related to the practice of medical imaging is also included.

### **RAD 1123 PATIENT CARE IN RADIOLOGIC SCIENCES**

This course provides the basic concepts of patient care during routine and emergency radiographic procedures. The radiographer's role in patient education is identified. The basic concepts of pharmacology, venipuncture and administration of diagnostic contrast agents and intravenous medication are included.

### **RAD 1233 RADIOGRAPHIC PROCEDURES I**

This course provides an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed.

### **RAD 1323 DIGITAL IMAGE ACQUISITION AND DISPLAY**

This course provides an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving, and retrieval are discussed.

### **RAD 1333 PRINCIPLES OF IMAGING**

This course establishes a knowledge base in factors that govern the image production process.

### **RAD 1344 RADIOLOGIC CLINICAL PRACTICE I**

Course content and clinical practice experiences are designed to provide basic patient care and assessment plus sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures.

### **RAD 1434 RADIOLOGIC CLINICAL PRACTICE II**

This course builds upon Radiologic Clinical Practice I. Clinical practice experiences are designed to provide basic patient care and assessment plus sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures

### **RAD 2113 IMAGING PHYSICS**

This course establishes a basic knowledge of atomic structure and terminology. The nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter are also presented. Course content establishes a knowledge base in radiographic, fluoroscopic and mobile equipment and design, as well as quality control procedures.

### **RAD 2223 RADIATION BIOLOGY AND PROTECTION**

This course provides an overview of the radiation effects on molecules, cells, tissues and the body as a whole. Factors affecting biological response including acute and chronic effects are discussed. An overview of the principles of radiation protection, including the radiographer's responsibilities is also presented. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated.

### **RAD 2233 RADIOGRAPHIC PROCEDURES II**

This course provides the knowledge base necessary to perform standard and special imaging procedures of the entire body. The evaluation of diagnostic images is included. The effects of various disease processes on radiographic appearances, as well as the impact on exposure factor selection are included.

### **RAD 2324 RADIOLOGIC CLINICAL PRACTICE III**

This course builds upon Radiologic Clinical Practice I and II. Clinical practice experiences are designed to provide basic patient care and assessment plus sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures.

### **RAD 2333 ADVANCED MODALITIES**

This course includes relative basic sectional anatomy and is designed to provide a basic understanding of the operation of a computed tomography (CT) device. Students will also have an introduction to other modalities.

### **RAD 2434 RADIOLOGIC CLINICAL PRACTICE IV**

This course builds upon Radiologic Clinical Practice I, II, and III. Clinical practice experiences are designed to provide basic patient care and assessment plus sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures.

**PLEASE SEE RADIOLOGIC TECHNOLOGY WEBSITE FOR MORE INFORMATION ABOUT REQUIRED PREREQUISITES**

## GENERAL INFORMATION AND SERVICES FOR STUDENTS

- I. **Advisement** — Health Sciences and Radiologic Technology Advisor is: James Anderson  
[james.anderson@okstate.edu](mailto:james.anderson@okstate.edu) (405) 945-9124.

OSU-Oklahoma City's student-centered philosophy is reflected in the Advisement and Counseling Center where students discover a highly personalized approach to fostering the growth and full potential of each student. Academic advisement for all students whether new, transfer, undeclared, non-degree seeking, international and/or radiography, is provided by professional staff in a caring environment.

Workshops on success-related topics are presented throughout the semester at no charge to students. Contact a counselor for more information, located first floor, Student Center, or by calling (405) 945-9150.

- II. **Business Office** — Tuition is paid, parking decals issued and student account information obtained in the Business Office, Administration Building, Room 201.
- III. **The HUB, Cyber Café and Student Lounge** — Located in the Student Center, second floor, The HUB, Cyber Café and Student Lounge offers a place to eat, check emails, play games, surf the Web or relax and visit with friends or study. Breakfast items, both hot and cold, are available daily. Other meal offerings include homemade entrees, cook-to-order grill items, fresh-made wraps and salads and a variety of snacks. A selection of hot and cold drinks, chips and snack items are available, not only at The HUB, but also from vending machines located across campus.
- IV. **Student Success and Opportunity Center** — The Student Success and Opportunity Center (SSOC) offers computer-assisted instruction in most academic areas, free tutoring (computer-based and individual), study test bank, access to the Internet, MS Word, Excel and PowerPoint on computers, career exploration and Academic Systems. Special programs such as Second Chance, the GED program and the Family Resource Center are also among the services offered through the SSOC

The SSOC is located in the Learning Resource Center Building, second floor. Hours of operation are Monday through Thursday, 8 a.m. to 9 p.m.; Friday, 8 a.m. to 5 p.m.; Saturday, 9 a.m. to 5 p.m.; and Sunday, noon to 6 p.m. For more information, call The Learning Center director at (405) 945-8691.

- V. **Library** — The Library is on the Learning Resource Center fourth floor, and is open seven days a week. Students are required to have a valid OSU-Oklahoma City photo identification card (ID). Hours are Monday through Thursday, 8 a.m. to 9 p.m.; Friday, 8 a.m. to 5 p.m.; Saturday, 9 a.m. to 5 p.m. and Sunday, noon to 6 p.m. Holidays and interim hours are posted. An exterior book return is located on the west side of the LRC building. Fully automated, the Library provides many electronic information resources with staff available to instruct students in the use of these resources. Inter-Library Loan service is available for items not held locally. Self-service photocopiers and study rooms are provided. Proceeds from the donation of materials to an on-going book sale, sponsored by the Library Friends, are used for library resources.

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VI. **Wellness Services** — The Wellness Center operates Monday through Thursday, 6 a.m. to 7 p.m., Friday, 6 a.m. to 5 p.m., Saturday, 9 a.m. to 2 p.m. Closed Sunday (summer and break times may vary). Located on the first floor of the Administration Building, the center features a fully-equipped exercise room with treadmills; elliptical trainers; bikes; Cybex, Paramount and Quantum strength training equipment; and a multi-purpose room for serious aerobic classes. Other accommodations include a tennis court, an outdoor volleyball court, a one-half mile outdoor fitness track, a croquet court and a five-hole golf course. Expanded services include a variety of fitness and wellness programs, as well as intramural sports. Many new opportunities are available to OSU-Oklahoma City students and the community. Currently enrolled students receive free Wellness Center membership. New members can obtain a free fitness orientation. Call the Wellness Center at (405) 945-8642 for the latest program information and scheduling or [www.osuokc.edu/wellness](http://www.osuokc.edu/wellness).

VII. **Bookstore** — The OSU-Oklahoma City Bookstore is operated and managed by Barnes and Noble Bookstore, a private company that manages bookstores in colleges and universities across the country. The Bookstore offers a complete line of required course books and educational supplies, an assortment of gift items, paperbacks, computer supplies, calendars and greeting cards. [osuokc.bncollege.com](http://osuokc.bncollege.com) Phone (405) 945-3201, fax (405) 945-3213

It is the best source for OSU-Oklahoma City and OSU insignia items, including T-shirts, sweatshirts, coffee mugs, jackets and notebooks. Textbooks may be reserved on the web at [www.osuokc.bncollege.com](http://www.osuokc.bncollege.com). Students may sell their books back year round. The Bookstore is located in the Student Center, second floor.

VIII. **Inclement Weather, Class Cancellation, Campus Closing** — A decision to close the campus, or to cancel classes because of inclement weather or other adverse conditions, will be made as early as possible. Students should watch and listen for news broadcasts on the stations listed below. Also, the OSU-Oklahoma City web site ([www.osuokc.edu](http://www.osuokc.edu)) will detail whether the campus is closed, classes are cancelled or delayed. Students may also sign up on O-Key to receive alerts on their cell phone.

**Television**

1. KFOR Channel 4 (Cox Cable)
2. KOCO Channel 5 (Cox Cable)
3. KWTW Channel 9 (Cox Cable)
4. KOKH Channel 25 (Cox Cable)

**Radio**

1. KTOK 1000 (AM)
2. KOMA 1520 (AM)
3. KOMA 92.5 (FM)
4. KJYO 102.7 (FM)

Instructions and further information for these contingencies have been provided for faculty and staff employees through the campus Emergency Preparedness Plan.

## STEPS IN THE FINANCIAL AID PROCESS

### **Step 1: Apply for Aid**

- To apply for an OSU-OKC Tuition Scholarship, visit [www.osuokc.edu/scholarships](http://www.osuokc.edu/scholarships).
- To search for external scholarship opportunities, visit [www.fastweb.com](http://www.fastweb.com).
- To apply for Federal Grants & Loans, visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The federal school code for OSU-OKC is 009647.
- To apply for Federal aid online, you must apply for and receive a personal identification number (PIN) at [www.pin.ed.gov](http://www.pin.ed.gov).

**Priority deadlines** for financial aid application are **May 31 for Fall** and **November 30 for Spring**.

### **Step 2: Get Admitted and Enroll**

Students must complete the admissions process and enroll in classes in order to be awarded Federal Aid.

### **Step 3: Activate Your O-Key**

The Financial Aid and Scholarship Office will utilize email as its official notification mode. You are strongly encouraged to activate your O-Key account so that you can receive these email messages and gain access to Web for Students. To activate your account, visit: <https://app.it.okstate.edu/okey/>

### **Step 4: Complete Your Financial Aid File**

Once OSU-OKC receives and reviews your processed FASFA, additional documents may be requested. Applicants should monitor their OSU-OKC or FAFSA email addresses for notifications requesting information from the Financial Aid Office. Following are normal processing times applicants should allow for the review of their file, provided they have enrolled. All timelines are subject to volume, especially during peak enrollment periods.

**Students not selected for verification:** allow ten business days from file completion date.

**Students selected for verification:** allow fifteen business days from file completion date.

**Important Notice: Transcripts from all colleges/universities previously attended must be received in the OSU-OKC Admissions/ Registrar Services Office before your eligibility for federal student aid can be determined.**

### **Step 5: Types of Aid**

For those who qualify, federal grants are available in the form of Pell, Supplemental Educational Opportunity Grant (**SEOG**), and Oklahoma Tuition Aid Grant (**OTAG**). Federal Work Study Program (**FWSP**) and loans are available for students attending at least half time (six credit hours). Loans come in the form of Federal Direct Subsidized and Unsubsidized Loans, and Federal Direct Parent Loan (PLUS), as well as Private Loans, which are credit based. Parents of dependent students are responsible for applying for the credit-based Plus Loan.

### **Step 6: Award Notification**

Your eligibility for scholarships and federal aid will be determined based on your cost of attendance, enrollment status, and external aid offers. Once eligibility has been determined, you will receive an email notification informing you that your awards are ready to be viewed and acted upon via Web for Students. All grant awards are accepted on your behalf; therefore, you are not required to accept these types of awards. You must "Take Action" by either accepting or declining aid offers of federal loans or federal work-study. If you have been offered and choose to accept student loans, you must complete Loan Entrance Counseling (**each academic year**) at [www.studentloans.gov](http://www.studentloans.gov). If you are offered and are accepting federal work-study, you must visit with Gil



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Smith, Job Placement/Enrollment Management Specialist, any time after August 1st to apply for available work-study jobs.

***Important Note: To avoid over-award situations, please notify the Office of Financial Aid and Scholarships of all external scholarship offers that you receive as soon as you become aware of them.***

**Step 7: Charging Books**

In order to charge books, you must have been awarded aid that exceeds your tuition charges. Students who have not been awarded or failed to meet the priority deadlines listed above will need a plan for book expenses. We encourage students in this situation to explore the Rent-A-Text option offered by Barnes and Noble. For more information, visit <https://osuokc.bncollege.com/shop/oklahoma-state-university-oklahoma-city/page/rental-faqs>

**Step 8: Refunds of Aid**

Financial aid funds administered by OSU-OKC will be credited to students' Business Services accounts to pay outstanding balances. Funds in excess of outstanding balances will be refunded to the student. Loans are credited prior to school beginning and grants and scholarships will be credited beginning the week after census (add/drop period). FWSP funds are earned by working on campus and students will be paid as an OSU-OKC employee. The Business Services Office begins issuing refunds during the first week of each semester. Refunds will be mailed to the current address that is in the OSU-OKC computer system, unless you sign up for Direct Deposit with the Business Services Office. Please contact the Business Services Office for sign-up information. If direct deposit is set up, excess funds can be deposited within two business days; otherwise funds will be mailed in 7-10 business days.

**Step 9: Loan Exit Counseling**

Student loan borrowers who are graduating or transferring to another college must cancel their aid for the next semester and complete Loan Exit Counseling at [www.studentloans.gov](http://www.studentloans.gov)

*Still have questions?*

Please contact the OSU-OKC Office of Financial Aid and Scholarships at (405) 945-8646, (405) 945-8681 or email at [finaid@osuokc.edu](mailto:finaid@osuokc.edu).

## ACADEMIC REGULATIONS INFORMATION

### A. STUDY TIME RECOMMENDATIONS

1. \* Courses are structured to require a minimum of three (3) hours of preparation for each class hour and laboratory hour. For example, a six (6) hour credit course will require a minimum of eighteen (18) hours of study/preparation time per week.
2. \*In order to meet the demands of the course work, it is **recommended** that students do not exceed twenty (20) hours employment each week.

### B. EXAMINATIONS

1. Radiologic Technology course examinations may be multiple choice, essay questions, True/false, fill-in-the-blank, or other format at the direction of the faculty. The student should read each course syllabus for specific information about examinations in that course.
2. All students have the privilege of abiding by and upholding the honor system when taking examinations.
3. See **RTDP 03.02** "Grade Requirements and Scale" for information about examination grades. Other questions should be directed to the faculty assigned to the particular course.
4. Radiologic technology examinations focus on critical thinking and require the application of course content to the practice situation. Such application requires integration of knowledge from many resources and cannot be found on one page of one book. Students must understand that in a clinical situation the one, best answer which appears in the text book may not be available when a critical decision must be made. Students will be required to apply concepts and ideas from a variety of areas to answer examination questions. Students should expect questions requiring critical thinking and a high level of discrimination such as *best, most important, first, highest priority, etc.*

### C. ACADEMIC DIFFICULTIES

1. Students having academic difficulties are urged to seek initial counseling from their instructor. Referrals are frequently made for students to seek tutoring and other supportive assistance from the Learning Center. See RTDP 05.04 "Radiologic Technology Student Counseling for Success."
2. See **RTDP 04.01** "Radiologic Technology Guidelines for Accommodation of Students with Disabilities," and **RTDP 04.02** "Radiologic Technology English Speaking Proficiency" for policy information regarding academic difficulties of students with special needs.

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**D. CLASS SCHEDULE CHANGES—ALL COURSE SCHEDULE CHANGES (ADD/DROP) MUST BE INITIATED IN THE RADIOLOGIC TECHNOLOGY OFFICE, THROUGH THE DIVISION SECRETARY.**

1. Students are expected to complete the courses in which they register. If a change is necessary, students must file the appropriate drop/add withdrawal form with the Office of Admissions and Records. The date the form is received by the Admissions and Records Office is the official date for the transaction.
1. Dropping Courses: Contact the Academic Advisor – [james.anderson@okstate.edu](mailto:james.anderson@okstate.edu)
2. Adding courses: Contact the Academic Advisor – [james.anderson@okstate.edu](mailto:james.anderson@okstate.edu)
4. Withdrawing from OSU-Oklahoma City: Withdrawal occurs when a student drops from all classes. To completely and officially withdraw from college students must Contact the Academic Advisor – [james.anderson@okstate.edu](mailto:james.anderson@okstate.edu) and submit the withdrawal form to the Office of Admissions and Records.
5. Students who originally enroll in classes for credit may change to audit, assuming all financial obligations to the college have been met. Students changing from credit to audit must do so within the time limits authorized for drop/withdrawal. Students who audit radiology courses will be permitted to attend classes and participate in classroom discussions and campus lab experiences. Auditing students may not take exams, quizzes, or attend clinical labs.
6. Refer to **RTDP 03.01a/b** "Leave of Absence" for information concerning the implications of withdrawal from the Radiologic Technology Program.

**E. TUITION AND FEES REFUND POLICY**

1. When a student enrolls at OSU-Oklahoma City, she/he reserves a place which cannot be made available to another student until she/he officially withdraws/drops the class. Many students cannot enroll in classes they want or need each semester because these classes are filled. A drop/add and withdrawal period is provided at the beginning of each semester to allow some shifting of schedules and placements of students into class vacancies which may be created. A late withdrawal/drop often occurs too late for the class vacancy to be filled, therefore denying another student the opportunity to enroll in the class.
2. **Non-attendance or non-payment does not withdraw/drop a student from class. Refunds cannot be issued for non-attendance.** All fees will be refunded if a class is cancelled due to insufficient enrollment. Refunds require approximately 14 days to process. Refunds will not be honored unless all financial obligations to OSU-Oklahoma City have been cleared. The following refund schedule will be used in refunding fees for students who completely withdraw (officially drop all classes) or drop individual classes.

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**Please Note: You are responsible for all charges incurred if you fail to withdraw prior to the first day of the semester or during the 100% refund period.**

**Add/Drop Periods**

- 1st two weeks of a 16-week session
- 1st week of a 12-week session
- 1st week of an 8-week session
- Prior to beginning of a 4-week session
- Prior to the beginning of a Fast Track course

**NO REFUNDS WILL BE MADE AFTER THE ADD/DROP PERIODS**

**F. CONCURRENT ENROLLMENT**

1. Students who wish to earn credits concurrently at another institution or through enrollment in correspondence or extension while attending OSU-Oklahoma City must secure approval from the department head if the student expects OSU-Oklahoma City to accept those credits.
2. Residency/graduation requirements: The last 12 hours immediately preceding graduation must be taken in residence at OSU-Oklahoma City. In addition to these hours, the student must have earned a minimum of four more credit hours in residence making a total of not less than 16 semester hours. See RTDP 04.03 "Radiologic Technology Graduation Requirements" for further information about the application of this requirement to the Radiology program. Also refer to "Concurrent Enrollment Policy" in the OSU-Oklahoma City School Catalog.

**G. CHANGE OF STUDENT INFORMATION**

Students who have a change in name, telephone number or address must notify the Office of Admissions and the School of Health Sciences Secretary immediately. This is necessary to ensure the accurate recording of grades and to maintain accurate records.

**H. RELEASE OF INFORMATION**

1. The Family Educational Rights and Privacy Act of 1974 as amended May 5, 1975, requires that educational institutions notify students of the information that is maintained and considered "directory information". The amended act also requires that educational institutions give students an opportunity to request that directory information pertaining to them not be released without written permission. The information listed below has been classified as directory information by Oklahoma State University. Students may request this information be held confidential by filing a form in the Office of Admissions.

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Information that OSU considers "directory information":

- |   |  |
|---|--|
| a. student's name,<br>local/permanent address             | j. educational institutions<br>previously attended                                 |
| b. telephone number                                       | k. degree(s) held, dates<br>granted, and institution(s)<br>granting such degree(s) |
| c. date and place of birth                                | l. advisor   |
| d. major field of study                                   | m. participation in officially<br>recognized organizations,<br>activities, sports  |
| e. dates of attendance at OSU                             | n. parents' names/addresses  |
| f. degrees and awards granted                             |  |
| g. academic classification<br>(freshman, sophomore, etc.) |  |
| h. sex  |  |
| i. class schedule   |  |
2. The Office of Admissions is the official office of the institute for maintaining and releasing information pertaining to student academic records, and for releasing information pertaining to student discipline records. All information collected and maintained by this office pertaining to students not listed as "directory information" is considered confidential information and is not released to anyone but the student without a written request from the student. Students are welcome to review all information maintained in this office and request that all inaccurate information be expunged.

**I. STUDENT RIGHTS AND RESPONSIBILITIES**

1. It is the policy of Oklahoma State University to provide equal opportunity to all students enrolled at the University or one of the branch campuses on the basis of merit without discrimination because of sex, race, age, national origin, religion, or qualified handicap or disability.
2. Oklahoma State University students shall have available to them certain procedures for resolving complaints and grievances which may arise in areas related to (1) recruitment and admission to the institution; (2) admission to and treatment while enrolled in an educational program; (3) employment on campus; or (4) other matters of consequence relating to student life or instructional programs.
3. All students enrolled at the Oklahoma City campus who have a complaint related to an area previously described that cannot be resolved informally between the parties involved, may request the formation of a grievance committee which shall hear the grievance and make recommendations to the appropriate Vice President. A complete copy of the Grievance Procedures may be obtained from the Office of the Vice President for Student Services or the Vice President for Academic Affairs.
4. See **RTDP 05.02** "Radiologic Technology Student Dismissal," **RTDP 05.02a** "Radiologic Technology Student Counseling Procedure", **RTDP 05.05** "Students petitions for Exceptions to Radiologic Technology Department Policies & Requirements," and **RTDP 5.05a** "Radiologic Technology Student Petition" for further information. OSU-OKC

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Student Rights and Responsibilities Governing Student Behavior document also provides additional information.

[https://osuokc.edu/sites/default/files/documents/FinancialAid/Student\\_Rights\\_Responsibilities.pdf](https://osuokc.edu/sites/default/files/documents/FinancialAid/Student_Rights_Responsibilities.pdf)

**J. COMPUTER LITERACY POLICY**

1. Oklahoma State Regents for Higher Education policy indicates "Students must demonstrate computer proficiency, which includes the competent use of a variety of software and networking applications."
2. The goal of the OSU-Oklahoma City Student Computer Literacy Policy is that all degree- or certificate-seeking students and those students who complete 30 or more credit hours at OSU-Oklahoma City should possess sufficient skill and experience to employ contemporary information systems in their personal and professional lives. Specifically, they should be able to:
  - a. enter, manipulate, and retrieve information using microcomputer systems;
  - b. identify and use software for word processing; and
  - c. identify and use common internal and external electronic data sources.
3. The Radiologic Technology curriculum is designated by the School of Health Sciences as computer intensive.

## DRESS CODE FOR CLINICAL AND LAB

**Description:** OSU-Oklahoma City is an educational organization whose primary purpose is to teach in a comfortable environment yet one in which the utmost in professionalism is reflected. It is imperative that all students dress and groom themselves in a manner, which reflects professionalism at all times when on the OSU-Oklahoma City campus and when representing OSU-OKC at clinical locations. OSU-Oklahoma City students will adhere to the dress code of their particular department and the dress code defined below while on campus and while representing OSU-OKC at the clinical location.

All students will adhere to their class guidelines. All students whose department requires a specific uniform to be worn during work time are expected to comply with those departmental requirements.

Students who are required to change into uniforms supplied at the work station will be allowed sufficient time to change clothes in the appropriate locker rooms provided for that purpose. Time allocations for uniform change shall be made at the discretion of the department director, but shall not exceed fifteen (15) minutes per shift.

### NAMETAGS

1. A photo nametag (student ID) is a required part of each student's uniform and/or apparel for every clinical.
2. Nametags should be worn in the lapel area with picture facing outward with nothing obscuring the picture.
3. Nametags (student IDs) are issued at the time of enrollment.
4. If the nametag has been lost a new one must be obtained through the student service or admission office.

### PROFESSIONAL IMAGE AND APPAREL

All students are required to present a professional image and wear professional apparel that is neat and in good condition.

Uniforms will be worn for all clinical rotations and official functions.

The OSU-OKC Radiologic Technology Program uniform consists of:

- a. **ALL BLACK scrubs.** These can be purchased through the OSU-OKC Bookstore if using financial aid - check Bookstore for details.
- b. **ALL BLACK** ( $\frac{1}{2}$ - $\frac{3}{4}$  length) **scrub jackets** will be worn with the scrubs. These can be purchased through the OSU-OKC Bookstore if using financial aid. Check Bookstore for details. You can also purchase them from other retail vendors in the area if you are not using financial aid.
- c. Shoes must be predominantly black or white with matching shoelaces, and worn exclusively with the uniform. Leather athletic shoes with

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minimal color accents may be permissible. White or black socks must be worn with the shoes. The shoes must be clean and polished. Canvas shoes, sandals, open-heeled clogs, or boots are not acceptable. Patient care areas need protective toe covering. **NO bright neon or rainbows**

- d. A shirt may be worn under the scrub top but it must be “**the brightest orange**”, **black**, or **white**.
- e. The official OSU Program patch is to be displayed three (3) inches below the shoulder on the **left** sleeve of the scrub top **and** lab coat.
- f. The OSU-Oklahoma City photo name tag should be easily visible on the left side of the uniform **top** and on the lab coat. The student must be easily recognized and identified as an OSU-OKC Student Radiographer.

The following clothing is **NOT** to be worn:

- a. Denim slacks or jeans
- b. Military fatigues, overalls, nylon or knit sweat suits
- c. Shorts of any type or cut-off pants
- d. Tight or revealing clothing of any type (tube and halter tops, sundresses, slip dresses, mini-skirts, leggings, t-shirts, crop tops)
- e. Shirts that have informal lettering on them
- f. Low cut shirts revealing female anatomy or male chest hair
- g. Excessive makeup
- h. Unnatural hair color (**NO** bright reds, blues, greens, pinks, oranges, extreme black, rainbows, unnatural grays, extreme whites, yellows, purple)
- i. Gang symbols
- j. **No**: hats
- k. please communicate with department head regarding religious clothing

### **GROOMING**

1. Students shall be well-groomed, neat and clean at all times. General cleanliness is essential.
2. **Hair** shall be neat, clean and arranged in a manner that maintains medical asepsis.
3. **Facial hair** must be neat and well groomed – if you wear a beard or mustache, it must be neatly trimmed and **not longer than 2 inches – it cannot interfere with personal protective equipment**
4. **Make-up** should be conservative and/or without excess – **NO** body glitter, sparkle makeup, abnormal lip colors such as black, very dark red, blue, green, yellow, silver, purple, gold, etc. No white or black face paint or powders (that cover the entire face), no face jewels or tattoos.
5. **Nail** length ( $\frac{1}{4}$  inch or less in length beyond the fingertip) and nail polish should be a **neutral or clear shade** to reflect the professional work environment. (**See Artificial Nail section below**)



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6. Students should avoid all products that will result in unpleasant or strong **odor**. The use of deodorant or antiperspirant is encouraged. The use of cologne, aftershave and perfume is permitted, but should **not be excessive or offensive**. If an odor is sufficiently strong to cause concern, nausea, headaches, or allergic reactions from other students and/or patients, the student will be asked to wash it off and change their clothing. If clothing is not on premises, the student will be sent home to wash and change with the understanding that they are to immediately return to class/clinical.
7. **Tattoos** must be covered. **No visible tattoos.**
8. **Jewelry** should be kept to a minimum and appropriate in size. No other facial jewelry is allowed. Examples of **non-acceptable** jewelry include: Gaudy or dangling jewelry, Ear stretcher/tunnels, gages, nose, lip, tongue and eyebrow studs or rings, face chains, long dangling necklaces, dangling bracelets, large hoop earrings, hair jewelry, body jewelry.
9. No use of tobacco or vapor products is allowed and policies at each clinical site related to tobacco use/smoking/vapes must be followed.

#### **ARTIFICIAL NAILS, NATURAL NAILS AND NAIL POLISH**

Artificial nails are substances or devices applied to natural nails to augment or cosmetically enhance nails. They include but are not limited to bonding, fiberglass, wrappings, tapes, acrylics, gels, tips, glue on, sculptured, silks, ornate designs, liquid, and inlays.

Due to increased incident of healthcare-acquired infections, **students doing clinicals in the following areas are not allowed to wear artificial nails:**

- All surgical
- All direct patient care (radiography students included)
- All cleaning processes
- All product preparation for patients

Nails should be kept clean. Patient care providers and others listed above must keep their nails short. It is recommended that natural nails be left unpolished. Clear polish is preferable over colored. If polish is worn, it cannot be chipped, cracked or peeling.

#### **HOLIDAY DRESS:**

Usual clinical uniform attire will be worn at all times, including the holiday season.

Any exceptions to this must be approved by the person responsible for your class/clinical (i.e., costumes, inappropriate accessories, etc.). The person(s) that would need to approve this holiday change in attire is the Clinical Coordinator (or Program Director) and/or Clinical Preceptor.

#### **VIOLATION**

- If students are found to be in violation of the Dress Code policy, they will be asked to leave and not return until and unless that student is in compliance with the dress code.

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- Students may be disciplined according to the course syllabus, the Student Handbook, and/or the Student Rights and Responsibilities Handbook on complying with policy on clinical attire.

**Adopted 9/2007**

## **PROVIDING ACCOMMODATION FOR STUDENTS ACCORDING TO THE AMERICANS WITH DISABILITIES ACT (ADA)**

The following is the University approved statement regarding accommodation for students with disabilities in accordance with the Americans with Disabilities Act (ADA):

“OSU-Oklahoma City is committed to providing educational opportunities and support services to students with disabilities based upon the documentation of a disability covered under the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the ADA Amendments Act of 2008. OSU-Oklahoma City is committed to providing full access to students pursuing their educational and career goals.” Students are encouraged to submit appropriate disability documentation and to make their requests well in advance of the beginning of classes to ensure appropriate delivery of services and accommodations.”

The student who desires accommodation in the learning environment has the responsibility to identify self as a student with a disability to the ADA advisor and to request accommodation.

The ADA advisor will provide the student with information about appropriate documentation of the disability.

The student and the ADA advisor will develop a preliminary request and the ADA advisor will send the requests to the Dean of Health Sciences and involved faculty.

The instructor will inform the Dean of Health Sciences and the ADA advisor if any part of the request is inappropriate.

The request will be re-negotiated by the involved individuals to resolve the concerns for appropriate accommodation.

The student, ADA advisor, instructor, and Dean of Health Sciences will receive a copy of the finalized request.

**It is the affirmative obligation of the student not only to provide competent medical documentation as requested by the Office of Services to Students with Disabilities, but also to renew any additional requests for accommodation each new academic semester.**

For further information, refer **RTDP 04.01** "Radiologic Technology Guidelines for Accommodation of Students with Disabilities" and the "[OSU-OKC Services to Students with Disabilities](#)" website.

## **DRUG-FREE SCHOOL POLICY STATEMENT**

### **1.01 PURPOSE**

The Drug Free Schools and Communities Act Amendments of 1989 require an institution of higher education to certify to the U.S. Department of Education by 10-1-90, that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in order to remain eligible for federal financial assistance of any kind. This policy is adopted by Oklahoma State University to comply with this statutory directive.

### **2.01 POLICY**

As set forth in local, state, and federal laws, and the rules and regulations of the University, Oklahoma State University-Oklahoma City prohibits the unlawful possession, use or distribution of illicit drugs<sup>1</sup> and alcohol by students and employees in buildings, facilities, grounds, or other property owned and/or controlled by the University or as part of University activities.

### **3.01 INTERNAL SANCTIONS**

Any student or employee of the University who has violated this prohibition shall be subject to disciplinary action including, but not limited to, suspension, expulsion, termination of employment, referral for prosecution and/or completion, at the individual's expense, of an appropriate rehabilitation program.<sup>2</sup> Any disciplinary action shall be taken in accordance with applicable policies of the University.

### **4.01 EXTERNAL SANCTIONS**

Local, state, and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

Federal law provides rather severe penalties for distributing or dispensing, or possessing with the intent to distribute or dispense, a controlled substance,<sup>3</sup> and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence. For example, if less than 50 kilograms of marijuana are involved and it is your first offense (no prior convictions), then you are subject to imprisonment of not more than 5 years, a fine of \$250,000, or both. If, however, 50-100 kilograms of marijuana are involved instead of less than 50, and all other factors are the same as in the preceding example, you are subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use, then you are subject to not less than 20 years or life, a fine of \$1,000,000, or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least \$1,000 but not more than \$100,000, or both. With regard to simple possession, the number of convictions makes both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least 5 years in prison and not more than 20 years, a fine of \$250,000, or both.

Starting July 1, 2000, conviction under Federal or State law involving the possession or sale of a controlled substance shall make a student ineligible to receive any grant, loan, or work assistance beginning with the date of conviction and ending as follows: (1) conviction for possession of a controlled substance: first offense - 1 year; second offense - 2 years; third offense - indefinite; (2) sale of a controlled substance: first offense - 2 years; second offense - indefinite.

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Students may regain eligibility earlier than specified by satisfactorily completing a rehabilitation program or other requirement as specified in the regulations.

State Law provides similar penalties with regard to the simple possession, distribution, or possession with the intent to distribute a controlled dangerous substance.<sup>4</sup> Simple possession of marijuana is a misdemeanor and carries a punishment of up to 1 year in the county jail. A second or subsequent conviction for simple possession of marijuana carries 2-10 years in the state penitentiary. Possession of marijuana with the intent to distribute is a felony and carries a punishment of 2 years to life in the penitentiary and a fine of up to \$20,000 for the first conviction. A second or subsequent conviction carries a punishment of 4 years to life in prison and a fine of up to \$40,000. Depending upon the quantity involved, a convicted individual could be sentenced under the Oklahoma "Trafficking in Illegal Drugs Act" which provides for much harsher penalties.

In addition, state law provides that possession of or possession with the intent to consume 3.2 beer by someone under 21 years old in a public place is a misdemeanor punishable by a fine not to exceed \$100.00 or by appropriate community service not to exceed 20 hours. Possession of other alcoholic/intoxicating beverages by someone under 21 years old in a public place is a misdemeanor punishable by imprisonment in the county jail for not more than 30 days, a fine not to exceed \$100.00, or both.<sup>5</sup> There are also state laws concerning driving under the influence of alcohol and using a false driver's license to obtain 3.2 beer or other alcoholic beverages. Depending upon the number of previous convictions, or gravity of the circumstances you may be convicted of a felony or misdemeanor for such an offense. It is most likely that you will also forfeit your driving privileges in the event you are convicted of such an offense.

There are also Oklahoma City laws similar to those described above. If drugs are involved the city will, most likely, defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, you may be convicted of violating both local and state law and punished according to both laws. Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction for such an offense is a serious blemish on your record which could prevent you from entering many careers or obtaining certain jobs.

Further information regarding these local, state, and federal laws may be found in the Student Activities Office where copies are available to students and employees. Students and employees are encouraged to review this information. The above-referenced examples of penalties and sanctions are based on the relevant laws at the time of adoption of this policy statement. Such laws are, of course, subject to revision or amendment by way of the legislative process.

### **5.01 HEALTH RISKS**

Alcohol and other drug use can represent serious threats to health and quality of life. Alcohol and other drug use increase the risk of accidents, birth defects, HIV/AIDS, and other disease. Combining drugs may lead to unpredictable effects and many prescription and nonprescription drugs are potentially addictive and dangerous. Major categories of drugs and probable effects are below.

**Alcohol** impairs judgment and coordination, and in many persons causes a greater likelihood of aggressive and/or violent behavior. Even short term use may cause respiratory depression and, when consumed by pregnant women, may cause irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) or even death. Long-term use may lead to irreversible physical and mental impairment, including liver disease, heart disease, cancer, ulcers, gastritis, delirium tremens, and pancreatitis. Alcohol interacts negatively with more than 150 medications.

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Driving while under the influence of alcohol is particularly dangerous and is a major cause of traffic-related deaths.

**Barbiturates** (depressants, Quaaludes, Valium, Xanax, etc.) depress central nervous, cardiovascular, and respiratory functions. Barbiturate use may lower blood pressure, slow reactions, and distort reality. Convulsions, coma, and death are outcomes associated with barbiturate use. Combining the consumption of barbiturates with alcohol or 3.2 beer is especially dangerous.

**Cocaine/Crack** are powerful central nervous system stimulants that constrict blood vessels, dilate pupils, increase blood pressure, and elevate heart rate. Cocaine use may induce restlessness, irritability, anxiety, paranoia, seizures, cardiac arrest, respiratory failure, and death. Cocaine is extremely addictive, both psychologically and physically. Great risk exists whether cocaine is ingested by inhalation (snorting), injection, or smoking. Compulsive cocaine use may develop even more rapidly if the substance is smoked, and smoking crack cocaine can produce particularly aggressive paranoid behavior in users.

**Date Rape Drugs** (Rohypnol, rophies, roofies, GHB, Ketamine, etc.) may incapacitate a person, particularly when used with alcohol. Rohypnol and GHB (gamma-hydroxybutyrate) are characterized as “date rape” drugs because they incapacitate victims, thereby increasing vulnerability to sexual assault and other crime. Sedation, relaxation, and amnesia are associated with Rohypnol use. Rohypnol may be psychologically and physically addictive and can cause death if mixed with alcohol or other depressants. GHB usage may result in coma and seizures and, when combined with methamphetamine, appears to cause an increased risk of seizure. Combining use with other drugs such as alcohol can result in nausea and difficulty in breathing. GHB may also produce withdrawal effects, including insomnia, anxiety, tremors, and sweating. Ketamine may induce feelings of near-death experiences.

**Ecstasy** (X, Adam, MDMA, XTC, etc.) has amphetamine-like and hallucinogenic properties. Its chemical structure is similar to other synthetic drugs known to cause brain damage. Ecstasy use may cause psychological difficulties, including confusion, depression, sleep problems, drug craving, severe anxiety, paranoia and even psychotic episodes. Similar difficulties may occur weeks after taking MDMA. Physical symptoms such as increases in heart rate and blood pressure may result from use of such substances. Other physical symptoms include muscle tension, blurred vision, nausea, rapid eye movement and involuntary teeth clenching.

**Hallucinogens** (acid, PCP, LSD, psilocybin[mushrooms]) are among the most potent mood-changing chemicals and may produce unpredictable effects that may impair coordination, perception, and cognition. Some LSD users experience flashbacks, often without warning, without the user having taken the drug again. Violence, paranoia, delusions, hallucinations, convulsions, coma, cardiac arrest, and respiratory failure may result from hallucinogen use.

**Marijuana** (pot, grass, hash, cannabis sativa, etc.) may impair memory, attention, coordination, and learning. Short term effects of smoking marijuana may include problems with memory, learning, distorted perception, difficulty in thinking and problem solving, loss of coordination, increased heart rate, anxiety, and panic attacks. Persons who smoke marijuana regularly may have many of the same respiratory problems as tobacco smokers, including daily cough and phlegm, chronic bronchitis, and more frequent chest colds. Because users of marijuana deeply inhale and hold marijuana smoke in their lungs, they incur a higher risk of getting lung cancer.

**Narcotics** (heroin, pain medication [Demerol, Percodan, Lortab, etc.]) may produce temporary euphoria followed by depression, drowsiness, cognitive impairment and vomiting. Narcotic use

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may cause convulsions, coma, and death. Tolerance and dependence tend to develop rapidly. Using contaminated syringes to inject drugs may result in contracting HIV and other infectious diseases such as hepatitis.

**Nicotine** (tobacco, cigarettes, cigars, chewing tobacco, nicotine chewing gum and patches) is highly addictive, and, according to the Surgeon General, is a major cause of stroke and is the third leading cause of death in the United States. Over time, higher levels of nicotine must be consumed in order to achieve the same effect. Nicotine consumption results in central nervous system sedation and, after initial activation, may cause drowsiness and depression. If women smoke cigarettes and also take oral contraceptives, they are more prone to cardiovascular and cerebrovascular diseases than are other smokers. Pregnant women who smoke cigarettes run an increased risk of having stillborn or premature infants or infants with low birth weight.

**Steroids** (anabolic-androgenic) may permanently damage liver, cardiovascular, and reproductive systems. Possible side effects include liver tumors, cancer, jaundice, fluid retention, and hypertension. In men, steroids may cause shrinking of testicles, reduced sperm count, infertility, baldness, breast development, and increased risk for prostate cancer. In women, steroid use may cause growth of facial hair, male-pattern baldness, menstrual changes, enlarged clitoris, and deepened voice.

**Stimulants** (amphetamine, methamphetamine, speed, crystal, crank, Ritalin, caffeine, various over-the-counter stimulants and diet aids) are powerful central nervous system stimulants that may increase agitation, physical activity, and anxiety. Stimulants may decrease appetite, dilate pupils, and cause sleeplessness. Dizziness, higher blood pressure, paranoia, mood disturbance, hallucination, dependence, convulsions, and death due to stroke or heart failure may also result from use.

**6.01** *Additional information about health risks associated with alcohol and other drug use may be available from the following sources.*

**Alcohol/Drug Treatment Resources**

Oklahoma State University Counseling Services and the Employee Assistance Program offer counseling and referral sources for OSU students and employees. Additional treatment and informational resources appear below.

**Center for Substance Abuse Treatment Information and Referral Line**

1-800-662-HELP (4357)

**Cocaine Helpline**

1-800-COCAINE (262-2463)

[www.ca.org](http://www.ca.org)

**National Council on Alcoholism and Drug Dependence Hope Line**

1-800-622-2255, 24 hours a day

**National Institute on Drug Abuse National Institutes of Health**

888-NIH-NIDA toll-free

[www.nida.nih.gov](http://www.nida.nih.gov)

**Reach-Out Hotline**

1-800-522-9054

Alcohol, drug, domestic violence, sexual assault, rape crisis intervention and mental health referral.

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**OSU/STILLWATER AREA RESOURCES**  
**Employee Assistance Program (employees only)**  
127 Wellness Center, OSU, Stillwater  
405-744-6415

**University Counseling Services (student only)**  
316 Student Union, OSU, Stillwater  
405-744-5472

002 Student Health Center  
OSU, Stillwater  
405-744-7007

<https://osuokc.edu/counseling-and-support>

*Adopted by Board of Regents, 9-7-89*



## PROFESSIONAL ORGANIZATION LINKS

The American Registry of Radiologic Technologists (ARRT)	<a href="http://www.arrt.org">www.arrt.org</a>
The American Society of Radiologic Technologists (ASRT)	<a href="http://www.asrt.org">www.asrt.org</a>
Association of Educators in Imaging & Radiologic Sciences (AEIRS)	<a href="http://www.aeirs.org">www.aeirs.org</a>
Association of Vascular and Interventional Radiographers (AVIR)	<a href="http://www.avir.org">www.avir.org</a>
International Society of Radiographers & Radiological Technologists (ISRRT)	<a href="http://www.isrrt.org">www.isrrt.org</a>
Radiological Society of North America (RSNA)	<a href="http://www.rsna.org">www.rsna.org</a>
American College of Radiology (ACR)	<a href="http://www.acr.org">www.acr.org</a>
Higher Learning Commission (HLC)	<a href="http://www.hlcommission.org">www.hlcommission.org</a>

## RTDP 01.01

### ADMISSION REQUIREMENTS POLICY

In addition to the admission requirements for OSU-OKC:

#### REGULAR ADMISSION

1. The applicant must have:
  - a) All official college/university, career-tech, vo-tech transcripts turned into the Diagnostic Medical Imaging Department in addition to the OSU-OKC Admissions office.
  - b) A score for the TEAS ATI Test (**See RTDP 01.04 TEAS Policy**)
  - c) A cumulative GPA of 2.5 (C) or better on academic work completed.
  - d) **Paid appropriate fees.**
  - e) A current (within 90 days of application deadline) National background check. **NOTE: Admission to the Radiologic Technology program may be denied to any student with a criminal history.**
  - f) Full disclosure of previous attendance in any professional educational program and your program attendance outcomes. (NOTE: Career-tech and Vo-tech programs, and similar, must also be disclosed, whether in a cooperative alliance/partnership with a regionally accredited college/university or not). Disclosure must include:
    - type of program
    - program attendance outcome (pass, fail, withdrawn, dismissed, etc.)**NOTE: Admission to the Radiologic Technology program may be denied to any student with a history of being dismissed or administratively withdrawn from another professional program, career tech, etc. Discovery of non-disclosure of this information after program admission will result in immediate suspension, pending further investigation/action.**
2. Application materials must be completed and returned to the Department of Radiologic Technology. Application packets are accepted **March 1st - May 31st annually**.
3. Applicants who are accepted into the Radiologic Technology program and who do not enroll in the semester for which they are accepted **must** reapply.
4. Oklahoma State University - Oklahoma City fully subscribes to all principles and requirements of the Rehabilitation Act of 1973 and ADA 1990 for qualified handicapped individuals. It is important to note that in order to successfully progress through the Radiologic Technology curriculum and function as a practicing radiographer upon graduation, an individual must be able to perform certain physical activities that include vocal, visual, auditory and dexterity requirements.
5. As a condition for admission, an applicant may be required to be interviewed by members of the Radiologic Technology Admissions/Advanced Standing Committee.
6. Applicants who are accepted into the Radiologic Technology program will be required to provide evidence of a current negative urine drug screen and an extended background check.
7. A student with a non-negative UDS (or has refused to provide a UDS) or a positive background check during the Radiologic Technology program may be administratively withdrawn.

## PROCEDURE FOR REGULAR ADMISSION RTDP 01.01

<b>RESPONSIBLE PERSON</b>	<b>ACTION</b>
Radiologic Technology Department Head/ Program Director/Division Secretary	1) Provide applicant with information for obtaining background check.
Applicant	1) Prepare and submit all required information including background check by established deadlines.
Radiologic Technology Department Head/ Program Director/Division Secretary	1) Notify applicant of acceptance or non-acceptance.

Adopted: 09/05/11  
Revised: 7-17-18 kb

**RTDP 01.03**  
**ADMISSION BY TRANSFER**

\*Admitted on a space available basis.

**POLICY**

1. Applicants must meet all requirements for admission to the Radiographic Technology program in addition to acceptance to Oklahoma State University, Oklahoma City.
2. All college credits will be evaluated on an *individual* basis, to determine their possible acceptance into the Radiologic Technology program, based on the OSU-OKC curriculum requirements.
3. There must be no more than one academic year between completion of the previous Radiologic Technology program and transfer into the Radiologic Technology program at OSU-OKC.
4. A minimum grade of a “C” average is required in all courses necessary for the Associate of Applied Science degree with a cumulative GPA of 2.5 or greater.
5. All previous Radiologic Technology coursework must be completed within an accredited program.
6. **No student may request admission into fourth or fifth semesters.**
7. Prior to enrollment in a Radiologic Technology program, the following must be submitted:
  - a) Course description and/or course syllabi for previous Radiologic Technology courses.
  - b) Letter from applicant stating reason for transfer.
  - c) Summary of previous clinical experience. Include documentation of skills in Radiology provided by the faculty of the transferring school. Also include OSU-OKC’s skills checklist.
  - d) Upon Program Acceptance - Documentation of:
    - Rubella and Rubeola (Measles) immunity
    - Varicella immunity
    - Absence of active TB (See RTDP 02.04 "Student Health")
    - Hepatitis B vaccination
    - CPR Certification -American Heart Association
    - Current (within last 3 months) National background check.
    - Recent urine drug screen (UDS)
  - e) Letter of recommendation from the Department Head of the school from which the applicant is transferring.

## PROCEDURE FOR ADMISSION BY TRANSFER RTDP 01.03A

<u>RESPONSIBLE PERSON</u>	<u>ACTION</u>
Applicant	1) Prepare and submit requirements for admission by transfer.
Radiologic Technology Department Head/ Program Director/Academic Advisor	1) Interview applicant. 2) Initiate evaluation procedure. 3) Notify applicant of acceptance or non-acceptance.

Adopted: 09/05/11

## RTDP 01.04

### TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS)

The TEAS (Test of Essential Academic Skills) is designed specifically to assess a students' preparedness for entering the health science fields. It is a requirement for program admission.

1. Testing Center:

- a) An appointment is required to take the TEAS test. Contact the OSU-OKC Testing and Assessment Center at (405) 945-8648 for scheduling information.
- b) Test dates and seating is limited, so reserve your seat early
- c) Advanced payment is required – you will need to pay the test fee at the registrar's office and provide a receipt to the testing center in order to book an appointment.

2. Recommendations for test success:

- a) Prepare in advance – don't wait until the last minute before the application deadline
- b) Utilize online tutorials, self-tests, practice exams, and written study guides
- c) Study materials and practice exams are available for purchase from the ATI Testing site.

3. After taking the TEAS exam, you will receive a result page (usually while you are still in the testing center). A copy of your TEAS test results must be submitted with the program application packet. The program application deadline is **March 1st through May 31st**, annually. Submission of early or late test scores will not be permitted and your program application will not be processed.

4. There is not a required cut score that you must achieve on the TEAS ATI test. However, **ADMISSION TO THE PROGRAM** is based on a point system compiled from all documents submitted in the program application, including the TEAS ATI score. A TEAS ATI Score of 70 or above is strongly recommended to earn a competitive number of points. Points will be awarded based on your TEAS ATI score as follows:

95-100 =	50 points
90-94.99 =	45 points
85-89.99 =	40 points
80-84.99 =	35 points
75-79.99 =	30 points
70-74.99 =	25 points
69.99 < =	0 points

5. If you do not submit a TEAS score, your program application **will not be processed.**

6. A new TEAS ATI test is required for each year an applicant applies to the program. The TEAS ATI test must be taken within the same year the student is applying to the program. An Applicant is allowed two attempts at the TEAS ATI in a rolling 12-month period, but no less than 90 days after the first attempt.

7. Falsification of, tampering with, or changing a TEAS score will result in denial of program admission or immediate program suspension, pending further investigation/action.

**RTDP 02.01  
 CLINICAL AFFILIATION POLICY**

1. An affiliation agreement or contract is required with each clinical site used for student learning experiences involving more than an observation. The contract must be reviewed annually.
2. A letter of agreement is required for sites used for observational experience. The letter of agreement must be reviewed annually.
3. Criminal background checks including a Sex Offender Registry check are required and urine drug screens may be required under agreements with institutions where student clinical experiences are scheduled.
4. Students *must* have a means of transportation to and from clinical sites.

<b>RESPONSIBLE PERSON</b>	<b>ACTION</b>
Radiologic Technology Department Head/ Dean of Health Sciences	<ol style="list-style-type: none"> <li>1) Negotiate contract to be mutually agreed upon by each party.</li> <li>2) Consult with OSU legal staff as necessary.</li> <li>3) Contact agency annually for review of contract.</li> </ol>
University Legal Staff	<ol style="list-style-type: none"> <li>1) Adjudication of contract.</li> </ol>
Radiologic Technology Clinical Coordinator	<ol style="list-style-type: none"> <li>1) Inform agency/facility of the names of students, dates, times and objectives for the planned student experience.</li> </ol>
Agency	<ol style="list-style-type: none"> <li>1) Return signed copy of renewal Agreement to Radiologic Technology Department Head.</li> </ol>
Radiologic Technology Clinical Coordinator	<ol style="list-style-type: none"> <li>1) Initiate letter of agreement which reiterates the verbal agreement made for student utilization of the agency.</li> <li>2) Send names of students who will be using the agency/ facility each semester.</li> <li>3) Send two (2) copies of the Letter of agreement, signed by Radiologic Technology Department Head.</li> </ol>
Site	<ol style="list-style-type: none"> <li>1) Return one signed copy of the letter of agreement to the Radiologic Technology Department head.</li> </ol>

Adopted 09/05/11

## **RTDP 02.02 CLINICAL PRECEPTORS POLICY**

Clinical preceptors are utilized in an effort to provide effective opportunities for students, to develop and utilize skills related to the coordination and management of patient care for a group of patients. Practicing radiologic technologists present a strong resource for helping the student develop these skills.

Clinical preceptors (registered radiographers) may be used for supervision of students in community health clinics, selected hospitals and physicians' offices.

### **PROCEDURE RTDP 02.02**

#### **RESPONSIBLE PERSON ACTION**

Radiologic Technology Program Director/Clinical Coordinator

- 1) Negotiate mutually written agreement to be agreed upon by the clinical agency and the Radiologic Technology program.
- 2) Inform agency/facility the names of students, dates, time and objectives for the planned student experience.

Radiologic Technology Clinical Coordinator

- 1) Coordinate clinical preceptor ships and informs agency/facility of the names of names of students.
- 2) Provide orientation materials for preceptors.
- 3) Establish contact with preceptors to monitor and evaluate student learning experiences by using Trajecsys.
- 4) Be available when students are in the clinical area.

Qualified Preceptor /Agency Representative

- 1) Meet with student at least one week prior to the clinical experience to clarify dates, times and objectives for the experience.
- 2) Work with the student to complete the written objectives.
- 3) Contact Radiologic Technology faculty for any concerns.

Student

- 1) Meet with preceptor prior to the clinical experience to clarify dates, times and objectives.
- 2) Work with the preceptor to complete objectives.
- 3) Contact Radiologic Technology faculty for any concerns.

Adopted 05/28/2007



**RTDP 02.03**  
**PROFESSIONAL LIABILITY INSURANCE - STUDENT**

**POLICY**

1. The Department of Radiologic Technology requires that all radiography students have professional liability insurance.
2. For students enrolled in the Radiologic Technology Department at OSU-OKC, a college policy in the Student Malpractice Blanket Liability Insurance Program administered by Maginnis & Associates is maintained.

**PROCEDURE RTDP 02.03**

**RESPONSIBLE PERSON**

**ACTION**

Radiologic Technology Department Head/  
Faculty Program Director

- 1) Inform prospective radiology students of the policy concerning student liability insurance and the method of payment.
- 2) Maintain a copy of policy as proof of coverage.

Radiologic Technology Student

- 1) Enroll in the Student Malpractice Blanket Liability Insurance program each semester when paying class fees.

OSU-OKC Business Office

- 1) Maintain a copy of policy as proof of coverage and remit annual premium to Maginnis & Associates.

Adopted 5/28/2007

## RTDP 02.04 STUDENT CLINICAL REQUIREMENTS

### POLICY

1. Students are notified at least two weeks prior to the start of the first semester of classes of their eligibility of admission to the OSU-Oklahoma City Radiologic Technology Program.
2. Accepted students are **required to attend a one-day orientation prior to the start of class.**
3. All students before being admitted to the Radiologic Technology program must submit the results of an extensive criminal background check.
  - a. The results of that background check must come directly to the School of Health Sciences.
  - b. If all clinical sites cannot be cleared for the student's participation, the student will not be eligible for admission, or continuation, in the program.
4. All Students must present documentation of:
  - 2 MMR immunizations OR titers showing immunity for Measles, Mumps and Rubella
  - 2 Varicella (Chickenpox) immunizations OR a titer showing immunity (the only acceptable form of documentation that you have had the disease is a titer)
  - Hepatitis B immunizations (HB 3 dose series or HB 2 dose series), OR a titer showing immunity, If the series is in progress, you may sign the in-progress form found in the Student Handbook
  - 1 Tdap within the last 10 years (if you are approaching the 10-year mark, please get one)
  - 1 Influenza vaccine – required annually
  - 2 Negative TB PPD Skin Tests (taken 2 weeks apart) OR 1 Negative QuantiFERON gold test - if there is a history of a positive TB skin test, the following must be provided: Documentation of a positive skin test, official chest x-ray report, in the past or recent, but after the positive TB skin test, and public contact release form which can be obtained from your doctor or the TB Control Center, 400 NE 50th (50th & Lincoln) 405-427-8651.
  - COVID 19 Vaccine – OSU-OKC is unable to mandate COVID-19 vaccinations of all students and employees due to legislation that was signed into law. However, our clinical affiliation agreements (which are legal contracts) state that students and faculty must follow hospital/clinical policy, which includes the policies on COVID vaccinations. As such, if you are assigned to any of these facilities, it is expected that you comply with the prescribed policy of that site. Students must either provide evidence of a complete dosing regimen of one of the COVID-19 vaccines currently authorized by the U.S. Food and Drug Administration (FDA) or submit a vaccination exemption request form (medical or religious) to the clinical site in which they are assigned. Individuals requesting vaccination exemptions must complete the clinic's required exemption form and submission process for each clinical site no less than 30 days prior to the start of each clinical rotation (there is no guarantee that the clinical site will honor the exemption request). NOTE: If you submit a vaccination exemption request and the clinical site will not allow you to participate in your assigned clinical experience, or if your other clinical requirements are not met, you will be unable to fulfill the degree requirements of the program and subsequently you will not be able to fulfill the necessary requirements for graduation.
  - Submission of a National Group One - 7 Year background check to include Sex Offender Registry and Violent Offender Registry - through the OSU-OKC Clinical Hub link on the Radiologic technology webpage (The department will download the results)
5. All students admitted to the program are required to undergo a urine drug screen by a lab approved by the School of Health Sciences. The results must be submitted directly from the lab to the School of Health Sciences.
  - a) Any student receiving a non-negative UDS will be retested to avoid a "false positive."
  - b) Before subsequent admission to the program, the student must submit:
  - c) Proof of successful participation in a formal intervention designed to address the drug use indicated in the screening, and
  - d) A negative UDS that was taken during the six weeks prior to the start of classes for the semester in which the student is seeking enrollment.

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- e) If the UDS submitted prior is non-negative, a second UDS will be conducted to eliminate the possibility of a “false positive.”
- 6. Students will be responsible for all costs associated with the background check, immunizations, and the UDS
- 7. UDS of any student admitted to the Radiologic Technology Program may be requested, whenever chemical impairment is suspected.
- 8. Should evidence of a non-negative UDS be presented to the School of Health Sciences that was not solicited by the Radiologic Technology Program, the student may be immediately suspended, pending further investigation/action.
- 9. Should evidence of a criminal background be presented to the School of Health Sciences that was not solicited by the Radiologic Technology Program, the student may be immediately suspended, pending further investigation/action.
- 10. All students are required to show **yearly** proof of **absence of active tuberculosis**. If a student converts to a positive TB test and/or has had contact with an active TB patient, then the student is required to follow current recommended CDC guidelines which could include obtaining a chest x-ray, a gold standard test, and/or a public contact release statement from a qualified Health Care Provider (NOTE: X-rays may be obtained at a county health department or with a private physician).
- 11. A student with a positive TB test and negative chest x-ray should not be given annual x-rays unless signs or symptoms are present. The student’s physician will determine the need for further testing based on review of symptoms. The student will be required to provide a signed TB Screening Form (RTDP 02.04B)
- 12. A student who has allowed the annual TB test to lapse, will be suspended from clinicals indefinitely, until the student can provide adequate documentation of a current TB test. Clinical absences will not be excused, and all absences are required to be made up. Refer to RTDP 03.01 ATTENDANCE Policy.

**PROCEDURE RTDP 02.04**

**RESPONSIBLE PERSON**

**ACTION**

Student

- 1) Provide the Department of Radiologic Technology with documentation required.

Radiologic Technology Clinical Coordinator/  
 Departmental Secretary

- 1) Verify and maintain required health records in the students’ folders.
- 2) Provide documented proof of required health record and CPR Health Care Provider certification to health care facilities.
- 3) Verify students’ current background check and, if required, urine drug screen.
- 3) Verify any other required paperwork.

**RTDP 02.04A**  
**HEPATITIS B VACCINE RECOMMENDATIONS**  
**IN-PROGRESS OR DECLINATION**

Hepatitis B virus is found in virtually all body fluids and some secretions. It can be transmitted by puncturing the skin with a contaminated instrument or needle, allowing contaminated blood or body fluids to come in contact with an open wound or mucous membrane, through sexual contact, and through contaminated blood products. The hepatitis B virus can cause chronic cirrhosis, liver failure and liver cancer. Health care workers are at high risk for contracting the virus and should be vaccinated.

Hepatitis B has a long incubation period. The vaccination may not prevent hepatitis B infection in the individuals who have an unrecognized hepatitis B infection at the time of vaccine administration. Additionally, it may not prevent infection in individuals who do not achieve protective antibody titers.

**Precautions:**

Vaccination should be delayed in individuals who have any febrile illness or active infection and in individuals who are pregnant or are nursing mothers.

**Adverse Reactions:**

The most frequently reported adverse reactions are injection site soreness (22%), fatigue (14%), headache and dizziness (1-10%).

**Immunization Schedule:**

- Energix -B or Recombivax HB 3-dose series:
  1. Dose #1 at elected date
  2. Dose #2 one month later
  3. Dose #3 six months after the first injection.
- HEPALISAV-B 2-dose series:
  1. Dose #1 at elected date
  2. Dose #2 4 weeks after first dose

I have read and understand the above information and I am currently **in the process of completing** the vaccination series.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

I have read and understand the above information and elect **NOT** to take the Hepatitis B Vaccine

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RTDP 02.04B**  
**TB SCREENING FORM**

The following student has a positive reaction to the PPD skin test or QuantiFERON gold and has had an initial negative chest x-ray.

NAME \_\_\_\_\_

DATE OF POSITIVE TB TEST \_\_\_\_\_

DATE OF INITIAL CHEST X-RAY \_\_\_\_\_

RESULTS OF INITIAL CHEST X-RAY \_\_\_\_\_

DATE of Public Contact Release from Health Department \_\_\_\_\_

During the past year, have you had any of the following symptoms?

	YES	NO
Fatigue (without cause)	_____	_____
Loss of weight	_____	_____
Night sweats	_____	_____
Productive cough	_____	_____
Blood tinged sputum	_____	_____
Afternoon temperature elevation	_____	_____
Chest pain	_____	_____

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

Based on student documentation, findings indicate no active disease.

Health Department Administrative  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**RTDP 02.05**  
**GUIDELINES FOR ABILITIES REQUIRED**  
**TO PROVIDE CLIENT CARE IN THE ASSOCIATE DEGREE**  
**RADIOLOGIC TECHNOLOGY PROGRAM**

**POLICY**

In order to successfully progress through the radiologic technology curriculum and function as a radiologic technologist upon graduation, an individual must be able to perform, with or without reasonable accommodations, certain activities that include vocal, visual, auditory, dexterity, emotional, and intellectual requirements.

I. Therefore, in order to be admitted to and retained in the program after admission, all applicants must continually meet and/or comply with the following requirements to meet guidelines for patient safety, radiologic technology professional standards, and strategies for self-care:

**1. Academic** - Must possess sufficient academic discipline as follows:

- Must comply with all academic honesty policies, student handbook policies, program policies, and syllabi
- Be prepared to prioritize study and practice time and dedicate additional time beyond what is typical for a general studies course
- If employed, need flexible working hours to allow for clinical rotation schedule changes and to accommodate required study and practice time
- Must be able to schedule additional hours of practice per week in addition to instructor led labs

**2. Technical** - Must possess satisfactory technical proficiency as follows:

- Must be able to understand sequencing and follow different radiographic protocols
- Must be able to use critical thinking and organizational skills to organize study and practice time
- Must be able to take timed computerized tests
- Must be able to look up additional sources to further personal understanding or research
- Must have appropriate written, verbal, and non-verbal communication skills
- Must have strong computer literacy skills

**3. Behavioral** – Must possess sufficient intellectual function and emotional stability to plan appropriate procedures and preliminary data evaluation as follows:

- Must possess the adequate social skills necessary to positively interact, behave, perform, appreciate, and tolerate working with other people
- Must be comfortable working in a dimly lit room for long periods of time
- Must be comfortable with the need to physically touch patients to obtain images
- Maintain a respectful demeanor to faculty, staff, classmates, preceptors, and patients at all times
- Must be able to be sensitive to and maintain patient privacy
- Must possess ample intellectual and emotional stability to plan, provide, and use discretion during patient care
- Must demonstrate professional behavior with regular attendance and punctuality
- Must demonstrate respectful classroom, lab, and clinical etiquette and avoid interruptions, disruptions, argumentative behavior, and negative attitudes
- Must be able to have good coping skills to deal and function appropriately and safely in high stress situations
- Must have affective and compassionate communication with sick or injured patients, even when they respond negatively
- Must respect the authority of the instructors and other authority figures regardless of differences in age, gender, race, background, etc.
- Must follow the instructions and guidelines of each clinic, even if you feel there is a better way to do something
- Must take constructive criticism well and actively demonstrate and communicate improvements being made

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- Must abide by all safety guidelines of lab/clinic sites: ergonomics, infection control, contaminated equipment, sharps, chemical fumes, and radiation
- Must be able to exercise sound and prudent judgement when dealing with a personal, family, or health related issue. Avoid all of the following: disruptive behavior, illegal behavior, destructive behavior, extreme violence, extreme anger, screaming, sobbing, wailing, or any other inappropriate public outbursts or actions

**4. Physical** – Must possess sufficient gross and fine motor coordination to respond promptly and to implement the skills required in meeting patient health care needs safely as follows:

- Must have full use of and be able to tolerate hands, arms, wrists, or shoulders at varying positions for a prolonged period of time
- Both hands must be able to grasp, hold, turn, tilt, pinch, twist, etc. (including wrists and the fingers) using muscles for fine motor skills for up to 2 hours at a time with limited breaks
- Must be able to extend arms and hands in any direction up to 4 feet above the head
- Must be able to stand and walk for long periods of time, at least 80% of a clinical or lab day
- Must be able to tolerate being in a room for multiple hours, unable to leave the patient's side during a procedure (this includes being able to postpone restroom breaks and meals)
- Must be able to lift a minimum of 50lbs, needed to transport equipment and transfer patients
- Must have adequate vision/sight to observe patients, view and distinguish anatomy/physiology on a radiography screen, and distinguish between different colors
- Must have sufficient hearing enough to respond and communicate about patient needs, provide interaction, receive instructions, assist in trauma, emergencies, surgery, and in situations where a person may not be facing you or they may be wearing a medical mask.
- Must be able to distinguish audible sounds of hospital and equipment, such as: equipment alarms, overhead codes, computerized exposure beeps, etc.
- Must have adequate strength and ability to push and pull machinery on wheels that may be several hundred pounds, such as, C-Arm machines, portable radiography machines, patient beds, stretchers, etc.
- Must be physically able to travel up to 2 hours to and from the OSUOKC campus and clinical site (may be longer from your home)
- Must have the ability to coordinate hands and feet together, as well as, with visual stimuli
- Must be able to bend/stoop regularly for machine operation and maintenance, patient care, and lifting/ transferring patients
- Must be able to speak and verbally communicate to others
- Must be able to provide patient care without altered judgment or skills from substance usage
- Must be able to care for all types of personal hygiene issues on a daily basis. Shower/bathe daily before going to class, lab, or clinic; Scrubs should be wrinkle free and clean; wear short nails, no artificial nails; no strong perfumes or cologne. (Refer to program student handbook Dress code policy for more information). NOTE: Maintaining hygiene may require careful planning for health related situations that may arise or exist, to include the following: always having a change of clothes and undergarments; carrying a personal hygiene bag containing items such as feminine products, disposable undergarments, tooth brush/paste, deodorant, mints, gum, disposable wipes, creams, medications, etc.

II. A student who experiences illness or injury while enrolled in the Radiologic Technology program at OSU-OKC will assume total financial responsibility for diagnostic procedures and/or medical care. Neither the clinical facility nor OSU-OKC will assume any liability.

III. Oklahoma State University – Oklahoma City fully subscribes to all principles and requirements of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 for qualified handicapped individuals.

IV. Any student experiencing a change in health status to include, but not limited to surgical procedure, pregnancy, delivery, or disabling illness, etc., will be required to provide a Release to Return to Clinical Activity Form (RDTP 02.05b) completed by a health care provider. This form states that the student is able to meet the requirements to attend and participate in clinical experiences or outlines any restrictions imposed on the student.

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**V.** An individual denied admission or continuance in the program due to the inability to perform certain activities has the right to appeal any decision made. A complete copy of the Grievance Procedure may be obtained from the office of the Vice President for Student Services or the Vice President of Academic Affairs.

*NOTE: Truthful and full disclosure on these forms is for the student's safety. Falsification and/or exclusion of information may result in disciplinary action by the college.*

Adopted 8/2013  
Revised 7-17-18 kb



**RTDP 02.05A**  
**Guidelines for Abilities Required to Provide Patient Care**  
**Signature Page**

If you have questions about fulfilling the requirements in policy RTDP 02.05 or are unsure if you will be able to meet them, or feel you may need special accommodations, you are encouraged to contact the Department Head, at 405-945-3212. The Department Head may refer you to other campus support resources for further discussion and assistance.

By signing below, I indicate that I have read and understand the information presented in Policy RTDP 02.05.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**RTDP 02-05B**  
**RELEASE TO RETURN TO CLINICAL ACTIVITY: FORM**

Students in the Radiologic Technology Program at OSU-OKC OKC are required to participate in provision of direct patient care in clinical facilities as well as perform clinical skills in skills laboratory. Any student experiencing a change in health status to include, but not limited to surgical procedure, pregnancy, delivery, immunosuppression, or disabling illness, etc., is required to provide documentation from a health care provider which states that the student is able to meet the requirements to attend and participate in clinical experiences and lab practice as outlined in policy RTDP 02.05.

This is to verify that \_\_\_\_\_ has  
been under my care. I have determined that this student may return to participation in clinical experiences  
which require the physical abilities as outlined in policy RTDP 02.05

\_\_\_\_\_ with NO restrictions

\_\_\_\_\_ with the following restrictions

\_\_\_\_\_  
\_\_\_\_\_  
Health Care Provider Signature \_\_\_\_\_ DATE: \_\_\_\_\_

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

*I understand that limitations may prevent me from successfully completing the clinical requirements.*

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

*FOR CONFIDENTIAL FILE:*

RETURN TO: **Oklahoma State University, Oklahoma City**  
**Radiologic Technology Department**  
**440 N. Portland Ave**  
**Oklahoma City, OK 73107**  
**FAX: 405-945-8613**

**NOTE: TRUTHFUL AND FULL DISCLOSURE ON THIS FORM IS FOR THE STUDENT'S SAFETY.  
FALSIFICATION AND/OR EXCLUSION OF INFORMATION MAY RESULT IN DISCIPLINARY ACTION  
BY THE COLLEGE.**

Reviewed 5/9/14  
Revised 7-17-18 kb

## RTDP 02.06 UNIVERSAL/BODY SUBSTANCE ISOLATION POLICY

### POLICY

The Department of Radiologic Technology believes students and faculty deserve to be protected from all foreseeable hazards in the care of clients. The department has made efforts to insure that the best information concerning the growing threat of infectious disease is provided to students.

1. Since medical history and examination cannot reliably identify all patients infected with blood-borne pathogens, blood and body-fluid precautions will be consistently used for **ALL** patients, regardless of diagnosis. Radiologic Technology students will routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids of any patient is anticipated. **Universal Precautions are to include the following procedures:**
  - a) Gloves will be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures.
  - b) Gloves will be changed after contact with each patient.
  - c) Masks and protective eyewear or face shields will be worn during procedures that are likely to generate droplets or sprays of blood or body fluids to provide protection for mucous membranes of the mouth, nose and eyes.
  - d) Gowns or aprons will be worn as necessary to prevent contamination of clothing and protect the skin from blood and body fluid exposure.
  - e) Hands and other skin surfaces will be washed immediately and thoroughly if contaminated with blood or other body fluids.
  - f) All Equipment is to be cleaned per manufactures and /or departmental guidelines after procedure.
  - g) To minimize direct contact transmission: CPR mouth shields, or other ventilation devices will be available for use in areas in which the need for mouth-to-mouth resuscitation is predictable.
2. Radiologic Technology students with special health problems may be exempted from providing care to patients with suspected or diagnosed communicable disease. Identified health problems include:
  - a) confirmed pregnancy
  - b) incompetent immunological system
  - c) existing infections
3. Students and faculty will follow health care agency/facility policy and/or procedure.

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**PROCEDURE RTP 02.06**

**RESPONSIBLE PERSON**

**ACTION**

Radiologic Technology Faculty

- 1) All skills involving contact with blood and/or body fluids will be taught using gloves.
- 2) Critical criteria for psychomotor skills involving blood and/or body fluids will incorporate the use of gloves.
- 3) Validate the students' annual review of infection Control education information.

Radiologic Technology Faculty

- 1) Clinical assignments for students will be made based on student objectives and individual student learning situations.

Student & Radiologic Technology Faculty

- 1) Annually review infection control education information.
- 2) If accidental exposure to blood, the following procedure will be implemented:
  - a) Student will notify the clinical instructor immediately.
  - b) Radiologic Technology faculty will notify the supervisor within the health care facility immediately.
  - c) Radiologic Technology faculty will notify the Radiologic Technology Department Head or Dean of Health Sciences as soon as possible.
  - d) Student and Radiologic Technology faculty will complete an incident report form at the health care facility.

Student

- 1) A Radiology student who experiences illness or injury while enrolled in the Radiology Program at OSU-OKC **will assume total financial responsibility for diagnostic procedures and/or medical care. Neither the clinical facility nor OSU-OKC will assume any liability.**
- 2) If accidental exposure to blood or body fluids of a patient suspected of having HIV or blood borne

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disease occurs, the student should be aware of the following:

<b>RESPONSIBLE PERSON</b>	<b>ACTION</b>
Student (cont.)	<ul style="list-style-type: none"><li>a) If the patient has a positive HIV test, the Radiology student will then be encouraged to be tested for HIV. Appropriate counseling regarding the risk of infection and recommended for the prevention of transmission will be provided.</li><li>b) If the patient has a negative HIV test and evidence of HIV, no follow up is necessary.</li><li>c) If blood borne disease other than HIV is suspected, the student is encouraged to consult private physician or provider for appropriate diagnostic testing or treatment.</li></ul>

Adopted: 5/28/2007

**RTDP 02.07**  
**RADIOLOGIC TECHNOLOGY**  
**LABORATORY POLICY**

It is the goal of this program to keep the radiation exposure to our faculty/staff and students as low as reasonably achievable (ALARA).

1. When you enter/exit the lab, you must Clock in and out of the lab using Trajecsys – refer to Trajecsys policy RTDP 06.02
2. Students are not allowed to reconfigure the radiography system settings. This will only be done by the Program Director or qualified personnel.
3. The Oklahoma State Department of Health and this institution strictly prohibits x-ray exposure of an individual for training or demonstration purposes.
4. No exposure will be made in the lab without the presence of the Program Director or other qualified personnel.
5. The door to the x-ray lab **must** be closed during exposures.
6. All faculty/staff and students will remain behind the protective barrier/wall when exposures are made.
7. NEVER stand in the path of the primary x-ray beam.
8. A dosimeter will be worn at collar level when in the lab and clinic setting. Should a student declare pregnancy, an additional dosimeter will be worn at waist level to monitor possible exposure to the embryo/fetus.
9. While positioning the phantom or classmate can be fun, keep in mind the equipment in the laboratory is very expensive and must be handled with care. Should damage or an injury occur, notify the instructor at once.
10. Please use “dummy” cassettes during x-ray simulation. Save the wireless, digital cassette for actual exposures. DO NOT DROP IT! Immediately report equipment errors and/or malfunctions to the program director and/or department head. **If you break it – report it!**
11. NEVER become careless or complacent while working with ionizing radiation.
12. Table weight limit is 400lbs.
13. No food or drink is allowed in the x-ray lab.
14. NO CHILDREN under the age of 16 permitted in the lab unattended.
15. No horse play, fighting, loud noise, music, movies, loitering, etc. in the lab. Remember you are on camera and audio is being recorded – act appropriately and professionally at all times!
16. If an emergency or injury arises, contact security at 405-945-9111

## RTDP 02.08 USE OF ELECTRONIC DEVICES AND SOCIAL NETWORKING

### POLICY

With the advent of electronic devices, a large amount of healthcare, medical, and productivity software has been developed. Studies have shown that students who use electronic devices in the clinical setting are more successful and are not as anxious about the experiences. The use of electronic devices in the clinical setting provides the student with up-to-date information, which is readily available.

Therefore, the student may use an electronic device as a resource during clinical experiences as per facility policy. Compliance must be ensured with the Health Insurance Portability and Accountability act (HIPPA).

Social networking has allowed people across the world to have unprecedented access to immediate updates on another person’s location, situation, and commentary. However, this open access can also put the individual at a personal risk. People can be stalked; employers can search potential candidates, and people may unintentionally violate privacy rules. With this in mind, discussing any clinical situation on any social networking site is strictly forbidden. Violation of this policy would be considered a privacy violation and subject to dismissal or other disciplinary action under RTDP 05.02 Student Dismissal.

### PROCEDURE RTDP 02.08

RESPONSIBLE PERSON	ACTION
1. Radiologic Technology Faculty	1. To orient the clinical students to the electronic device/social networking policy at the beginning of clinical in order for students to be aware of HIPPA compliance
2. Student	1. At a minimum, enable password protection on electronic device: <ul style="list-style-type: none"> <li>a. Minimum of 4-6 character length password</li> <li>b. Device should lock out after third unsuccessful password attempt.</li> <li>c. Passwords should change every 90 days (or sooner if the student believes their password has been compromised)</li> <li>d. Infrared ports or wireless access should be disabled (or enabled only while the device is unlocked)</li> </ul> 2. De-identify client information. Remove/do not record the following data <ul style="list-style-type: none"> <li>a. Client age</li> <li>b. Names</li> <li>c. Room numbers</li> <li>d. Geographical subdivisions</li> <li>e. All elements of dates</li> <li>f. Telephone numbers</li> <li>g. Fax numbers</li> <li>h. E-mail addresses</li> <li>i. Social Security Number</li> <li>j. Medical record number</li> <li>k. Health plan beneficiary number</li> </ul>

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- l. Account number
- m. Certificate/license number
- n. Vehicle identifiers and serial number
- o. Device identifiers and serial numbers
- p. Universal resource locators (URLs)
- q. Internet protocol (IP) address numbers
- r. Biometric identifiers, including finger and voice print
- s. No photographic images of any body parts
- t. No audio recordings
- u. Any other unique identifying number, characteristic, code, etc.

3. Refrain from posting any commentary about clinic or lab experiences, clinic situations, patients, subjects, or any information listed above in any social networking venue, regardless of privacy settings.

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## RTDP 03.01 ATTENDANCE

### POLICY

1. Each student should place emphasis on developing a sense of responsibility for his/her education. In this connection, students are held accountable for all work covered in a course despite valid reasons for absence from class or laboratory. Each student is expected to attend class, clinical, and laboratory periods.
2. The student must show proof of CPR Certification, as well as all health requirements listed under Radiologic Technology Student Health (RTDP 02.04) before clinical experience.
3. Before program admission, the student must have provided a National background check. The student is also required to submit to a urine drug screen (UDS) as the final step in program admittance, according to requirements of healthcare agencies where student clinical experiences are scheduled. The background check includes a Sex Offender Registry as well as a Criminal History and Violent Offender report.
4. Once a clinical site assignment is made, a contract is established for the student and is considered binding. Therefore, the student is responsible for notification of any tardy or absence to the designated person or persons, stipulated by the instructor, prior to the start of the Clinical day.
5. **Clinical Absenteeism: Failure of appropriate notification of clinical absence/tardy may lead to disciplinary action, with the possibility of suspension or dismissal from the program.**
  - a. Clinical experience requires **100% attendance**
  - b. Any absence must be approved by the program director **PRIOR** to the absence and **MUST** be appropriately communicated to the Faculty and/or Department Head by a phone call **and** an email or text message. **You must personally SPEAK to one of them and not simply leave a message.**
  - c. Arrangements must be made with the preceptor at the clinical site to make up any missed days within **two (2) weeks** of the absence. You must have approval prior to performing your make-up time at your assigned facility. The student cannot make up their missed time at any other clinical site except for their assigned clinical site.
  - d. Valid approved absences include but are not limited to the following: sickness or emergencies involving self or immediate family members, non-elective surgeries or other non-elective medical procedures, court hearings and/or jury duty, and inclement weather (approved by clinical coordinator, program director, or department head). All valid absences must be accompanied with the appropriate documentation such as a doctor's note specifying the restrictions for the absence, a hearing summons, a jury duty summons, etc.
  - e. **Scheduling a vacation in the middle of a semester is considered inappropriate and will not be approved as a valid reason for an absence.**
  - f. Routine or regular doctor appointments and checkups that are elective **do not count as an excused absence**
  - g. All OSU-OKC campus closure dates such as holidays and inclement weather closures or any other times when classes are not in session, will **NOT** be counted as absences.
  - h. Excessive absences or tardiness will not be tolerated. After the **FIRST** absence, for each additional absence, a 2.5% reduction in the final score of the total grade will be applied - **per absence** – unless prior arrangements have been agreed upon.
  - i. Students are expected to attend and participate in **all** clinically assigned days and make up any days missed.
  - j. Students are expected to submit a clinical make-up request form for all missed clinical time (form can be found on Trajecsys under the documents section). For a known absence prior to the expected day to be missed, the student is expected to fill out a clinical make-up request form with their preceptor. Then, the student is expected to submit this form to the program

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- director and gain approval prior to the absence. If the student is sick or unexpectedly misses a clinical day for an approved valid reason, the student is still expected to fill out a clinical make-up request form and submit it to the program director for approval.
- k. Students that clock in or out from a different GPS location site other than the clinical site they are assigned to will forfeit the entire day's clinical hours. This will be considered academic dishonesty and will result in immediate suspension from the program pending further investigation/disciplinary action.
  - l. Students must be diligent in remembering to clock in and out. Only 2 time exceptions in Trajecsys per clinical rotation will be allowed, with a 2% reduction of the final grade for each time exception, thereafter.
  - m. If the student misses more than 20% of clinic, the absences will be considered excessive by the program director and will result in a student receiving an "F" and being requested to withdraw (W) from the course, which may in turn affect **Financial Aid**. Students who register for a clinical course and do not attend or stop attending, must officially drop or withdraw from the course within the University's add/drop deadlines, or they will receive an "F".
  - n. Denial or Dismissal of a student from a clinical site for any reason will result in failure of the clinical course.
6. In the event a student reports for clinical laboratory **unprepared**, he/she will not be allowed to perform procedures and will be counted absent.
  7. **Class and or Lab Absenteeism**: When a student has been absent a total of one week's hours in theory (class) and/or absent a total of one week's hours in laboratory classes, the Radiologic Technology faculty reserves the right to review the student's record for consideration concerning appropriate action, including possible suspension or dismissal from the radiography program.
    - a. A student is required to notify **the instructor** prior to the start of theory (class) or laboratory on the OSU-OKC campus, if the student will be absent on a given day. A student late (15 minutes or more) to class or lab will be counted absent. A student leaving class early (15 minutes or more before the end of the class or lab session) will be counted as absent.
    - b. A Radiologic Technology student who has been absent from class or lab for more than ONE day due to illness or injury must present, upon return, on request of the instructor, a written statement regarding the status of health from the attending physician. The instructor reserves the right to make the final decision of accepting the student back into class or into lab utilizing the criteria of patient safety.
    - c. **Scheduling a vacation in the middle of a semester is considered inappropriate and will not be approved as a valid reason for an absence.** Check the OSU-OKC website for the semester's academic calendar prior to scheduling time off.
    - d. Students are held accountable for all work covered in a course despite reasons for absence from class or laboratory.
    - e. The Department Head will advise the Dean of Health Sciences in the case of repeated absenteeism. If the student misses more than 20% of class / lab meetings, absences will be considered excessive by the instructor and will result in a student receiving an "F" and being requested to withdraw (W) from the course by the instructor, which may in turn affect **Financial Aid**. Students who register for a course and do not attend or stop attending, must officially drop or withdraw from the course within the announced deadlines, or they will receive an "F"

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**RTDP 03.01a Attendance Signature Page**

By signing below, I indicate that I have read and understand the information presented in Policy RTDP 03.01.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PROCEDURE RTDP 03.01**

**RESPONSIBLE PERSON**

Student

**ACTION**

- 1) Attend all scheduled classes and labs.
- 2) Provide documentation of current CPR certification, as well as all health requirements as listed in Radiologic Technology Student Clinical Requirements, RTDP 02.04
- 3) If required by clinical site, have specified urine drug screening conducted by a lab approved by the Radiologic Technology program. Authorize results of drug screening to be submitted directly from the lab to the Dean of Health Sciences or designate.
- 4) Assume responsibility for all costs associated with criminal background check and urine drug screen. Cost of retesting, if necessary to assure accurate result, will be paid by OSU-Oklahoma City.
- 5) Report to Clinical site fully prepared.
- 6) Notify instructor and clinical site of any expected absence.
- 7) After any absence, present justification for same, and if due to illness or injury must, on request, submit a written statement regarding health status from the attending physician.

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Radiologic Technology Program Director

- 1) Review student absences which total one week's hours in theory or lab and consider appropriate action.

**RESPONSIBLE PERSON**

Radiologic Technology Program Director (cont.)

**ACTION**

- 1). Report excessive or repeated absenteeism.
- 2). Notify student of positive criminal background checks and/or urine drug screen results and submit results to clinical site.
- 3) Notify student of clinical sites decision to allow or deny the student's clinical attendance.

Adopted: 5/28/2007  
Revised 7-17-18 kb

**RTDP 03.01A  
STUDENT CLINICAL REQUIREMENTS  
NON-PREGNANCY LEAVE OF ABSENCE POLICY**

**POLICY**

1. A Radiologic Technology student who has been ill or injured may, upon return to class, be requested by an instructor to submit the **Release to Return to Clinical Activity Form (RTDP 02-05B)** regarding status of health from attending physician. The physician's statement must include any limitations imposed by illness, condition, or prescribed medications.
2. A Radiologic Technology student who is pregnant and delivers during the semester will, upon return to class, submit the **Release to Return to Clinical Activity Form** regarding status of health or activity limitations from attending physician.
3. A Radiologic Technology student will not attempt to attend class or clinical lab when the student's illness might be contagious.
4. If the student is not able to complete the semester, the student will be classified as "withdrawn" from the class(es).

Adopted: 9/2007

**RTDP 03.01B**  
**STUDENT CLINICAL REQUIREMENTS**  
**PREGNANCY LEAVE OF ABSENCE POLICY**

**POLICY**

1. A Radiologic Technology student who is pregnant and delivers during the semester will, upon return to class, submit the **Release to Return to Clinical Activity Form (RTDP 02-05B)** regarding status of health or activity limitations from attending physician.
2. No other limitations unless expressly documented by the attending physician.
3. If the student is not able to complete the semester, the student will be classified as “withdrawn” from the class(es).

**RTDP 03.01C**  
**Pregnancy Declaration**

**POLICY**

1. All students have the **option** to declare or not declare their pregnancy.
2. If a student voluntarily notifies the OSU-OKC faculty/staff of her pregnancy, every effort will be made to protect the well-being and privacy of the student.
3. Individuals who are pregnant may continue to work around and operate sources of ionizing radiation but radiation safety precautions should be followed.
4. If a student declares her pregnancy she will be asked to acknowledge, in writing, her awareness of the risks to the developing fetus by completing the **Declaration of Pregnancy Form (RTDP 03-01D)**. The student will be asked to wear a fetal dosimeter to monitor any exposure to the developing embryo/fetus. The dose to the embryo/fetus will be limited to 0.5 rem during the entire gestation period.
5. During the pregnancy, the student will be expected to perform her assigned duties unless documented restrictions are placed upon her by a physician.
6. Attendance, absence, and make-up policies will be equally enforced.
7. If the student is not able to complete the semester due to her pregnancy, the student will be classified as "withdrawn" from the class(es).

**RTDP 03-01D**  
**DECLARATION OF PREGNANCY FORM**

I am voluntarily declaring that I am pregnant. I believe I became pregnant on or about the date indicated below:

---

*Approximate date of conception*

I have completed the Pregnancy Waiver, read the Pregnancy Leave of Absence Policy in the OSU-OKC Radiologic Technology Student Handbook and I am aware of the risks to my developing embryo/fetus. I understand the radiation dose to my embryo/fetus will be monitored and should not exceed 0.5 rem (5 millisieverts) during the entire pregnancy. I understand that completion and submission of this declaration is voluntary and I can withdraw this declaration, in writing, at any time.

---

*Name (printed) of person declaring pregnancy*

---

*Signature of person declaring pregnancy*

---

*Date*

RETURN TO:  
Caryn Krueger, Program Director  
Radiology Department  
AH 1208  
405-945-3377  
[caryn.krueger@okstate.edu](mailto:caryn.krueger@okstate.edu)

## **RTDP 03.02 GRADE REQUIREMENTS AND SCALE**

### **POLICY**

1. A minimum grade of “C” is required in all courses necessary for the Associate of Applied Science degree. Radiologic Technology students must also maintain a graduation/retention GPA of 2.0 or better.

2. The grading conversion scale is:

- A = 90% -100%
- B = 80% - 89%
- C = 70% - 79%
- D = 60% - 69%
- F = 59% and below

### **PROCEDURE RTDP 03.02**

<b><u>RESPONSIBLE PERSON</u></b>	<b><u>ACTION</u></b>
Radiologic Technology Department Head/Faculty	<ol style="list-style-type: none"><li>1) Notify students of failure to maintain required graduation/retention GPA of 2.0.</li><li>2) Determine if students have met criteria for graduation.</li></ol>
Radiologic Technology Faculty	<ol style="list-style-type: none"><li>1) Calculate grades and notify students of progress in the course.</li><li>2) Submit final grades to Radiologic Technology Administration at end of each semester on or before date established by Administration.</li></ol>

Reference: OSU-OKC Student Handbook  
Adopted: 5/28/2007



## RTDP 04.01 GUIDELINES FOR ACCOMMODATION OF STUDENTS WITH DISABILITIES

### POLICY

The Radiologic Technology Program of OSU-OKC is committed to the goal of achieving equal educational opportunities and participation for students with disabilities, in accordance with the principles and requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

It is important to note that in order to successfully progress through the radiography curriculum and function as a practicing radiographer upon graduation, an individual must be able to perform certain physical activities that include vocal, visual, auditory, dexterity and intellectual requirements. **(See RTDP 01.02: Radiologic Technology Guidelines for Abilities Required to Provide Patient Care in the Associate Degree Radiologic Technology Program)** In addition, the student has the legal right not to disclose a disability.

### PROCEDURE RTDP 04.01

#### RESPONSIBLE PERSON

#### ACTION

Radiologic Technology Faculty

- 1) Include the ADA Recommended Syllabus Statement as part of course syllabus.

Student

- 1) Decide whether to disclose disability and request accommodation.
- 2) If disability is declared and accommodation requested, the student must furnish proof of the disability to the institution's ADA Coordinator for the Office of Disability Services. Accommodation must be requested for each class, every semester.

ADA Coordinator

- 1) Verify and document student's proof of disability.
- 2) Cooperate with student and faculty to identify reasonable and specific accommodations for disabled students in each Radiologic Technology course and clinical lab.
- 3) Maintain confidentiality of student records concerning disabilities and accommodation requests.

Radiologic Technology Faculty

- 1) If approached by a student concerning a disability, refer the student to the institution's ADA Coordinator for the Office of Disability Services.

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**RESPONSIBLE PERSON**

**ACTION**

Radiologic Technology Faculty (cont.)

- 2) Do not diagnose the disability or refer the student for specific testing.
- 3) Do not provide special disability accommodation for a student who has not provided proof of the disability for documentation by the Office of Disability Services.
- 4) Cooperate with ADA Coordinator and Team Leader in devising appropriate and specific accommodations for disabled student in radiology courses and Clinical labs.
- 5) Maintain confidentiality of student information regarding documented disabilities and accommodations.

## **RTDP 04.01A ADA ACCOMODATION**

OSU-Oklahoma City is committed to providing educational opportunities and support services to students with disabilities based upon the documentation of a disability covered under the Americans with Disabilities act (ADA) and Section 504 of the Rehabilitation Act of 1973. OSU-Oklahoma City is committed to providing full access to students pursuing their educational and career goals.

Please submit the “*Notification of Student Disability Accommodations*” form to the teaching team leader at least one week prior to accommodation sought (Refer to Services to Students With Disabilities <http://www.osuokc.edu/disability/>). To receive accommodation, this form must be renewed and resubmitted for each course, every semester.

Documentation and requests for specific reasonable accommodations should be directed to:

Advisor to Students with Disabilities,  
Oklahoma State University-Oklahoma City  
900 North Portland  
Student Center, First Floor  
Oklahoma City, Oklahoma 73107-6197  
Voice: (405) 945-3385  
Fax: (405) 945-9127

**Students may refer to the following web site: <http://www.osuokc.edu/disability/>**

## **RTDP 04.01B RECOMMENDED SYLLABUS STATEMENT**

To be included in all Radiologic Technology course syllabi:

"Oklahoma State University-Oklahoma City complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with Disabilities who seek accommodations must make their request by contacting Emily Cheng, Advisor to students with disabilities, located on the first floor of the Student Center, room 142, or call (405) 945-3385. All accommodations must be approved by the Office of Services to Students with Disabilities. Additional information may be obtained from the **Student Services web site.**"

**A.D.A Policy:** OSU-OKC complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities who seek accommodations must make their request by contacting the Office of Services to Students with Disabilities located on the first floor of the Student Center Office 112, or call 945-3385. All accommodations must be approved by the Office of Services to Students with Disabilities.

**RTDP 04.02**  
**ENGLISH SPEAKING PROFICIENCY**  
**(STUDENTS FOR WHOM ENGLISH IS AN ACQUIRED LANGUAGE)**

**POLICY**

1. All students for whom English is an acquired language must successfully pass the TOEFL iBT test prior to applying to the Radiologic Technology program.
2. An overall comprehensibility score will be required for a student to make application to the Radiologic Technology program.
3. Scores are the property of OSU-OKC and therefore are not transferable to any other institution.

**PROCEDURE RTDP 05.02**

**RESPONSIBLE PERSON**

**ACTION**

Applicant

- 1) Schedule test with Prometric Testing Center  
2224 NW 50th Street  
OKC, OK 73112  
(405.843.8378)

Radiologic Technology Department Head

- 1) Provide remediation
  - a) Work with the student and the Assessment Center for development of individualized learning in any of the following areas:  
Study Skills  
Vocabulary Development  
Reading Comprehension  
Listening/Note-taking  
Spelling Improvement
  - b) Encourage student to speak English at every opportunity.

Applicant

- 1) After successful completion of individual learning plan, the student may pay the appropriate fee and retake the TOEFL iBT test.

**RTDP 05.01**  
**CRITERIA FOR ESTABLISHING PRIORITY FOR SELECTION**  
**OF STUDENTS WISHING TO RE-ENROLL**

POLICY

**APPLICATION OF SELECTION CRITERIA:**  
**(When available spaces cannot accommodate all.)**

Student failed to receive C at end of course.

1. All re-enrollment is based on space availability. If, at any point in the priority system, a student must re-enroll in order to complete the program within the three-year policy limitation; that student will be given re-enrollment preference.
2. Re-admission to the Radiologic Technology Program will not be considered if the student has:
  - a. two unsuccessful grades in any Radiologic Technology course
  - b. a dismissal from the program
3. Any student has the option of petitioning the Radiologic Technology Faculty regarding any departmental policy or requirement. (See **RTDP 05.05 “Student Petitions for Exception to Radiologic Technology Departmental Policies & Requirements.”**)
4. Students in each re-enrollment priority group will be ranked by course grade at time of interruption of progression to establish re-enrollment priority within each group.
5. If there are more students with equal eligibility to re-enroll than there are spaces available, a lottery system will be used for student selection.

## RTDP 05.02 STUDENT DISMISSAL

### POLICY

1. Students may be immediately suspended from the program, while an investigation is pending. Disciplinary action will be taken up to and including dismissal from the program or denied re-admission to the to the Radiologic Technology program for any of the following:
  - a. Serious violations involving patient safety
  - b. Dishonesty in any academic or clinical situation.
  - c. Failure to comply with Expected Student Behavioral Standards, **RTDP 05.03**, to include:
    - Verbal Abuse
    - Disruptive/Threatening behavior
    - Noncompliance
    - Insubordination
    - Poor conduct
  - d. Academic dishonesty: includes (but not limited to) plagiarism and cheating on exams or assignments, copying, distributing, or posting course content, attempting to access instructor materials -electronic or otherwise. (Refer to Academic Dishonesty or Misconduct policy in OSU-OKC Student handbook)
  - e. Submission of a second non-negative urine drug screen result.
  - f. Failure to notify instructor appropriately prior to scheduled exams and clinical absence. (No call/No show)
  - g. Greater than or = 20% absenteeism in any radiology course.
  - h. Violations of OSU-OKC Student Rights & Responsibilities Code.
  - i. A criminal conviction during the program that makes the student ineligible to participate in client care. This includes (but is not limited to) violence or abuse, theft, illegal use of weapons, or illegal use or possession of a controlled substance. Positive results of student criminal background checks will be submitted to clinical agencies which may deny the student's clinical attendance.
  - j. Violation(s) of **RTDP 05.03** policy- "Expected Student Behavior Standards"
  - k. Inability to meet programmatic Guidelines for Abilities Required to Provide Patient Care (Requirements to Meet Patient Safety, Professional Standards, and Strategies for Self-Care) (**RTDP – 02.05**)
  - l. Denial or Dismissal of a student from a clinical site for any reason will result in failure of the clinical course, which will result in program failure.
  
2. Any student who feels they have a grievance regarding grades, faculty or the Radiologic Technology Department, should refer to the university grievance policy. Refer to the [https://osuokc.edu/sites/default/files/documents/FinancialAid/Student\\_Rights\\_Responsibilities.pdf](https://osuokc.edu/sites/default/files/documents/FinancialAid/Student_Rights_Responsibilities.pdf)

## RTDP 05.02A STUDENT COUNSELING PROCEDURE

When a student fails to meet the requirements of the Radiologic Technology program, the student counseling procedure will be initiated. The flow chart demonstrates the procedure which will be used to assist and guide students who are not making progress. All students involved in the procedure will receive individual counseling and assistance. Serious violations involving patient safety will result in immediate probation and/or dismissal from the program.

### PROBATIONARY CONFERENCE

- 1) Persons present:  
Radiologic Technology
  - a) student
  - b) faculty member
  - c) department head
  
- 2) Procedure:  
Those present
  - a) Review written situation/incident.
  - b) Document recommendations for improvement.
  - c) Negotiate contract with student.
  - d) Establish length of probationary period.
  - e) Sign contract, all receive a copy.

### STUDENT IMPROVES

#### FOLLOW-UP CONFERENCE

Process terminated with stipulation: Performance must be maintained at acceptable level. If not, probationary period will be re-established or proceed to final conference.

### STUDENT DOES NOT IMPROVE TERMS OF CONTRACT NOT MET

#### FINAL CONFERENCE

- 1) Persons present:  
Radiologic Technology
  - a) student
  - b) faculty member
  - c) department head/designee
- 2) Documentation signed by all present.
- 3) ***Student suspended from program indefinitely pending further investigation/ disciplinary action up to and including program dismissal.***

## RTDP 05.03 EXPECTED STUDENT BEHAVIORAL STANDARDS

### POLICY

1. Students are expected to meet these behavioral standards at all times:
  - a. Function effectively under the stress of uncertainty and change often inherent in patient care.
  - b. Possess the emotional health required for the use of intellectual ability and the exercise of sound judgment.
  - c. Demonstrate the ability to develop mature, sensitive, and professional relationships with instructors, patients, families, Radiologic Technology department faculty and other health care team members.
  - d. Demonstrate personal qualities of compassion, perception, respect, integrity, and motivation at all time while a student in the program.
  - e. Exhibit behavior consistent with stable emotional and physical control.
  - f. Ensure patient safety at all times in a clinical setting.
  - g. Refrain from contacting a clinical site or interference in any matter regarding clinical recruitment or contractual matters, unless given expressed permission to do so by a faculty member.
  - h. Maintain honesty and integrity, at all times, in any academic situation.
  - i. Follow programmatic attendance policy for the program.
  - j. Successfully pass all urine drug screen examinations.
  - k. Maintain a clear criminal background check throughout the program and report any arrest that occurs while a student in the program.
  - l. Adhere to [OSU-OKC Student Rights & Responsibilities Code](#). (See [OSU-OKC Student Handbook](#) and [OSU-OKC Catalogue](#).)
  - m. Adhere to any special counseling agreements.
  - n. Successfully pass all programmatic courses, with a grade of 'C' or better.
2. Students may be suspended indefinitely pending further investigation/ disciplinary action up to and including program dismissal from the Radiologic Technology program or denied re-admission to the Radiologic Technology program if they do not consistently and appropriately meet the above professional/behavioral standards, as judged by the Radiologic Technology faculty and/or clinical instructors.
3. When a student fails to meet the requirements of the Radiologic Technology program, the student counseling procedure will be initiated and documented in students file.
  - a. All students involved in the counseling procedure will receive individual counseling and assistance.
  - b. Please refer to [RTDP 05.04: Radiologic Technology Student Counseling for Success](#))



## **RTDP 05.04 STUDENT COUNSELING FOR SUCCESS**

### **POLICY**

1. Radiologic Technology students who are not progressing successfully in any radiology course may, at the discretion of the faculty, be required to participate in a special counseling procedure. This counseling procedure will require the student to participate in certain learning activities designed to facilitate the student's success in the Radiologic Technology program.
2. Learning activities prescribed for this counseling procedure will be identified by the teaching team and will be individualized for each student who is at risk for failure in the Radiologic Technology course. These activities may include, but are not limited to:

Supervised study or review sessions  
Individual and/or group counseling  
Case study discussions  
Computer-assisted learning assignments  
Labs for technical or affective radiology skills  
Individual and/or group discussions to enhance learning skills  
Examples: test-taking, time management, organization, and study skills

3. The prescribed activities will be documented in an agreement which also identifies the criteria for student completion and removal from the special counseling procedure.
4. Students placed in the special counseling procedure will be expected to continue to meet all regular course requirements in addition to those requirements stipulated by the agreement.

### **PROCEDURE RTDP 05.04**

#### **RESPONSIBLE PERSON**

#### **ACTION**

Radiologic Technology Faculty

- 1) Identify the student who is not Progressing successfully in the course.
- 2) Develop an agreement which places the student in the special counseling procedure prescribes learning activities to help the student succeed, and identifies criteria for the student's completion/removal from the special counseling procedure.

Student

- 1) Review the special counseling procedure agreement with appropriate faculty.
- 2) Agree to comply with requirements of

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the agreement. Sign the agreement.

3) Participate in required learning activities as delineated in the special counseling procedure agreement.

4) Continue to complete all regular course requirements.

Radiologic Technology Faculty

1) Monitor student compliance with special counseling procedure requirements.

2) Determine the student's satisfactory or unsatisfactory completion of the special counseling agreement, in accordance with the identified criteria.

3) Report to the Department Head of student's satisfactory or unsatisfactory completion of the special counseling procedure agreement.

Radiologic Technology Department Head

1) Advise the student of eligibility or ineligibility to re-apply to program eligibility/ineligibility.

Adopted: 5/28/2007

**RTDP 05.05  
STUDENT PETITIONS FOR EXCEPTION TO  
RADIOLOGIC TECHNOLOGY DEPARTMENTAL POLICIES &  
REQUIREMENTS**

**POLICY**

Any student has the option of petitioning the Radiologic Technology Faculty for exception to any departmental policy or requirement.

**PROCEDURE RTDP 05.05**

<b><u>RESPONSIBLE PERSON</u></b>	<b><u>ACTION</u></b>
Student	<ol style="list-style-type: none"><li>1) Contact Radiologic Technology Department Head regarding desire to petition Radiologic Technology faculty.</li><li>2) Submit the completed <b><u>Radiologic Technology Department Student Petition Form (RTDP 06.05a)</u></b> to the Radiologic Technology Department Head.</li><li>3) Decide whether to personally appear before the Radiologic Technology faculty or before a committee appointed by Department Head</li></ol>
Dean of Health Sciences	<ol style="list-style-type: none"><li>1) Circulate the petition to the faculty prior to the faculty meeting.</li><li>2) Inform student of need for availability to provide additional information when faculty meets.</li><li>3) Appoint three (3) School of Health Sciences Faculty members to serve as the interview committee if the student requests a meeting with committee members instead of the entire faculty.</li><li>4) Relay final decision in writing to student.</li></ol>
Radiologic Technology Department Faculty	<ol style="list-style-type: none"><li>1) Review student petition prior</li></ol>

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Interview Committee

- to meeting. Participate in discussion of petition request.
- 2) Decide if further information is needed. If so, student will have the option to:
    - a) Appear before the faculty as a whole, or
    - b) Meet with three faculty members appointed by the Radiologic Technology Department Head.
  - 2) Decide to grant or deny the petition.
    - 1) Interview petitioner relative to additional information requested by faculty.
    - 2) Report findings to faculty.

Adopted: 5/28/2007

**RTDP 05.05A  
STUDENT PETITION FORM**

STUDENT \_\_\_\_\_

DATE \_\_\_\_\_

Please answer the following questions as specifically as possible. Your petition may be handwritten or word processed. You may add other information as you deem appropriate and include additional pages as necessary. The Radiologic Technology department faculty as a whole will review and make a determination regarding your request. (See **RTDP 05.05 “Student Petitions for Exemptions to Radiologic Technology Department Policies & Requirements.”**)

Information contained herein will remain confidential among the Radiologic Technology faculty.

**1) Which Radiologic Technology Department Policy or requirement are you petitioning for exemption?**

**2) Describe the reason or reasons you are requesting this exemption:**

**3) What specific plans have you made to assist with your future success in the radiography program?**

**RTDP 05.06**

**GUIDELINES FOR CHEMICALLY IMPAIRED STUDENTS**

**POLICY**

OSU-Oklahoma City is dedicated to the development of individual wholeness. As such, it holds the following beliefs:

1. Addiction is an illness that can be successfully treated and the individual returned to a productive level of functioning.
2. A learning environment conducive to the fullest possible human development is emotionally healthy and drug-free.
3. Addiction affects a student's academic and clinical performance in such a manner that the impaired student is a danger to self and clients.
4. It is the responsibility of students to seek diagnosis and treatment for any suspected illness.
5. OSU-Oklahoma City is committed to assisting its students with recovery.
6. This health problem will be proactively addressed by the Radiologic Technology faculty when identified within the Radiologic Technology student population.

**DEFINITION**

The chemically impaired student is a person who, while in the academic or clinical setting, is under the influence of, or has abused, either separately or in combination: alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Abuses of the substances include episodic misuse or chronic use that has produced psychological and/or physical symptoms.

**PROCEDURE NSP 01.01a**

<b>RESPONSIBLE PERSON</b>	<b>ACTION</b>
RT Faculty Clinical Supervising Preceptor	<ol style="list-style-type: none"><li>1. Identification of substance abuse or chemical impairment will be based on a pattern of observable behaviors (to include, but not limited to: erratic behavior, alcohol odor, slurred speech, motor incapacities, and/or absenteeism) that suggest impairment of an individual's ability to meet standards of performance and safety in clinical sites or the classroom</li><li>2. When such observations are made, the student will be escorted by the Radiologic Technology Department Faculty to the Emergency Room for immediate drug and/or alcohol screening</li><li>3. The Radiologic Technology Department will require that student to sign a Release of Information Form to enable the Department to receive the report</li></ol>
Student	<ol style="list-style-type: none"><li>1. If the student refuses to have a screening, this will be grounds for immediate suspension from the program indefinitely pending further</li></ol>

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	<p>investigation and disciplinary action up to and including program dismissal.</p> <ol style="list-style-type: none"> <li>2. The Radiologic Technology Department will be responsible for the fee initially. Reimbursement is the responsibility of the student for positive results</li> <li>3. Lab results will be submitted to the Radiologic Technology Department within three working days</li> </ol>
School of Health Sciences	<ol style="list-style-type: none"> <li>1. If the test is positive, the student will be asked to meet with a group of individuals which may include the Dean of Health Sciences, Department Head, the Vice President of Academic Affairs, and a faculty member</li> <li>2. The Radiologic Technology Department will suspend the student from the program indefinitely pending further investigation/ disciplinary action up to and including program dismissal and refer him/her to seek counseling/rehabilitation if abuse indicators exist, as defined under definitions</li> </ol>
Student	<ol style="list-style-type: none"> <li>1. The student may re-apply to the Radiologic Technology Program upon proof of completion of a rehabilitation program</li> <li>2. For readmission consideration, the student must meet the criteria of Radiologic Technology Policies and Admission Requirements</li> <li>3. If probationary re-enrollment is granted, randomized drug screening will be required for the duration of the student's course of study at the student's expense</li> <li>4. The Radiologic Technology Department will require the student to sign a Release of Information Form to enable the department to receive drug screening reports</li> <li>5. Failure to abide by randomized drug screening and/or evidence of continued chemical abuse or dependency will be grounds for immediate suspension from the program indefinitely pending further investigation/ disciplinary action up to and including permanent program dismissal.</li> <li>6. The student should refer to the sections on Alcohol/Drug Policies in the OSU-Oklahoma City student handbook for the current academic year for information on university policies and procedures that are in addition to those of the Radiologic Technology Department</li> </ol>

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Original policy NSP 01.01a (Nurse Science)

## RTDP 05.07

### TRAJECSYS USE POLICY

Trajecsyst reporting system (TRS) is an online clinical management and tracking system for students of health-related programs. Its flexibility allows paperless recordkeeping solutions for OSU-OKC's Imaging Programs.

1. **Registration is mandatory** - Students can register up to 45 days prior to the program start date. Registering will allow you to gain access to the report system. No payment is necessary to complete registration.
2. **Payment arrangements** - During registration, you will be asked to select a payment option. No payment is necessary to complete registration, however, you will need to indicate how you plan to pay for the subscription.
  - i. There are two ways you can pay for your subscription.
    - 1) Through the OSU-OKC Book Store (BK) – choose this option if using financial aid or VA Military (Note: The bookstore adds a percentage markup for this option)
    - 2) Direct Pay (DP) - Payment directly to Trajecsyst using credit/debit card, money order or check. No markup will be added
  - ii. Once you register, you will have **30 days** from the **program start date** to pay for your subscription. **Failure to pay will result in the inability to use Trajecsyst and will result in being administratively withdrawn from the course and removed from the program.**
  - iii. If you withdraw from the program, full refunds from Trajecsyst are available for **30 days from program start date**, no refunds will be made thereafter.
  - iv. Payments are for continuous access for the duration of the program (program start to graduation)
  - v. The current fee is **\$150.00**. This is subject to change without notice. OSU-OKC does not control the fee. (Note: the OSU-OKC bookstore will add an additional fee if you are using the BK payment method)
3. **Access** - Once the student has registered, the OSU-OKC program faculty will be sent a message to grant access. Access must be granted before the student can use the site.
4. **Clocking In and Out** – students are **required** to clock in and out each day immediately upon arriving and departing the OSU-OKC lab or the assigned clinical site. Students have the option of clocking in/out from a computer at the location (preferred method), or by clocking in/out using a mobile device (when at a lab or clinical site where a computer or internet is not available). **Under NO circumstances will a student be allowed to clock in/out for another student. This activity constitutes fraud for BOTH students resulting in immediate program suspension indefinitely pending further investigation/ disciplinary action up to and including program dismissal of BOTH students.** No one else may clock in/out for the student, this includes, family, friends, other personnel, etc. **The student is only permitted to clock in/out while physically inside the clinical facility by using either their mobile device or the computers at the facility.**
5. **Time/Location Monitoring**: Trajecsyst tracks student reporting of lab or clinic arrival and departure. If a student uses a clinical site computer, the ip address is recorded along with the GPS location (latitude and longitude) of the site. If a student uses a mobile device with GPS, student location (latitude and longitude) will also be recorded. Times and locations can then be verified and approved by site employees or program faculty. Faculty can log in at any time, from anywhere, to see which student is at which location, and when they arrived and departed.
6. **Using Trajecsyst on Mobile devices**: Visit the login link in the top right corner on the Trajecsyst home page to begin the process of using a mobile device. By opting to use a mobile device, the student



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assumes responsibility for any charges assessed by their cellular provider to access and use the Trajecsyst system. In order for the system to capture the student's location information, **your phone location settings must be turned ON** before you click the Clock In/Out button, otherwise the system will **not** record your time. Trajecsyst will record the student's exact location (longitude, latitude) along with the time record. (Note: The student must have a smart device with an A-GPS chip and have internet access). When a student clocks in/out, Trajecsyst will compare the student's GPS location coordinates with the clinical site's location coordinates.

- i. If the location of the student, as reported by their smart device, does not match the verified clinical site location, Trajecsyst will flag the location pink to alert program faculty. If the student's reported location exceeds approximately 1/20<sup>th</sup> of a mile (approximately 50 feet) of the actual clinical site, the student's time for that day will be **disapproved** and will result in the forfeiture of any clinical time for that day (unless the student can provide same day written proof of phone/device malfunction and/or troubleshooting correspondence from Trajecsyst customer service). The **FIRST location inaccuracy** will result in disciplinary action and may result in program suspension and/or dismissal.
- ii. If the student denies Trajecsyst access to their smart phone location, or disagrees with the location information, Trajecsyst will flag their time record orange to alert the faculty. The student's time will not be recorded by the system due to lack of location. The student's time for that day will be **disapproved** and will result in the forfeiture of any clinical time for that day (unless the student can provide same day written proof of phone/device malfunction and/or troubleshooting correspondence from Trajecsyst customer service). **The FIRST location inaccuracy and/or location disagreement**, will result in disciplinary action and may result in program dismissal.

#### 7. **Time exceptions:**

Students will file a time exception for the following situations:

- If they forgot to clock in or out - students must use the clock in/out menu items to note the reason for the exception.
- If a student is absent, the student must select "Absent" in Trajecsyst and note the reason for the absence (NOTE: the student must also personally contact the clinical coordinator or department head and alert them of the absence).
- If a student is tardy, they must provide a note in Trajecsyst stating the reason for the tardy - Excessive tardiness (more than 3) will result in disciplinary action
- If a student leaves early or stays late (more than 15 min), they must provide a note in Trajecsyst stating the reason for leaving early and provide the preceptor's name who gave approval to leave early

Penalties for Excessive time exceptions:

- Only 2 time exceptions (missed clock in/out) per 8-week rotation will be allowed, with a 2% reduction of the final grade for each time exception (missed clock in/out) thereafter.

9. **Adding users** – students must enter a first and last name of all preceptors that they enter into Trajecsyst. Misspellings and incomplete names that are entered will result in disciplinary action.

10. **Competencies, Evaluations, Daily log sheets**, etc. will be addressed in the actual Course Syllabus.

11. **Abuse** of the Trajecsyst system in situations other than what has been outlined in this policy will be investigated and addressed by the Clinical Coordinator, Program Director, and/or Department Head on an individual basis.

Adopted 8/4/17 kb

**RTDP 05.07**

**Trajecsys Rules Acknowledgement Agreement:**

I have read and will abide by the Trajecsys rules provided.

\_\_\_\_\_  
Printed Student name

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

## RTDP 05.08

### **PACS (PICTURE ARCHIVING AND COMMUNICATIONS SYSTEM) USE POLICY**

PACS (Picture Archiving and Communications System) – is a medical imaging technology which provides economical storage and convenient access to images from multiple modalities.

1. PACS computer workstations have been provided to both the Sonography and Radiography programs. These computer workstations are strictly monitored. Do not use the computers for any other purpose, except for access to the Trajecsys and/or the PACS software. System abuse of any kind will not be tolerated and will result in immediate disciplinary action, including possible program dismissal.
2. Students may not delete or move any images or studies from the PACS system.
3. A student may not access, open, view, or edit another student's images on PACS or on the actual imaging equipment.
4. When sending images to the PACS system, the student must enter the following information on the actual imaging equipment PRIOR to sending the images to PACS:
  - Student's first and last name (enter as the Patient's name)
  - Student's date of birth (enter as the patient's DOB)
  - Student's school ID number (CWID) (enter as the patient's ID number – NOT accession number)
5. Do not send images to PACS unless they are the final images to be graded. Once the studies are sent to PACS, students cannot delete them. Students CAN edit their own images on PACS and save the edits. Once all edits and original images have been exported to the instructor, those images will be graded.
6. A reject analysis will be performed on all Radiography students.
7. Requesting an instructor to delete images from the PACS system will be tracked. After the second request, the student's competency grade will be reduced by 2% of the total grade, per request.
8. Non-adherence to any of the above will not be tolerated and will result in immediate disciplinary action, including possible program dismissal
9. Any other misuse or abuse of any kind not addressed above will be reviewed by the Instructor, Program Director, and Department Head and will result in immediate disciplinary action, including possible program dismissal.

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Adopted 8/21/17 kb

**RTDP 05.08**

**PACS Rules Acknowledgement Agreement:**

I have read and will abide by the PACS rules provided.

\_\_\_\_\_  
Printed Student name

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**RTDP 05.09**

**Employment as Student Radiographer while enrolled**

**POLICY**

Individuals currently enrolled in the OSU-OKC Radiology Program may be hired as a student radiographer after completion of the first year (12 months) of the program. Under the immediate supervision of the hiring facility, the student radiologic technologist will assist in performing images of patients using various techniques and equipment common to radiology in accordance with established clinical practice standards, guidelines and protocols.

1. Employment as a Student Radiographer during enrollment is only allowed after completion of the students first year (12 months) in the program which includes the summer clinical rotation.
2. The Department Head, Program Director, and Clinical Coordinator must be notified of employment while under the enrollment of the OSU-OKC Department of Radiologic Technology.
3. The Clinical Coordinator will work to facilitate an optimal rotation schedule that allows meeting clinical requirements along with the students work schedule.
4. The student is not allowed to be simultaneously clocked in both clinical site and “work/pay”. The university will track co-curricular activities, including internship/externships.
  - a. The student will first complete the clinical rotation as outlined in the rotation schedule. Documentation of clinical time in Trajecsyst is required.
  - b. Student may only clock in for “work/pay” after meeting their clinical obligations. Documentation of intern/extern time in Trajecsyst is required.
5. The hiring facility assumes legal responsibility for all supervision when performing as a paid student radiographer.

I have read and will abide by the Student Radiographer Employment rules provided.

---

Hiring Facility

---

Start Date

---

Hiring Facility’s Representative (printed)

---

Hiring Facility’s Representative signature

---

Student name (printed)

---

Student signature

## RTDP 05.10



### USE POLICY

Shaderware – is the leading provider of virtual reality (VR) training systems in diagnostic radiography and we are fortunate to have this software here at OSU-Oklahoma City. ProjectionVR™ provides a complete virtual radiography™ world which comprises an x-ray room and the control console of a piece of modern x-ray equipment. The room and the console each have their own distinct windows. Each has its own menu and status bar. It is designed for optimal use across two monitors, but it can also be used successfully on a single monitor or a laptop.

1. Shaderware VR has been uploaded on the PACS computer workstations in AH 2020. These computer workstations are strictly monitored and should not be used for any other purpose, except to access Trajecsys and/or the PACS and Shaderware software. System abuse of any kind will not be tolerated and will result in immediate disciplinary action, including possible program dismissal.
2. A student may not access, open, view, or edit another student's images on Shaderware.
3. When accessing **Projection VR**, the student must enter the following information:
  - Student's school ID number (CWID; include the A)
  - Student's Last Name (Family Name)
  - Student's First Name (Given Name)
4. Do not send Shaderware VR images to PACS unless they are the final images to be graded. Once the studies are sent to PACS, students cannot delete them. Students CAN edit their own images on PACS and save the edits. Once all edits and original images have been exported to the instructor, those images will be graded.
5. Requesting an instructor to delete VR images once they have been sent to the PACS system will be tracked. After the second request, the student's competency grade will be reduced by 2% of the total grade, per request.
6. Non-adherence to any of the above will not be tolerated and will result in immediate disciplinary action, including possible program dismissal
7. Any other misuse or abuse of any kind not addressed above will be reviewed by the Instructor, Program Director, and Department Head and will result in immediate disciplinary action, including possible program dismissal.

**RTDP 05.10**

**Shaderware VR Rules Acknowledgement Agreement:**

I have read and will abide by the Shaderware rules provided.

\_\_\_\_\_  
Printed Student name

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

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**Institutional Statement/Syllabus Supplement Document:** Each student is responsible for being aware of and understanding the information contained in the OSU-Oklahoma City Catalog, the Student Handbook/Code of Conduct, the Class Schedule, the Syllabus Supplement Document <https://osuokc.edu/supplement>, the course syllabi, and any information shared via email from the campus to the students.

#### COPYRIGHT & FAIR USE POLICY OF COURSE MATERIALS

Course materials may not be published, leased, sold to others, or used for any purpose other than appropriate OSU-OKC-related individual or group study without the written permission of the faculty member in charge of the course and other copyright holders. This paragraph grants you a limited license giving you access to materials for this course, including PowerPoint slides, audio/video recordings, written, or other materials for appropriate OSU-OKC-related educational use only. Recorded lectures, notes, assignments, quizzes, and exams (individual questions or in its entirety) should not be uploaded to websites offering note-sharing, tutoring, or other academic help (free or by paid subscription). Copyright laws and Fair Use policies protect the rights of those who have produced this material. The University requires all members of the University Community to familiarize themselves with and to follow copyright and fair use requirements. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability as well as disciplinary action under university policies.



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OKLAHOMA STATE UNIVERSITY  
**OKLAHOMA  
CITY**

# **Radiation Safety Manual**

Prepared by  
Caryn S. Krueger, BS, RT(R)(BD)(ARRT)  
Program Director, Radiologic Technology  
May 25, 2017

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## Radiation Safety Contact Information

- OSU-OKC Campus **Radiation Safety Officer (RSO)** – Caryn Krueger  
**Caryn Krueger** – OSU-OKC Radiologic Technology Program Director **(405) 945-3377**
- OSU-OKC Campus Radiation Safety **Qualified User (QU)** – Kara McNair  
**Kara McNair** – OSU-OKC Radiologic Technology Clinical Coordinator **(405)-945-3302**
- OSU-OKC Campus Radiation Safety **Qualified User (QU)** – Karen Bubb  
**Karen Bubb** – OSU-OKC Diagnostic Imaging Department Head **(405) 945-3212**
- Oklahoma State Department of Health Contact – (405) 271-5243

## Radiation Safety Manual Basis

X-rays are a form of ionizing radiation. Ionizing radiation is capable of producing biological effects that are detrimental to health. We should assume that any exposure, no matter how small, has the *potential* to cause some effect. The basis of this manual is to help prevent any accidental or unnecessary radiation exposure.

Our x-ray equipment is registered with the Oklahoma State Department of Health. Each user, staff and student, must complete the radiation safety training module and equipment “knobology” orientation prior to use to ensure safe operation.

### **Radiation Dose and Risks**

There are many sources of radiation that produce health risks. In the United States, the annual average dose to an individual from cosmic rays and other natural sources is 100 mrem. The average effective dose from radon for those living in a brick/stone home in the U.S. is 200 mrem. Medical examinations and other man made sources deliver another 62 mrem, for an average total of 360 mrem per year. This does not include occupational exposure for those working with ionizing radiation.

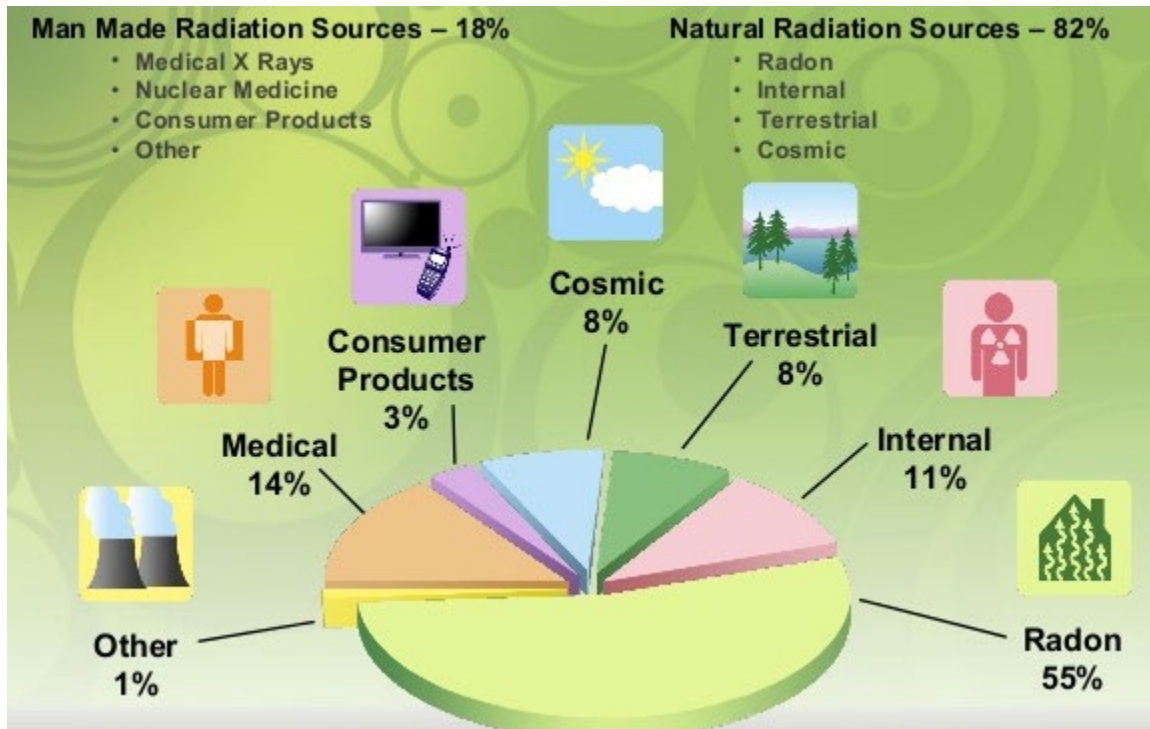
### **Individual Dose Limits**

General public dose limit is 100 mrem per year.

Embryo/fetus dose limit is 500 mrem during the entire gestation

Occupational dose limit is 5,000 mrem per year

## Sources of Radiation



## ALARA Principle

The ALARA principle – Keeping radiation exposure **A**s **L**ow **A**s **R**easonably **A**chievable. Implementation of the ALARA principle is a requirement of the U.S. Nuclear Regulatory Commission (NRC) and this University. Specific rules and procedures may be imposed by the Radiation Safety Officer (RSO) and/or other supporting staff as deemed necessary.

## Responsibilities

OSU-OKC permits the use of sources of ionizing radiation for beneficial applications in teaching when used in accordance with the principles contained in this manual. The protection of the health and well-being of the students, faculty/staff, and general public is extremely important. Safety standards will be maintained by:

- Training all faculty/staff and students who will be using the x-ray equipment and/or potentially exposed to ionizing radiation.
- Safety evaluations of facilities and individuals utilizing ionizing radiation equipment.
- Regular monitoring of work areas for radiation exposure.
- Regular monitoring of radiation exposure to individuals.

### **Radiation Safety Officer (RSO)**

The RSO is the individual at this university responsible for establishing and enforcing radiation safety regulations and implementing the guidelines set forth in this manual. The RSO is responsible for assuring that only qualified individuals are permitted to use sources of ionizing radiation or to supervise such use by others.

### **Qualified User (QU)**

Any individual that operates the x-ray equipment must understand and follow the guidelines for radiation safety set forth in this manual. A “qualified user” is an individual who through proper training and experience is qualified to independently operate sources of ionizing radiation. He or she is authorized by the RSO to operate, instruct, and supervise others on the proper handling of sources of ionizing radiation.

## **Exposure Control and Monitoring**

### **Signage**

Signage will be posted and maintained in areas of the Allied Health building where sources of ionizing radiation are located.

### **Radiation Protection Guidelines**

Exposure to ionizing radiation should be kept as low as reasonably achievable (ALARA). When exposure is unavoidable, the Nuclear Regulatory Commission (NRC) suggests you follow three general guidelines: **time, distance, and shielding**. Limit your time of exposure, increase your distance from the source of radiation, and shield yourself from the source (i.e. lead apron or protective wall/barrier).

### **X-ray Unit Calibration and Inspection**

All x-ray equipment will be calibrated and inspected annually to ensure it is operating safely within the parameters established by the manufacturer and State Health Department. Intermittent inspections can be performed if concerns arise as to the proper function of the equipment. Any concerns as to the proper use or function of the equipment should be addressed to the Program Director (RSO) and/or Qualified User (QU).

## **Exposure Monitoring**

It is our goal to keep radiation exposure to the students and faculty/staff as low as reasonably achievable. Dosimeters will be used to monitor radiation exposure in control areas and will also be worn by Radiology students and required faculty/staff. Additional dosimeters may be added as deemed necessary by the RSO.

## **Personal Dosimeters**

Individuals (faculty/staff, other Allied Health students) who are minimally exposed to ionizing radiation are not required to wear a personal dosimeter. If you have not been issued a dosimeter and feel you need one, please submit a completed **Radiation Safety Training Request Form** and **Dosimeter Request Form** to the RSO.

The dosimeter is to be worn on the front of the torso, at collar level, so not to be covered if protective lead is worn. An additional dosimeter may be worn at waist level to monitor potential exposure to an embryo/fetus in the event of pregnancy. If you become pregnant and decide to declare your pregnancy, please complete the **Declaration of Pregnancy Form** and **Dosimeter Request Form** and submit them to the RSO.

Individuals who have been issued dosimeters are required to wear them at all times when working around sources of ionizing radiation.

Dosimeters should not be exposed to heat or water and should not be worn away from work. Notify the RSO if the dosimeter has been lost or damaged in any way and complete a **Lost/Damaged Dosimeter Form**.

Dosimeters will be submitted quarterly for monitoring. Each individual that has been issued a dosimeter will be given access to a copy of his/her quarterly report by the RSO. Any exposure dose reading that is unusually high will be investigated by the RSO. If for any reason you leave the Radiology Program or no longer need a dosimeter you will be required to return your dosimeter to the RSO. You must also complete and submit a **Dosimeter Termination Request Form** to the RSO.

## **Radiation Safety Training**

The RSO has the responsibility of developing, conducting and documenting radiation safety training. To gain access to the Radiation Safety Training Module, complete the attached **Radiation Safety Training Request Form** and submit it to the RSO.

## **Information Resources**

1. Nuclear Regulatory Commission <https://www.nrc.gov>
2. OSU-Stillwater web site for University Research Compliance Radiation Safety  
<https://compliance.okstate.edu/rso/rso-index>
3. University of Utah web site for Radiation Safety Policy Manual  
<https://rso.utah.edu/documents/Radiation-Safety-Manual.pdf>
4. Radiographic Imaging and Exposure, 5<sup>th</sup> ed., Terri L. Fauber
5. OSU – Stillwater Radiation Safety Handbook  
<https://compliance.okstate.edu/rso/forms-and-documents>

## RADIATION SAFETY TRAINING REQUEST

PRINT FULL NAME (*first, middle, last*): \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ MALE: \_\_\_\_\_ FEMALE: \_\_\_\_\_

CAMPUS WIDE ID (*CWID*): \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ HOME/CELL PHONE: \_\_\_\_\_

CAMPUS E-MAIL ADDRESS: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

X-RAY MACHINE YOU WILL BE USING:

- X-ray Equipment in AH lab 2019     Portable X-ray Unit     N/A

IF N/A, PLEASE INDICATE REASON FOR REQUEST: \_\_\_\_\_

\*There is a separate form required for issuing dosimeters. If you will need a dosimeter, please fill out a Dosimeter Request Form and submit it to our office once your training is complete.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

RSO/QUALIFIED USER (*print*): \_\_\_\_\_

RSO/QUALIFIED USER (*sign*): \_\_\_\_\_

\*Upon receipt of this form you will be given access to the online training module. Please direct any questions to the Radiation Safety Officer (RSO).

RETURN TO:  
Caryn Krueger  
Radiology Department  
AH 1208  
405-945-3377  
[caryn.krueger@okstate.edu](mailto:caryn.krueger@okstate.edu)



## DOSIMETER REQUEST FORM

PRINT FULL NAME (*first, middle, last*): \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ MALE: \_\_\_\_\_ FEMALE: \_\_\_\_\_

CAMPUS WIDE ID (*CWID*): \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ HOME/CELL PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

X-RAY MACHINE YOU WILL BE USING:

X-ray Equipment in AH lab 2019  Portable X-ray Unit  Clinical X-ray Equipment  N/A

IF N/A, PLEASE INDICATE REASON FOR REQUEST: \_\_\_\_\_

\*The current fee for a standard dosimeter is \$ 12.37 which will be billed on a quarterly basis. There is an additional one-time setup fee of \$2.00. All fees are dictated by contract with Landauer and are subject to change.

\*Faculty/Staff and students are responsible for returning all dosimeters to the RSO/Qualified User at the end of each quarter by the due date.

SIGNATURE: \_\_\_\_\_

DATE FORM SUBMITTED: \_\_\_\_\_

RSO/QUALIFIED USER NAME (*print*): \_\_\_\_\_

RSO/QUALIFIED USER NAME (*sign*): \_\_\_\_\_

**RETURN TO:**

Caryn Krueger  
Radiology Department  
AH 1208  
405-945-3377  
[caryn.krueger@okstate.edu](mailto:caryn.krueger@okstate.edu)

**FOR OFFICE USE ONLY:**

DOSIMETER #: \_\_\_\_\_  
DATE ASSIGNED: \_\_\_\_\_

## LOST/DAMAGED DOSIMETER

PRINT FULL NAME (*first, middle, last*): \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ MALE: \_\_\_\_\_ FEMALE: \_\_\_\_\_

CAMPUS WIDE ID (*CWID*): \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ HOME/CELL PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

BRIEF DESCRIPTION OF WHAT HAPPENED TO DOSIMETER:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROXIMATE DATE OF LOSS/DAMAGE: \_\_\_\_\_

\*Currently, the fee to replace a lost/damaged dosimeter is \$12.00. This is dictated by contract with Landauer and subject to change. Faculty/Staff and students are responsible for the cost of lost/damaged dosimeters.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

RSO/QUALIFIED USER (*print*): \_\_\_\_\_

RSO/QUALIFIED USER (*sign*): \_\_\_\_\_

**RETURN TO:**

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[caryn.krueger@okstate.edu](mailto:caryn.krueger@okstate.edu)

**FOR OFFICE USE ONLY:**

DOSIMETER #: \_\_\_\_\_  
DATE ASSIGNED: \_\_\_\_\_  
DATE LOST/DAMAGED: \_\_\_\_\_

## DOSIMETER TERMINATION REQUEST

In order to maintain accurate dosimeter records we require that anyone wishing to terminate their personal dosimeter complete this form. Submit the completed form to the RSO/Qualified User for required authorized signature.

- Your badge(s) will be terminated upon receipt of this form.
- You will continue to be charged for your dosimeter unless this form is submitted along with your dosimeter(s).
- You may be charged for the remainder of a quarter/subsequent quarters if a badge has already been prepared for you. (Please see RSO for explanation).

PRINT FULL NAME (*first, middle, last*): \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ MALE: \_\_\_\_\_ FEMALE: \_\_\_\_\_

CAMPUS WIDE ID (CWID): \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ HOME/CELL PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

BRIEF DESCRIPTION OF REASON FOR DOSIMETER TERMINATION:

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

RSO/QUALIFIED USER (print): \_\_\_\_\_

RSO/QUALIFIED USER (sign): \_\_\_\_\_

**RETURN TO:**

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Radiology Department  
AH 1208  
405-945-3377  
[caryn.krueger@okstate.edu](mailto:caryn.krueger@okstate.edu)

**FOR OFFICE USE ONLY:**

DOSIMETER #: \_\_\_\_\_  
DATE ASSIGNED: \_\_\_\_\_  
DATE TERMINATED: \_\_\_\_\_