

BISMARCK MEDICAL CENTER RADIOGRAPHY PROGRAM POLICIES

Sanford Medical Center, Bismarck, N.D., is the sponsoring institution for the program. Students in the program will have rotations within the radiology department at the hospital and its associated areas, and the orthopedics department, located directly across the street. In addition, students will be required to drive to rotations at Sanford South Clinic in Bismarck, and the North Mandan Clinic, located in Mandan, N.D.

Junior year

CT
Diagnostic Radiology
Emergency Department
Fluoroscopy
Interventional Radiology
MRI
Mobile Radiography
Nuclear Medicine
Orthopedics
Pain Clinic
Radiation Therapy
Radiology Office
Sanford N. Mandan Clinic
Sanford S. Clinic
Surgery
Transportation
Ultrasound

Senior year

Cardiac Cath Lab
CT
Diagnostic Radiology
Emergency Department
Fluoroscopy
Interventional Radiology
Mobile Radiography
Orthopedics
Pain Clinic
Surgery
CT (elective)
Cath Lab (elective)
Interventional Radiology (elective)
MRI (elective)
Mammography (elective)
Nuclear Medicine (elective)
Radiation Therapy (elective)
Ultrasound (elective)

Classroom facilities are located at NDSU Nursing at Sanford Health, 512 N. Seventh St., Bismarck (north of the Seventh & Rosser Clinic). Students have access to the library.

Hours

Assignments are Monday through Friday, between the hours of 5 a.m. and 9 p.m. Students may choose to pick up a Saturday or Sunday elective. During their 22-month internship, students are occasionally assigned to evening rotations that extend until 9 p.m. The amount of hours spent in evening assignments does not exceed more than 25% of the total clinical hours for the two years. Students should expect to spend up to 40 hours per week assigned to clinical and didactic experience. Students have classes 2 days each week.

Attendance

The program requires full-time attendance. Students are expected to attend all scheduled classes and clinical rotations unless they are on an approved absence. Students are allowed 80 hours of personal time off while in the program. Any absences in excess of 80 hours must be made up. Students are also provided time off for all major holidays, and are given scheduled break weeks throughout each year.

Dress Code

This is the Dress Code for Radiography students:

The student must at all times present a clean, neat, professional appearance while in the clinical setting and LAB.

Students are permitted to wear their own clothing when in class.

Students may wear their gray scrubs or hospital scrubs during LAB.

- The photo I.D. badge and radiation dosimeter must be worn at all times while in the clinical setting. Students will receive these at the start of the program.
- Hair should be clean, combed and neatly trimmed. Long hair should be pulled back if it will touch the patient when leaning over. Extremes in hair color or style will be addressed on a case by case basis.
- Sideburns, mustaches and beards should be neatly trimmed.
- Body art (tattoos, piercing/jewelry) that may be offensive, or if deemed inappropriate at the discretion of the Radiology Supervisor and/or Program Director, may have to be covered. Examples include, but are not limited to, anything of obscene or sexual nature, facial jewelry, plugs, gauges, or excessive jewelry in the ears.
- Artificial nails, add-ons or extensions are not to be worn. Artificial nails include, but are not limited to, bonding, tips, wrappings, tapes, inlays, overlays, or shellacs.
- Fingernail polish may be worn as long as it is without cracks and chips, as this promotes bacteria.
- Conservative use of scented lotions, perfumes and colognes is permitted; however, if too strong, they may be banned.
- Scrubs should be clean and free from offensive odor. Students must be conscious of personal hygiene.
- Solid gray scrub pants and top are to be worn in the clinical setting. There should not be any colored trim on the scrubs. A student may wear a white, gray, or black shirt underneath, if they desire. Students may want to purchase a matching solid gray scrub jacket to wear over their scrubs, as it can get chilly in the Radiology department. No blue hospital jackets are allowed to be worn with gray scrubs.
- Scrub pants must reach the ankle. However, for cleanliness reasons, they *should not drag* on the floor.
- Clean, comfortable shoes are required. Students should try and keep a pair in your locker, and change shoes once you arrive for clinical, in order to keep them clean (especially in the winter months). Socks must be worn at all times.
We do not have a specific dress code for shoes, as part of the uniform. You may want to purchase a good pair of athletic/tennis shoes. It doesn't matter what color, just make sure that they are comfortable and provide good support, as you will be on your feet a lot.

- Hospital-issued scrubs (blue or green) will be worn for clinical rotations in Surgery, Portables, Emergency department, and Evenings. These scrubs will also be worn for any Saturday or Sunday electives. These scrubs will be available to you just before you are on those rotations listed.

Academic Calendar

The program begins the first Monday in August annually, and ends the last Friday in May, 22 months later. Students will have the following scheduled time off:

- Labor Day
- Thanksgiving and Friday
- Week of Christmas
- New Year's Day
- Spring Break
- Memorial Day
- Week of July 4

The Radiography Program runs on (3) 26-week semesters and (1) 17-week semester. Students are required to complete rotational objectives, clinical performance evaluations, and competencies for each semester. Each of the four semesters becomes progressively more challenging than the last, as students gain knowledge and experience in their education.

RESOURCES AND SERVICES

Services provided to students while in the Radiography Program:

- Career planning, prior to graduation
- CPR certification
- Employee assistance services/counseling (EAP)
- Sanford Café and Coffee Corner
- Identification badges
- Lockers and locks
- Sanford Health Sciences Library
- Parking
- Radiation dosimeter/monitoring program
- Security escort

Employee Assistance Program (EAP)

Sanford Health values the health and well-being of its employees and students. Students are able to use the Employee Assistance Program (EAP) from VITAL WorkLife to receive free, confidential counseling and resources. It is available 24 hours a day, 365 days a year, to offer help in regard to professional, physical, relational, financial/legal, spiritual and emotional well-being, in matters involving or including:

- Marital and relationship troubles
- Depression, stress, and anxiety
- Parenting and child concerns
- Drug and alcohol abuse
- Learning to cope with anger, grief and loss
- Getting healthy and staying active

- Legal and financial problems
- Resolving conflicts
- Creating a plan for educational success

Pregnancy Policy

The Radiography Program at Sanford Health allows a pregnant student the choice of whether or not to inform program officials of her pregnancy. Federal regulations require that the dose to an embryo/fetus, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rem during the entire pregnancy. A limit of 0.05 rem/ month of a declared pregnancy is also enforced.

- A. The Radiography Program, in order to comply with these lower dose limits, has adopted the following policy concerning student pregnancy. The purpose of this policy is to:
 1. Allow the pregnant student to make an informed decision regarding voluntary declaration of pregnancy.
 2. Provide for the well-being of the unborn embryo/fetus and reduce the risk of adverse effects.
 3. Provide for the fair treatment of the pregnant student, and maintain the quality of her clinical education.
- B. During orientation, each female student will be made aware of this policy and also the *NRC Guide 8.13, Instructions Concerning Pregnant Women*.
- C. A student who becomes pregnant during enrollment must decide whether or not to declare her pregnancy.

Let it be known, **Declaration of pregnancy is voluntary.**

1. A student who elects not to declare the pregnancy is not recognized as pregnant under the terms of this policy.
2. A student who elects to declare her pregnancy will be subject to the embryo/fetus dose limit set by Federal regulations of the NRC.
 - a. Declaration of pregnancy must be in writing (form is available in the Student Handbook in Radiology cupboard). Verbal information is not official. The student must submit a letter to the Program Director, providing student name, a declaration that she is pregnant, the estimated date of conception (month and year only) and the date of the letter. Documented proof of pregnancy is not required.
 - b. The dose limit is then in effect until the declared pregnant student notifies the Program Director that she has given birth, is no longer pregnant or no longer wishes to be considered pregnant (revokes the declaration through written withdrawal).
 - c. The declared pregnant student must meet with a Sanford physicist. This meeting will be arranged by program faculty.

- A. Options available to the student include:
1. The student may resign from the Program.
 2. The student may opt to take a one-year leave of absence (LOA).
 - a. If the declared pregnant student elects to take a one-year leave of absence, she would return to the program at the same time the following year to complete her studies.
 3. The student may continue in the Program without modification or interruption.
 - a. The student would be allowed to take a short LOA (See Leave of Absence Policy) if needed, and return to school with her class. Maximum short LOA is 1 mo.
 - b. A written plan will be developed along with the Program Director. The plan will include make-up course work to be completed before and/or after the period of anticipated delivery. The plan will include make-up for both classroom and clinical objectives.

Radiation Policy

1. During orientation, a basic introductory to radiation protection is provided to ensure that all students are made aware of protective measures and the use and storage of radiation protection garments.
2. Students must wear their personnel dosimeter at all times while in the clinical setting. The dosimeter “monitors” the radiation received; it does not protect you from radiation.
3. Students must stand behind lead glass of the control booth whenever patient exposures are made.
4. **Students are not allowed to hold patients or IRs during any radiographic procedures.**
5. Students are required to wear a lead apron and a thyroid collar during fluoroscopy and C-arm procedures. Whenever a lead apron is worn, the student’s dosimeter should be placed outside the apron, at collar level.
6. Students are required to exchange their dosimeter every 3 months with the Clinical Instructor when the new batch arrives. Any student who loses their dosimeter must speak to the Clinical Instructor so that she may help you get a new one.
7. When the new radiation dosimetry report arrives in the Radiography Program, it is brought to the classroom for students to view. Students should review the report for their monthly and cumulative doses. Students are required to initial each report after it arrives.
8. Any student who receives radiation in excess of 125 mrem/qtr. (deep dose) will be notified by the Radiation Safety Officer. The Program Director will also contact the

student to discuss why their dose might have been high, and changes they should make in the future regarding radiation protection.

9. Students must not wear their radiation dosimeter if they are having any diagnostic medical or dental radiography of themselves. The dosimeters are for monitoring occupational exposures only.
10. Upon completion of the program, students should make sure that their future employer receives their radiation history (exposure amount), since radiation is cumulative. Students must provide the Clinical Instructor with their change of address in order to receive their final dosimetry report.
11. Students must never make an exposure of anyone without a physician's order. Exposures are NOT to be made of radiographers, other students, family members, or friends.
12. For the protection of the patient, students must follow the Supervision and Repeat Policy regarding radiation exposures.
13. Students must always follow the 3 Cardinal Rules of Radiation Protection, along with the ALARA philosophy (as low as reasonably achievable) to protect patients, others, and themselves when using ionizing radiation:
 - 1) Time – reduce the amount of *time* spent in the vicinity of the radiation source while it is operating
 - 2) Distance – increase the *distance* between the radiation source and the individual to be protected
 - 3) Shielding – interpose a *shielding* material, which will attenuate the radiation from the source

MRI Safety

Students all have a basic introduction to MRI safety during Orientation at the start of the program, which includes a description of the screening form, information regarding safety, and observing a video regarding MRI. Then, during their 2nd semester, prior to a rotation in MRI, students have an orientation to MRI from one of the MRI technologists. During this time, students learn about MRI, are informed about safety in this area (the zones, etc.), and complete an MRI screening form. Students also watch a video regarding MRI safety, and are required to complete (2) online learning courses about MRI at this time. Upon arriving at MRI for their rotation, students will be thoroughly screened by MRI personnel, along with completing the screening form again. A copy of these forms is kept in the students' file within the program office. Any student that is not able to complete the rotation will be rescheduled to another area.

Student Supervision and Repeat Policy

The student supervision guidelines are based on the JRCERT Standards. The student to radiography clinical staff ratio must be 1:1.

In addition, the student will be under **direct supervision** of a registered radiographer until the student achieves competency in a given procedure.

Direct supervision means that a registered radiographer:

1. Reviews the control sheet in relation to the student's achievement
2. Evaluates the condition of the patient in relation to the student's knowledge
3. Be physically present during the entire exam
4. Review and approve the procedure and/or image

Students must be directly supervised until competency is achieved.

Once a student achieves competency in a given procedure, they may perform the exam under **indirect supervision**.

Indirect supervision means that a registered radiographer:

1. Is "immediately available" to assist the student, regardless of their level of achievement in the program.
 - a. Immediately available means physically present adjacent to the room where the exam is taking place.
 - b. Telephones and beepers are not considered immediate availability.
2. Is informed when a student will perform an exam in a room.
 - a. The radiographer will approve all images before the student lets the patient go.

Students must be directly supervised by a registered radiographer whenever repeating unsatisfactory images, no matter what their level of competency.

A registered radiographer must be physically present to approve the procedure prior to repeat, and be there during the repeat exposure.

Students are *not allowed* to do portable examinations under indirect supervision.

Students are *not allowed* to do ED patients under indirect supervision, due to the possible sudden changes in the patient's condition.

*Any student who does not follow the Supervision and Repeat Policy may be subject to dismissal from the program.

Graduation Requirements

- A student is eligible for graduation after meeting the following criteria:
- Completion of all didactic courses with a minimum of 78%
- Completion of all clinical grades with a 78% or higher
- Completion of all clinical hours, including any makeup hours
- Training in CPR, vital signs, venipuncture, oxygen administration, sterile and aseptic technique, and transferring of patients
- Payment of all tuition and fees, including those to the student's college of attendance

Upon successful completion of the requirements, students graduate the last Friday in May.

Job Placement

The Radiography Program does not guarantee job placement upon completion of the Program. However, students will be made aware of job offers that are sent to the Program office and/or instructors. Senior students are offered assistance with resume' writing and interviewing skills.