



**NORTHWESTERN STATE UNIVERSITY**  
**BACHELOR OF SCIENCE IN RADIOLOGIC SCIENCES**  
**STUDENT HANDBOOK**



**Northwestern State University**

**Bachelor of Science in Radiologic Sciences  
(BSRS)**

**Student Handbook**

## Welcome!

Welcome to Northwestern State University's BSRS Program! We sincerely hope you will find our program a rewarding and fulfilling contribution to your career. As a part of the healthcare team, we are working toward one goal—to provide the best possible care to the patients we are privileged to serve.

We hope this handbook will acquaint you with the NSU BSRS Program and provide you with an understanding of our policies. This handbook should help you clarify what is expected of you as a student in a healthcare profession.

The information in this handbook is subject to change due to changing circumstances; the policies as written may be modified, superseded, or eliminated. You will be notified of such changes by the program's faculty.

Not every eventuality can be foreseen, and areas not covered in this handbook will be dealt with on an individual basis. In addition to this Student Handbook, we also call your attention to the NSU General Catalog at [www.nsula.edu](http://www.nsula.edu). We urge you to study these materials that cover information about the day-to-day situations that you may face.

Policy: 1993

Revised: 2005, 2007, 2021

Reviewed: 1994-2004, 2006, 2008-2020, 2022-2024

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## **BSRS PROGRAM**

This handbook is prepared for use by students enrolled in the Bachelor of Science in Radiologic Sciences (BSRS) Program and contains information specific to BSRS education at Northwestern State University. For general NSU policies, see the NSU Student Handbook and NSU General Catalog.

The information contained within this handbook is not intended to be wholly independent but instead a complement to the NSU General Catalog as well as the NSU Student Handbook maintained and published by Northwestern State University.

The information in this handbook is current at the time it is made public. However, policies, guidelines, and procedures are subject to change. Final interpretation of the program policies and procedures will be made by the program's faculty.

This handbook contains extremely important information relating to the curriculum and policies of the BSRS Program at Northwestern State University. The BSRS program has two concentrations—radiography and sonography. The policies in this handbook apply to both concentrations. Clinical policies that are specific to each concentration are provided in the Radiography Clinical Manual or the Sonography Clinical Manual. It is the responsibility of the student to become familiar with the contents of this handbook and the clinical manual for their concentration.

## **NORTHWESTERN STATE UNIVERSITY SCHOOL OF ALLIED HEALTH**

### **NORTHWESTERN STATE UNIVERSITY MISSION**

Northwestern State University is a responsive, student-oriented institution committed to acquiring, creating, and disseminating knowledge through innovative teaching, research, and service. With its certificate, undergraduate, and graduate programs, Northwestern State University prepares its increasingly diverse student population to contribute to an inclusive global community with a steadfast dedication to improving our region, state, and nation.

### **SCHOOL OF ALLIED HEALTH MISSION**

Northwestern State University College of Nursing and School of Allied Health serves an increasingly diverse student population while advancing the mission of the University by offering excellent and innovative undergraduate, graduate, certificate, and continuing education programs that are designed to assist individuals in achieving their goals to become responsible and contributing members of an interprofessional global community that improves the health of our region, state, and nation.

### **BACHELOR OF SCIENCE IN RADIOLOGIC SCIENCES (BSRS) PROGRAM MISSION**

The mission of the Northwestern State University BSRS Program is to provide students with advanced knowledge and skills through guided experiences and clinical practice that culminate in the development of professional radiologic technologists and sonographers who become an integral part of the healthcare community and society.

### **DIAGNOSTIC MEDICAL SONOGRAPHY MISSION**

The mission of the Northwestern State University Radiologic Sciences Ultrasound Concentration Program is to provide students with advanced knowledge and skills through guided experiences and clinical practice to produce entry-level sonographers eligible for registration by the American Registry of Diagnostic Medical Sonographers in Abdominal sonography, OB/Gyn sonography, and vascular sonography.

## RADIOGRAPHY PROGRAM GOALS

Consistent with the BSRS mission statement, the specific goals for the educational program are listed below:

GOALS	STUDENT LEARNING OUTCOMES
Students will be clinically competent.	<ul style="list-style-type: none"> <li>• Students will perform quality procedures.</li> <li>• Students will develop assessment skills of an imaging professional.</li> </ul>
Students will demonstrate critical thinking skills.	<ul style="list-style-type: none"> <li>• Students will evaluate a clinical situation and perform accordingly using critical thinking skills.</li> <li>• Students will critically evaluate and assess challenges within the healthcare administrative setting.</li> </ul>
Students will demonstrate an understanding of professionalism.	<ul style="list-style-type: none"> <li>• Students will demonstrate an understanding of professional advocacy.</li> <li>• Students will integrate adherence to professional behaviors.</li> </ul>
Students will demonstrate the ability to communicate effectively.	<ul style="list-style-type: none"> <li>• Students will develop oral communication skills.</li> <li>• Students will demonstrate written communication skills.</li> </ul>



## SONOGRAPHY PROGRAM GOALS

The DMS program goal is to prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the following concentrations it offers: abdominal sonography-extended, obstetrics and gynecology sonography, and vascular sonography. Consistent with the mission statement, the specific goals and learning outcomes for the educational program are listed below:

GOALS	STUDENT LEARNING OUTCOMES
Students will be clinically competent sonographers.	<ul style="list-style-type: none"> <li>• Students will proficiently operate ultrasound equipment and select appropriate transducers for different exams.</li> <li>• Students will acquire high-quality diagnostic images using various sonographic techniques, such as B-mode, Doppler, and color flow imaging.</li> <li>• Students will perform quality sonographic exams.</li> <li>• Students will develop assessment skills of an imaging professional.</li> </ul>
Students will demonstrate critical thinking and problem-solving skills.	<ul style="list-style-type: none"> <li>• Students will evaluate a clinical situation and perform accordingly using critical thinking skills.</li> <li>• Students will critically evaluate and assess challenges within the healthcare administrative setting.</li> <li>• Students will accurately evaluate and report diagnostic findings.</li> </ul>
Students will demonstrate professionalism, ethical conduct, and adherence to standards in sonography practice.	<ul style="list-style-type: none"> <li>• Students will demonstrate an understanding of professional advocacy.</li> <li>• Students will integrate adherence to professional behaviors.</li> <li>• Students will demonstrate ethical conduct in the clinic and classroom settings.</li> </ul>
Students will demonstrate the ability to communicate effectively.	<ul style="list-style-type: none"> <li>• Students will demonstrate oral communication skills.</li> <li>• Students will demonstrate written communication skills.</li> </ul>
Students will achieve a passing score on eligible ARDMS sonography registry exams.	<ul style="list-style-type: none"> <li>• Students will achieve a benchmark score of 80% on registry mock exams.</li> <li>• Students will achieve a C or better in registry review courses.</li> </ul>

# BSRS PROGRAM POLICIES

## STATEMENT OF NON-DISCRIMINATION

Pursuant to Section 504 of the Rehabilitation Act of 1973, Northwestern State University will provide services and training, without discrimination, to any qualified disabled person who meets the academic and technical performance standards requisite to admission and/or participation in the BSRS Program.

## ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING OF THE BACHELOR OF SCIENCES IN RADIOLOGIC SCIENCES (BSRS) PROGRAM STUDENT HANDBOOK

My signature below indicates that I have received, read, and understand the Student Handbook for the BSRS Program at Northwestern State University. I agree to abide by the policies and procedures outlined in this handbook. I understand I am responsible for adhering to these policies and procedures.

Print Name:

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*Student Signature*

*Date*

## ACADEMIC HONESTY ATTESTATION STATEMENT

I understand that Northwestern State University and the College of Nursing and School of Allied Health have academic honor codes. The academic work I submit will be my own and I will not receive any unauthorized assistance with any work I submit for this program.

Print name:

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*Student Signature*

*Date*

**NORTHWESTERN STATE UNIVERSITY  
COLLEGE OF NURSING AND SCHOOL OF ALLIED HEALTH  
CONSENT FOR RELEASE OF INFORMATION**

I, \_\_\_\_\_, agree to allow Northwestern State University to release my health information and/or criminal background investigation to clinical agencies, as requested. I understand this information is confidential, will be always kept secure and is shared with faculty only as appropriate. I further understand that refusal to sign this consent will result in my inability to participate in clinical courses.

Print name:

\_\_\_\_\_

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

\_\_\_\_\_  
Date

# SCHOOL OF ALLIED HEALTH ORGANIZATIONAL CHART

PRESIDENT OF NORTHWESTERN STATE UNIVERSITY

Dr. Marcus Jones

NSU, Natchitoches, Caspari Hall

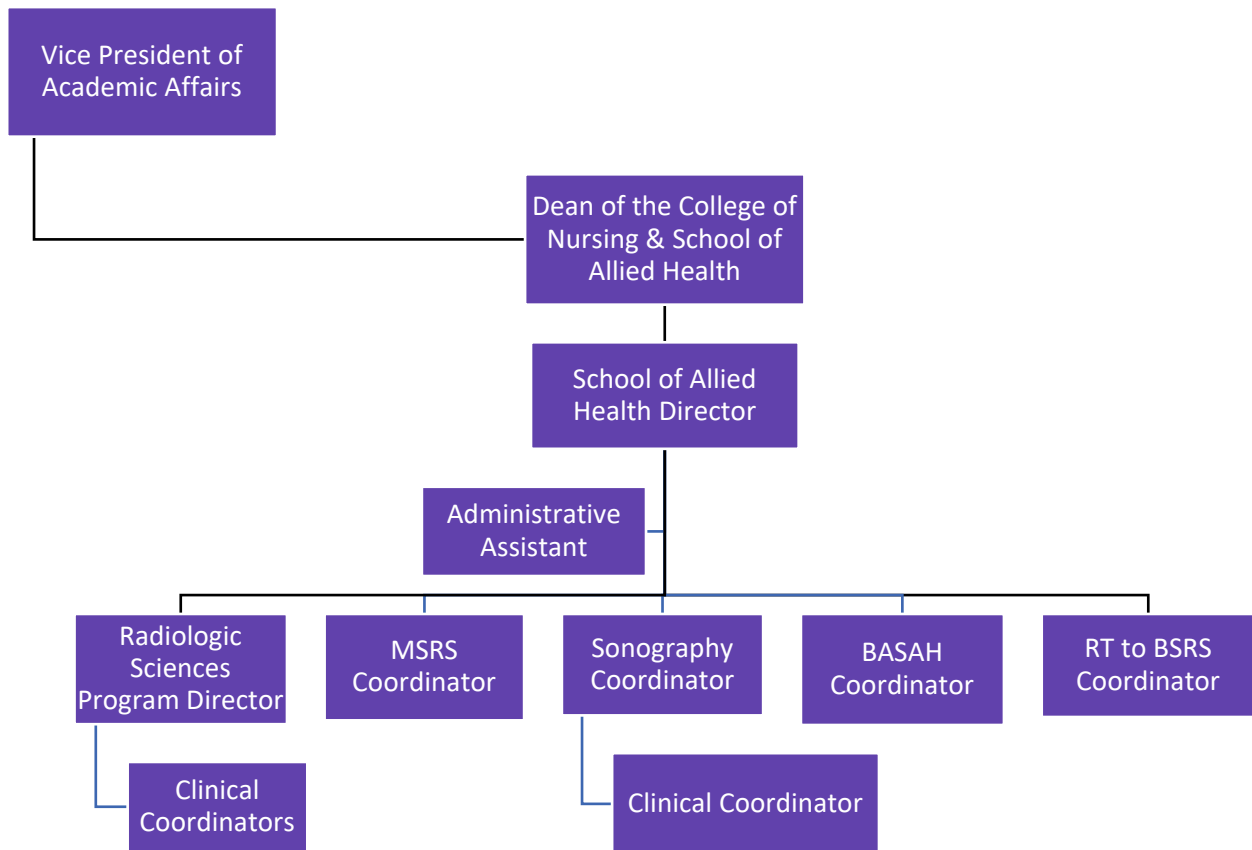
Phone: (318) 357-6441

DEAN OF THE COLLEGE OF NURSING AND  
SCHOOL OF ALLIED HEALTH

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NSU, Shreveport, LC 4<sup>th</sup> Floor

Phone: (318) 677-3100



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## STUDENT RECORDS

The University maintains accurate and confidential student records. It is the right of the students to have access to most of their educational records, and it is the duty of the University to limit access by others in accordance with existing guidelines and relevant laws. Student records, with certain exceptions, will not be released without prior consent of the student through written request.

The following student records may not be viewed by students: financial information submitted by their parents, confidential letters and recommendations associated with admissions, employment job placement or honors to which they have waived their rights of inspection and review.

Students have the right to review and question the content of their educational records within a reasonable length of time after making a request for review. If there are any questions concerning the accuracy or appropriateness of the records that cannot be resolved informally, an opportunity to challenge a perceived inaccuracy or violation of privacy will be provided through the appeal mechanism.

Northwestern State University maintains the student records policy is in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1997. In accordance with Northwestern State University's Policy on Family Educational Rights and Privacy Act, information about a student generally may not be released to a third party without the student's written permission. Exceptions under the law include state and federal educational and financial institutions and law enforcement officials. The only records that will be released concerning students are information that can be considered "directory" information such as field of study, name, address, telephone number, participation in officially recognized activities and sports, weight and height of members of athletic teams, attendance, and degrees and awards. The ACT also permits students to review their educational records and to challenge the contents of those records.

Regarding clinical radiography and sonography course files, only the radiography and sonography faculty may remove files to be copied. Students may not remove or copy the file themselves. Any violation of the above will result in disciplinary action by the BSRS Program Faculty.

Policy: 1993

Revised: 1997; 1998

Reviewed: 2002-2020, 2021-2024

## STUDENT CONFIDENTIAL INFORMATION

In accordance with the Family Education and Rights Act (FERPA) 1997, this program maintains all students' records as confidential and can only release certain items designated as directory information. Directory information is considered to name, local and permanent address, telephone listing, major field of study, dates of attendance, etc. The student can prohibit the release of this directory information by making a written request to the BSRS Program.

Students must be aware that reviewing another student's folder or clinical paperwork is a violation of the confidentiality of that students' records.

Any violation of the above will result in disciplinary action by the Program Faculty.

Policy: 1993

Revised: 1998, 2003, 2005, 2007

Reviewed: 2002, 2004, 2006, 2008-2020, 2021-2024

## CLINICAL ADMISSION

### **SPECIAL ADMISSION, PROGRESSION, DISMISSAL AND GRADUATION POLICIES**

The student who indicates the Bachelor of Science in Radiologic Sciences (BSRS) as a major with a concentration in radiography or sonography must meet University admission requirements and comply with academic regulations and policies.

The student who has been denied progression in courses or dismissed from another Imaging Sciences program will be evaluated on an individual basis.

Felony and misdemeanor convictions, regardless of resolution, may cause a student to be ineligible to take the national certification examination given by the American Registry of Radiologic Technologists (ARRT) for the radiography concentration or the American Registry for Diagnostic Medical Sonography (ARDMS) for the sonography concentration.

Individuals who have been arrested, charged with, pled guilty or no contest to, or been sentenced for any criminal offense or misdemeanor in any state must contact the ARRT for the radiography concentration or the ARDMS for the sonography concentration.

#### **Radiography concentration background check:**

The American Registry of Radiologic Technologists (ARRT) reserves the right to disapprove the writing of the National Registry to persons having been convicted of a felony or misdemeanor.

The final order of the American Registry of Radiologic Technologists will determine the individual's eligibility for consideration for admission to the Radiology clinical courses. The final order is to be submitted to the BSRS program director prior to enrollment in

RADS 3311.

American Registry of Radiologic Technologists  
1255 Northland Drive  
St. Paul, Minnesota 55120-1155  
Website: <https://www.arrt.org/>  
Phone: (651) 687- 0048

**Sonography concentration background check:**

The American Registry for Diagnostic Medical Sonography (ARDMS) requires that anyone who has been convicted of a misdemeanor or felony submit details of the charge and its resolution prior to making the decision of eligibility to apply for ARDMS certification. To obtain a Compliance Pre-determination Application, contact the ARDMS. The final order of the ARDMS will determine the individual's eligibility for consideration for admission to the clinical courses. The final order is to be submitted to the Radiologic Sciences program director prior to enrollment in SONO 3311.

American Registry for Diagnostic Medical Sonography  
1401 Rockville Pike  
Suite 600  
Rockville, MD 20852-1402  
Website: <https://www.ardms.org/>  
Phone: (301) 738 - 8401

The following statements relating to admission, progression, dismissal, and graduation are consistent with the University's policies.

**Special Admission Requirements for the University**

1. An Application for Admission to the University.
2. Official transcripts from all universities attended to the Office of Admissions, 175 Sam Sibley Street, Northwestern State University, Natchitoches, LA 71497-0002.
3. All freshmen and transfer applicants with fewer than three credits in English composition and three credits in college mathematics beyond the developmental level must adhere to all university admission requirements.

**Application Requirements for Enrollment in Clinical Courses**

Admission to the University does not guarantee enrollment in clinical courses. Selection for enrollment in clinical courses is on a competitive basis for available spaces.

Students must meet the following minimum criteria to be considered for selection for enrollment in BSRS clinical courses:

1. Admission to the University and submission of all official transcripts to the University Registrar and Admissions Office on the Natchitoches campus.
2. Students must be in good standing with the University and the College



- of Nursing and School of Allied Health.
3. A cumulative grade point average of 2.0 or above.
  4. A minimum grade of “C” in all required biology, physical sciences, English, mathematics, allied health, and radiologic science courses.
  5. Completion of pre-requisite general academic courses in the first three semesters toward the degree.
  6. Minimum grade point average of 2.7 in general academic courses completed that are required for degree excluding electives. The student’s calculated GPA for clinical ranking using all grades (including repeated and failed courses) earned in required courses completed at the time of the application.
  7. Completion of required entrance examination for Radiology.
  8. Completion of Petition to Enroll in BSRS Clinical Courses which includes:
    - a. Application to BSRS courses form.
    - b. Copy of scores on required entrance examination for BSRS.
    - c. Response to any Requests for Waiver of Policy (if applicable).
    - d. Must complete a background check by the clinical application deadline of **August 31st**.
  9. Submission of completed Petition to Enroll in BSRS Clinical Courses no later than **August 31st** for Spring enrollment.
  10. Students must have completed all required courses and criteria by the last day of the Northwestern State University semester of requested enrollment. Official transcripts of grades earned from other institutions must be submitted to the University Registrar and Admissions Office at Northwestern State University by the last day of the NSU semester preceding the date of requested enrollment.
  11. A Petition is valid for one semester only.
  12. No Petition will be accepted after the designated deadline.

### **Selection for Enrollment in BSRS Clinical Courses**

Admission to the University does not guarantee enrollment in Radiology courses. Applicants who submit a completed Petition to Enroll in BSRS Clinical Courses will be selected for admission on a competitive basis according to the following variables:

1. Grade point average – general academic courses required for the degree excluding elective hours.
2. Entrance examination scores.
3. Number of general academic credit hours required for the degree completed at Northwestern.

Students admitted to the first clinical course level must submit a completed Undergraduate Studies in BSRS Health Form within eight weeks following registration. These forms and reporting processes will be provided to the applicants with notification of acceptance for enrollment in Radiologic Sciences courses. Repeat health forms are required every year thereafter.

A Final Order from the American Registry of Radiologic Technologists (radiography concentration) or the American Registry for Diagnostic Medical Sonography

(sonography concentration) (if applicable), must be submitted to the program director prior to registration in RADS 3311 or SONO 3311.

### **Criteria for Progression in Undergraduate Studies in BSRS major.**

1. Complete prerequisites and co-requisites for courses outlined in the curriculum pattern.
2. Earn at least a 2.0 GPA on courses outlined in the curriculum pattern.
3. Earn a minimum grade of "C" in all required biology, physical sciences, English and mathematics courses.
4. Earn a minimum grade of "C" in all required radiologic science / allied health courses before progressing to the next required radiologic science course(s).
5. A radiologic science or allied health course may be repeated one time only. Therefore, students may take the same radiologic science or allied health course two times. The final grade in a repeated course MUST be a passing grade.
6. A maximum of two different RADS, ALHE, or SONO clinical courses may be repeated, including those dropped with a grade of "W," audit, or incomplete. Therefore, a third failure will result in non-progression and dismissal.
7. Maintain current BLS and remain current with health form requirements and immunizations.
8. A student must have a primary major declared for the program from which they plan to graduate.
9. The student must comply with all requirements in the affiliation agreements of clinical agencies.
10. Must maintain ARRT or ARDMS eligibility.

### **Criteria for Dismissal from Undergraduate Studies in BSRS**

A student is subject to dismissal from Undergraduate Studies in BSRS for the following reasons:

1. Failure to achieve at least a "C" when repeating or enrolling for the second time in the same required radiologic science or allied health course.
2. Failure of more than two required radiologic science or allied health courses.
3. The need to repeat/re-enroll in more than two required radiologic science or allied health courses.
4. Participation in academic dishonesty and/or unauthorized possession of an examination.
5. Plagiarism.
6. Falsification of patient and/or agency records.
7. The unlawful and/or unauthorized use, abuse, possession, distribution, transportation, manufacture, concealment, consumption, promotion, or sale of alcohol, illegal drugs, legal drugs obtained illegally, controlled substances, or designer drugs.
8. Illegal possession of weapons.
9. Theft.

10. Improper or abusive use of social media.
11. Lack of professional compatibility or unsafe clinical practice as identified by the Radiologic Sciences faculty.
12. Failure to comply with Essential Academic Performance & Technical Standards policies.
13. Loss of ARRT or ARDMS eligibility.

### **Criteria for Graduation**

Criteria for graduation from Undergraduate Studies in BSRS are:

1. Complete the University requirements for graduation.
2. Complete the approved curriculum within a four-year period after enrollment in the first clinical radiology course.
3. A minimum grade of "C" in all required biology, chemistry or physical sciences, English mathematics, radiologic sciences and allied health courses.

### **Criteria for Transfer Students**

Students transferring credit from accredited BSRS programs must meet the following criteria:

1. Students must meet all Northwestern State University criteria for admission to the University.
2. Students making an application to the program must provide a copy of their official transcript showing all credits earned in Radiologic Sciences and a copy of their clinical performance evaluations to the Director's office. Acceptance into the clinical program is contingent upon past clinical performance records and not acceptance to Northwestern State University.
3. Students will be admitted to the Radiologic Sciences program on a conditional status for one semester and must complete all assigned competencies in this period.

### **Requests for Waiver of Policies**

1. Forms for Waiver of the Admission, Progression, Dismissal and Graduation Policies should be admitted to:

Northwestern State University  
Program Director for Radiologic Sciences  
1800 Line Avenue  
Shreveport, Louisiana 71101-4653

A committee will review the request for waiver and make recommendations to the Director. The student will receive written notification regarding the decision.

2. Grade Appeal or University Suspension Appeal-refer to University Academic Regulations and Policies in the University Catalog.

Forms pertaining to admission, progression, dismissal, and graduation policies can be obtained from any of the following College of Nursing and School of Allied Health Offices:

Northwestern State University College of  
Nursing and School of Allied Health  
Fournet Hall  
Natchitoches, Louisiana 71497-0002  
(318) 357- 6877  
Northwestern State University

College of Nursing & School of Allied  
Health  
1800 Line Avenue  
Shreveport, Louisiana 71101-4653  
(318) 677-3100

## **READMISSION TO CLINICAL COURSES**

Students who are unsuccessful in radiography, sonography, or allied health courses and wish to return to the program at a later time must meet and follow the APDG policy, which states that a maximum of two different radiography, sonography, or allied health science courses may be repeated, including those dropped with a grade of “W.” In other words, students who fail or drop a third radiography, sonography, or allied health course are not permitted to progress in the program. Any variation of this policy will be decided by the BSRS appeals committee.

A student seeking readmission to a competitive admission program must understand that readmission is granted on clinical capacity, the program’s admission criteria, and accreditation agency requirements. The student must meet the current program admission requirements at the time of the readmission request. Students will follow the current approved curriculum (course sequence and course corequisites) upon readmission. Students must seek readmission within one year after the last date of attendance. In other words, students cannot seek readmission two or more years after the first year of admission. At this point, students would need to restart the curriculum if eligible to return after two or more years. Students must complete the approved curriculum within a four-year period after enrollment in the first clinical course.

Returning students who are repeating the first clinical semester will need to complete a new application, background check, and be ranked to compete for a clinical spot. The clinical spot is not guaranteed for returning first-level students. This includes meeting all admission criteria, including GPA.

Reentry for students who exit the program any time after the first semester of enrollment will be determined on a case-by-case basis regarding didactic and clinical courses as determined by the Director of the School of Allied Health, Program Director of the BSRS program, and BSRS appeals committee. Students must submit a written request to the program director for reentry to the program one month prior to the semester the student plans to return.

If a student is permitted to progress in the program due to repeating a didactic course that does not have a corequisite, the student will not graduate with their initial cohort but instead graduate at a later time as a result of repeating the didactic course as offered based on the curriculum pattern sequence.

If a student is permitted to repeat a clinical course, students will repeat competencies earned in the clinical course that is being repeated.

If a student is allowed to reenter the program to repeat courses that have corequisites, the student will return when the repeated courses are offered according to the curriculum pattern course sequence. The student repeating radiography, sonography, or allied health courses must concurrently enroll in the co-requisite courses. Students are limited to one-time re-entry and progression into the program for clinical levels 2-7 due to failure of a course or extenuating circumstances.

Students who have a break in program enrollment due to health conditions (illnesses, infections, injury, surgery, etc.) that necessitate medical leave must initiate the medical return to campus process to be considered for program reentry and program progression. Following a break in program enrollment, the student may be considered for a return to campus after obtaining medical documentation of the student's ability to participate in all activities as outlined in the CONSAH Essential Academic Performance and Technical Standards for Didactic and/or Clinical Settings. Students must complete the CONSAH Return to Class/Clinical Form in which a healthcare provider is required to sign stating that the student can physically and mentally meet the CONSAH Essential Academic Performance and Technical Standards for Didactic and/or Clinical Settings. Completion of this form does not guarantee program reentry. Students are expected to satisfactorily meet the same standards of the course and classroom performance as the other students enrolled in the program and must adhere to academic policies that apply to all students. The student must contact the Student Health Services Coordinator regarding how to obtain a "Return to Class and Clinic Form."

Policy: 2015

Revised: 2016, 2018, 2021, 2022, 2023, 2024

Reviewed: 2017, 2019, 2020

### ***Return to Class/Clinical Form***

**Part I: Student Information:** To be completed by student.

Student's Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Student's CWID: \_\_\_\_\_

Date of Last Class Attendance/Program Enrollment: \_\_\_\_\_

**Part II: Provider Information:** To be completed by provider. Please complete all the information.

Provider Name: \_\_\_\_\_ Practice Phone: \_\_\_\_\_

Practice Address: \_\_\_\_\_

Practice Email Contact: \_\_\_\_\_

Provider Credentials (please select): \_\_\_\_\_

Role: (MD/DO/APRN/PA-C) \_\_\_\_\_ Specialty: \_\_\_\_\_

**Part III: Clinical History:** Please complete all information required in detail. Additional information may be provided on your office letterhead.

Date(s) and condition(s) for which the student was under your care: \_\_\_\_\_  
\_\_\_\_\_

Check the box(es) for the questions below, as applicable. For all box(es) checked, please complete all required components of statement. If additional documentation is needed, please attach it to this form.

\_\_\_\_\_ **Incapacity plus Treatment:** (e.g. outpatient surgery, strep throat)

Due to the condition, the patient (has been / is expected to be) incapacitated for more than \_\_\_\_\_ consecutive, full calendar days from: (mm/dd/yyyy) to (mm/dd/yyyy). The patient (was / will be) seen on the following date(s): \_\_\_\_\_

The condition (has / has not) also resulted in a course of continuing treatment under the supervision of a health care provider (e.g. prescription medication (*other than over the counter*) or therapy requiring special equipment).

Date(s) of prescribed supervision: (mm/dd/yyyy) to (mm/dd/yyyy) \_\_\_\_\_

\_\_\_\_\_ **Pregnancy:** The condition is pregnancy. List the expected delivery date: (mm/dd/yyyy) \_\_\_\_\_

\_\_\_\_\_ **Chronic Conditions:** (e.g. asthma, migraine headaches)

Due to the condition, it is medically necessary for the patient to have treatment visits at least \_\_\_\_\_ per (month / year).

\_\_\_\_\_ **Permanent or Long-Term Conditions:** (e.g. Alzheimer's, cancer)

Due to the condition, incapacity is permanent or long term and requires the continuing supervision of a health care provider (even if active treatment is not being provided).

\_\_\_\_\_ **None of the above:** If none of the above condition(s) were checked, give additional information appropriate to the student's ability to return to class and/or clinical.

---

**Part IV: Certification Statement**

With my signature below, I provide my recommendation for the student's return to class \_\_\_ clinical \_\_\_ and/or laboratory setting \_\_\_ (check all that apply) at Northwestern State University of Louisiana based on the CONSAH Essential Academic Performance and Technical Standards for Didactic and/or Clinical Settings. The student has given me permission to share the foregoing information with Northwestern State University of

Louisiana officials and discuss their medical information with Student Health Services Coordinator if needed.

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

Please contact [shreveporthealthservices@nsula.edu](mailto:shreveporthealthservices@nsula.edu) for questions pertaining to this health form or the College of Nursing and School of Allied Health Essential Academic Performance and Technical Standards for Didactic and/or Clinical Settings requirements. Provider, please submit completed form electronically to [shreveporthealthservices@nsula.edu](mailto:shreveporthealthservices@nsula.edu). Form submissions from students will not be accepted.

## CONSAH ESSENTIAL ACADEMIC PERFORMANCE AND TECHNICAL STANDARDS FOR DIDACTIC AND CLINICAL SETTINGS

The education of a healthcare professional requires assimilation of knowledge, acquisition of skills and development of judgment through patient care experiences in preparation for semi-autonomous and collaborative practice, and making appropriate decisions required in such practice. Professional healthcare practice emphasizes collaboration among all healthcare professionals and the patient. In order to function adequately as a professional and progress as a student in any of the healthcare majors offered in the professional clinical programs at Northwestern State University College of Nursing and School of Allied Health (CONSAH), students must possess each of the following skill sets which are essential to meeting required **academic performance and technical standards in the classroom and clinical setting**.

Possession of the outlined skills (noted below) is required in order to meet CONSAH standards and demonstrate competence in disciplines as complex as nursing and allied health; thus, these skills are needed for successful admission and progression by students for all degrees within the College of Nursing and School of Allied Health at NSU. In addition to the standards of student conduct set forth in the **NSU Code of Student Conduct**, students must demonstrate competency in the skills which are foundational to meeting each of the **Essential Academic Performance and Technical Standards** within CONSAH.

### **MOTOR, STRENGTH, AND MOBILITY SKILLS**

Students must be able to:

- Manipulate equipment (locks, push buttons, knobs, and switches) using fine motor skills including grip, grasp, and bending and twisting of the wrist.
- Complete delicate procedures in a timely and accurate manner.
- Safely push a wheelchair, stretcher, or other transport equipment from a patient waiting area or patient room to other parts of the facility.
- Safely transfer a patient from a wheelchair or stretcher to the bed or exam table.
- Raise arms above head and in all directions to manipulate equipment.

- Stand and walk for extended periods of time (up to 12 hours).
- Lift twenty-five (25) pounds of weight and at minimum, ten (10) pounds above head.
- Perform all aspects of CPR, ACLs, PALs, and Basic Life Support (BLS) as required by specific clinical program.
- Employ diagnostic reasoning (select graduate students).
- Must be able to sustain positions for extended periods using upper body movements including reaching, twisting, and applying pressure.

### **COMMUNICATION SKILLS**

Students must be able to:

- Communicate effectively in English (via verbal and written means) with patients, family members, physicians, and all members of the health care team.
- Read and quickly comprehend written instructions to deliver appropriate patient care.
- Document written and electronic records and assignments in an accurate and timely manner.
- Willingly receive and provide feedback.
- Process and communicate information on the patient's status with accuracy, in a timely manner, to members of the healthcare team.

### **SENSORY (HEARING, VISION, TACTILE AND OLFACTORY) SKILLS**

Students must be able to:

- Hear sufficiently to interact with patients and medical staff when background noise is present.
- Detect audible sounds within the hospital, such as equipment alarms, fire alarms, telephones ringing, and overhead pages.
- Observe patients accurately, at a distance, close at hand, and in low levels of light.
- Recognize and respond appropriately to non-verbal communications when performing assessments and/or administering treatments/interventions.
- Distinguish between different shades of color and gray scales.
- Perceive signs of disease, infection, or discomfort manifested through physical examination and discriminating touch.
- Accurately read small print such as is found on medication labels and syringes.

### **INTELLECTUAL AND COGNITIVE SKILLS**

Students must be able to:

- Develop and refine problem-solving skills that are crucial to practice as a healthcare provider, including but not limited to the following: measure,



calculate, reason, analyze, integrate, synthesize objective and subjective data in the context of undergraduate or graduate professional study.

- Make sound decisions, even in urgent/emergent clinical situations that reflect consistent and thoughtful deliberation.
- Make a correct judgment in seeking supervision and consultation in a timely manner.
- Read and comprehend extensive written materials including instructions, test results, and histories.
- Apply information and engage in critical thinking in the classroom and clinical setting.
- Engage in self-directed learning.

### **BEHAVIORAL, EMOTIONAL, AND SOCIAL SKILLS**

Students must be able to:

- Demonstrate emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and in unpredictable ways.
- Understand that his or her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others.
- Willingly examine and change his or her behavior when it interferes with productive individual or team relationships.
- Demonstrate the skills and maturity necessary for effective and harmonious relationships in diverse academic and practice environments.

### **PROFESSIONAL CONDUCT**

Students must be able to:

- Work collaboratively with peers, faculty, and other healthcare professionals.
- Minimize behavioral gestures that indicate dissatisfaction, disrespect or any negative attitude.
- Abide by professional standards of practice, and practice in an ethical manner.
- Engage in patient care delivery in all settings and deliver care to all patient populations as required.
- Demonstrate compassion, empathy, altruism, integrity, honesty, responsibility, tolerance, and flexibility in any given situation.
- Arrive timely to the clinical and classroom settings.
- Respond appropriately to constructive criticism while maintaining professional behavior.
- Practice independently (i.e., be able to perform all required skills, assignments independent of other student's help).

## **REGULAR AND ONGOING EVALUATION OF ACADEMIC PERFORMANCE AND TECHNICAL STANDARDS**

Faculty will evaluate students on a regular and ongoing basis, addressing deficits and areas in need of improvement by means of a program-specific clinical evaluation tool, based on direct and indirect interaction and supervision of the student in the classroom and clinical settings and during clinically related activities. **Students must notify faculty of any changes in their ability to meet the academic performance and technical standards. Students who violate or fail to report changes in their ability to meet the Essentials of Academic Performance and Technical Standards will be placed on an academic deficiency learning contract and/or probation. Failure to consistently comply with the requirements of the learning contract may result in dismissal from the respective CONSAH program.** (Please refer to the academic deficiency form.) Keep in mind, clinical agencies may not allow or be able to provide the same accommodations as those that can be provided in a classroom.

## **REASONABLE ACCOMMODATIONS FOR DISABILITIES**

Students with disabilities are encouraged to contact the Office of Disabilities at 318-357-4460. Students with disabilities are expected to perform all the essential functions of the program with or without reasonable accommodation. The University will work with the student to provide, if possible, reasonable accommodations; however, it is important to note we are not required to provide requested accommodations that would fundamentally alter the essential qualifications, functions, technical standards, or other academic requirements of the program, or result in an undue financial or administrative burden.

*I have received a copy of this form and understand that it is my responsibility to meet the expectations and should I not be able to perform any of the above criteria I will notify my faculty immediately.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Applicant's Name

\_\_\_\_\_  
CWID

Reviewed: 2012, 2013, 2015, 2017, 2018, 2019, 2020, 2023

Revised: 2014, 2016, 2021, 2022, 2024

Formerly known as Performance and Technical Standards

## **PROFESSIONAL APPEARANCE AND DRESS CODE IN THE DIDACTIC SETTING**

Northwestern State University College of Nursing and School of Allied Health is a community of leaders preparing students to succeed in their chosen careers while maintaining acceptable dress attire. The personal appearance of every student is a key

component of maintaining a student-centered learning environment. An appropriate dress code must always be presented. Students are expected to dress in a manner supportive of a positive learning environment, free from disruptions and distractions. The classroom uniform policy will be maintained in Nursing and Radiologic Science Classroom settings beginning in first-level clinical courses.

**The following standards shall apply and will be enforced to all current clinical students in the classroom setting:**

1. NSU identification badges (ID badges) will be worn and visible by all students, faculty, and staff at all times. You may use lanyards or place on left chest.
2. Pants or skirts (for religious purposes) in khaki or black. No tight-fitting pants, yoga pants, leggings or jeggings; if skirts are worn they will not be shorter than knee length.
3. Shirt: NSU T-shirts may be worn with khaki, navy (Radiography), or gray (Sonography) uniform pants.
4. Shoes: Clean closed-toe dress or athletic shoes may be worn in the classroom (no open-toe shoes).
5. The student may also **choose** to wear their navy (Radiography) or gray (Sonography) scrub uniform to class. If this option is chosen, the student must adhere to the Student Guidelines Related to Student Uniforms.

The following is **not acceptable**: this includes, but is not limited to:

1. Hats, caps, do-rags, skullcaps, bandanas, stocking caps and/or other headgear. (This policy does not apply to headgear identified as religious or cultural dress. Students seeking approval for headgear attire shall make a written request through the Office of the Dean.)
2. Lounging shoes, lounging slippers, flip-flops, bare feet, short-shorts, sagging pants (exposing undergarments), and lounging pants.
3. Clothing consisting of derogatory and/or offensive messages either in pictures or words.

All students will be required to follow the dress code; any student with an inappropriate appearance will not be admitted into the classroom and will be sent home. Repeated violations of the dress code will warrant disciplinary action.

Policy: 2014

Reviewed: 2015, 2017, 2019, 2023, 2024

Revised: 2016, 2018, 2020, 2021, 2022

## **ACADEMIC STANDARDS AND GRADING SCALE**

The College of Nursing and School of Allied Health follows the policies of Northwestern State University as published in the *NSU General Catalog* and the *Student Handbook*. It is the student's responsibility to be aware of these requirements.

University policies regarding requirements for admission, graduation, academic standing, probation, suspension, appeals, readmission from suspensions and honor roll requirements are found in the *NSU General Catalog* under the respective headings.

Students must earn at least a 2.0 GPA on courses outlined in the BSRS curriculum pattern. Students must earn a minimum grade of “C” in all required radiography, sonography, or allied health courses before progressing to the next radiography or sonography course(s). A radiography, sonography, or allied health course may be repeated one time only. A maximum of two different radiography, sonography, or allied health courses may be repeated, including those dropped with a grade of “W.”

A student is subject to dismissal from Undergraduate Studies in Radiologic Sciences for the following reasons:

1. Failure to achieve at least a “C” when repeating or enrolling for the second time in the same required radiologic science course.
2. Failure of more than two required RADS, SONO, or ALHE courses.
3. The need to repeat/re-enroll in more than two required RADS, SONO, ALHE courses.
4. Participation in academic cheating.
5. The unlawful and/or unauthorized use, abuse, possession, distribution, transportation, manufacture, concealment, consumption, promotion or use of alcohol, illegal drugs, legal drugs obtained illegally, controlled substances, or designer drugs.
6. Illegal possession of weapons. Possession of a firearm, when in violation of state laws, System policy, or university policy, shall be grounds for dismissal from the university.
7. Theft.
8. Lack of professional compatibility or unsafe clinical practice as identified by the Radiologic Sciences Faculty in Undergraduate Studies.
9. Dishonest and/or unethical behavior in the classroom or clinical setting.
10. Excessive absences.

### Credit Hours

The Radiologic Sciences program functions on credit hours per semester.

The following ratio is used for courses;

1. 1 to 1 for lecture: If a student is registered for a lecture course with 3 credit hours, such as RADS 3300, the student will spend 3 hours per week in the classroom in lecture.
2. 1 to 3 for lab: If a student is registered for a lab course with 1 credit hour, such as RADS 3310, the student will spend 3 hours per week in the lab for 1 hour of credit.
3. 1 to 5 for clinic: If a student is registered for a clinical course with 3 credit hours, such as RADS 3311, the student will spend 15 hours per week in the clinical setting.

RADS and SONO Courses will use the following grading scale:

93-100	<b>A</b>
85-92	<b>B</b>
77-84	<b>C</b>
69-76	<b>D</b>
68 or below	<b>F</b>

Allied Health Courses will use the following grading scale:

90-100	<b>A</b>
80-89	<b>B</b>
70-79	<b>C</b>
60-69	<b>D</b>
59 or below	<b>F</b>

Policy: 1993

Revised: 1997, 1998, 2010, 2012

Reviewed: 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2011, 2013, 2014-2020, 2021-2024

## ACADEMIC REMEDIATION AND LEARNING CONTRACT

In ARRT or sonography content courses, students who score below 80 on any assessment may be required to complete remediation with an instructor prior to the next scheduled test as dated on the course syllabus. The student is responsible for scheduling the remediation session with the instructor. The remediation involves a one-on-one review and tutoring session with the faculty member. The student is required to adhere to a remediation/learning contract during which a plan for improvement is created. There will be a point deduction from the final grade for non-compliance.

**Purpose:** To provide a structured framework for students experiencing difficulties in test-taking within the BSRS (Bachelor of Science in Radiologic Sciences) program. This policy aims to assist students in identifying and improving ineffective study and test-taking strategies to enhance their academic success.

**Scope:** This policy applies to all students enrolled in the BSRS program who have demonstrated a need for remediation based on their academic performance.

### Initiation of the Learning/Remediation Contract:

- A learning/remediation contract will be initiated when a student consistently demonstrates difficulties in test-taking, as identified by course faculty.
- The contract will be discussed and agreed upon during a meeting between the student and the course faculty member.

### Components of the Learning/Remediation Contract:

- Study Techniques/Methods Assessment:
  - The student will complete an assessment form detailing their current study techniques/methods, including but not limited to:
    - Cramming the night before the exam
    - Studying a specific number of days before the exam
    - Not studying at all
    - Highlighting, outlining, reading textbooks, and using learning resources
    - Other methods as specified by the student
  - The assessment will involve identifying and discussing ineffective study techniques.
- Test-Taking Methods/Practices Assessment:
  - The student will complete an assessment form detailing their current test-taking methods, including but not limited to:
    - Experiencing test anxiety
    - Changing answers frequently
    - Rushing to finish the exam
    - Reading questions too quickly or without understanding key terms
    - Other methods as specified by the student
  - The assessment will involve identifying and discussing ineffective test-taking practices.

#### **Formulation of an Action Plan:**

- Based on the assessment results, the student and faculty member will collaboratively develop an action plan that includes:
  - New study techniques and methods to be adopted
  - Improved test-taking practices and routines
- The action plan will be documented in the contract and signed by both the student and faculty member.

#### **Implementation and Review:**

- The student will implement the agreed-upon action plan for the next exam.
- The effectiveness of the action plan will be reviewed in a follow-up meeting after the exam.
- The contract will be revised as necessary until the student achieves satisfactory improvement in their test-taking abilities.

#### **Student and Faculty Responsibilities:**

- Student Responsibilities:
  - Actively participate in the assessment and development of the action plan.
  - Adhere to the action plan and make a genuine effort to adopt new study and test-taking behaviors.
  - Provide feedback on the effectiveness of the strategies implemented.
- Faculty Responsibilities:
  - Facilitate the assessment and discussion of the student's current study and test-taking methods.

- Assist in the development of a realistic and effective action plan.
- Provide ongoing support and feedback to the student throughout the implementation of the action plan.

**Documentation and Confidentiality:**

- All information related to the learning/remediation contract will be documented and kept confidential.
- Copies of the contract will be maintained in the student's academic file and provided to the student.

**Evaluation and Continuous Improvement:**

- The BSRS program will periodically review the effectiveness of the learning/remediation contract policy.
- Feedback from students and faculty will be used to make improvements to the policy and support processes.

This policy ensures a structured approach to supporting students in improving their test-taking skills and academic performance, reflecting the faculty's commitment to student success.

**BSRS Learning/Remediation Contract**

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

**Course:** \_\_\_\_\_ **Exam #:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

This learning/remediation contract is being implemented as evidence of the **BSRS** faculty's commitment to the student being able to experience success in test taking. The contract requires that the student meet with a course faculty member to complete a study/learning assessment. This assessment will take place as an interview to gather data specific to the:

1. Studying techniques/methods currently used by the individual student - (please circle all that apply)

Study the night before the exam/Cramming

Study \_\_\_\_\_ days before exam

Did not study at all

Outlining lecture material

Using too much data (too broad)

Other \_\_\_\_\_

Highlighting

Reading over power points

Taping/listening to lectures

Reading textbook

Utilized Learning Resources

2. Test-taking methods/practice/routine currently used by the individual student - (please check/circle all that apply)

Test anxiety

In a hurry to finish an exam

Reading too fast

Easily distracted

Did not go to bed until \_\_\_\_\_

Changes answers

Does not read stem separately, covering up distracters

Does not identify operational/key terms

Does not read distracters one at a time

Unable to choose between 2 answers

Other \_\_\_\_\_  
Subsequent to the analysis of the above information, the professor and student will formulate an action plan directed at changing and or adopting new behaviors directed at achieving successful test taking on the next exam.

On the next exam, I will (written by the student):

1. Adopt the following study skills/techniques/methods:

\_\_\_\_\_

2. Adopt the following test taking methods/practice routines:

\_\_\_\_\_

On \_\_\_\_\_, this contract between \_\_\_\_\_ and \_\_\_\_\_  
Date Student Course Faculty  
was initiated to evaluate the outcome of the changes in behavior/study habits and revise the action plan until the student experiences success.

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

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

Student feedback on study habit/test taking strategies made: \_\_\_\_\_

Policy: 2024

## CODE OF CONDUCT

The University has established standards and procedures that shall govern the conduct of students on University property, in University facilities, and away from the University Campus. This code of conduct is detailed in the University's Student Handbook.

Disciplinary procedures governing University students are administered by the Vice President of Student Services. Disciplinary problems may be referred to a student-faculty discipline committee appointed by the President of the University. See University Student Handbook Code of Conduct APPENDIX I Student Grievance Procedure <https://www.nsula.edu/studenthandbook/>

Policy: 1998

Revised: 2005, 2018

Reviewed: 2002, 2003, 2004, 2006-2017, 2019, 2020, 2021-2024

## DISCIPLINARY ACTION

The policies contained in this handbook are necessary to ensure consistency and orderly operation as well as to protect the rights and safety of all concerned. This



program wants to help all students achieve the best education and develop high-quality patient care skills. Willful or inexcusable violations of the policies in this handbook will be dealt with under a consistent policy that applies equally to all students. The Clinical Instructor or Program Faculty from Northwestern State University may provide verbal or written warnings of violations of policies.

**Written Warning-** This is a *formal* notification to a student that they have violated a policy of the student handbook. Written documentation is prepared and entered in the student's clinical folder with the signatures of all parties involved.

*Written warnings are cumulative from one clinical course to another.*

When a violation of policy warrants disciplinary action by the BSRS Program Faculty, the following actions will be taken: A meeting will be held by the Radiologic Sciences program faculty and based upon the severity of the findings, appropriate disciplinary action will be taken, including, but not limited to, the following: corrective action plan, loss of clinical leave time, academic probation, failure of the course, or dismissal from the program and the University.

Policy: 1993

Revised: 1996, 1997, 1998, 2005, 2007, 2010, 2014, 2016, 2021

Reviewed: 2002, 2003, 2004, 2006, 2008, 2009, 2011, 2012, 2013, 2015, 2017-2020, 2022-2024

## **ACADEMIC/BEHAVIORAL CONTRACT** (Sample)

**Circle One/Both:**

**Clinical**

**Didactic**

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

Assigned Faculty/Advisor: \_\_\_\_\_

By signing this contract, I \_\_\_\_\_ agree to the terms of this academic/behavioral contract, and fully acknowledge and understand ANY breach of the listed expectations will be grounds for immediate dismissal from the BSRS program. This will serve as my final opportunity to correct the necessary noted areas of academic/professional behavior deficiencies.

**Identification of Deficiencies:** (the following are examples)

1. Violation of following existing set program policies (see Student Handbook) as presented both online and orally to student during program orientation and in each semester course syllabi.
2. Remediation policy and instructor tutor assignment not fulfilled.

3. Failure to report absence with faculty/technologist regarding attendance as stated in handbook. Texting will not be acceptable. This applies to the clinical environment, didactic courses, and all other required program functions.
4. Need to refrain from discussing inappropriate conversations in all program settings.
5. Time management identified as problematic to meeting required program expectations.
6. Anger Management identified by student (witnessed by faculty) as a problem complicated by outside personal/family concerns.
7. Need for improvement in expected professional behaviors.

**Expectations for Deficiencies:**

1. Student will review and adhere to all existing program and course policies as listed in the student handbook and syllabi. Participation in weekly tutoring will be required and documented.
2. Student will communicate to faculty/technologist all attendance concerns. Attempt to make outside scheduled appointments at times that will not interfere with program requirements. Extenuating circumstances will be individually addressed and require prior faculty approval. Failure to do so is considered a violation of this contract.
3. Student will commit to managing time to accommodate all required program functions.
4. Student will always display professional behavior during clinical and didactic course work. (verbal and non-verbal)
5. Student will refrain from discussing any personal feelings/family issues/politics/ inappropriate conversations during both program courses and clinical scheduled settings.
6. Student will see Student Success Coordinator on a weekly basis until deemed unnecessary by the Student Success Coordinator.
7. Student will not display/verbalize any program discontent/concerns outside of scheduled weekly meetings. If necessary, the student will make appointments with program faculty to discuss such discontent/concerns.

I, \_\_\_\_\_ acknowledge a discussion addressing the above list of deficiencies and expectations. I fully understand all contained in this contract and have no questions. \_\_\_\_\_

Signing of this form will serve as consent for the release of information to all interested parties involved in the BSRS program and Northwestern State University. This part will also bind this contract with the named Northwestern State University representatives.

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

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

Policy: 2017

Revised: 2021

Reviewed: 2018-2020, 2022-2024

## GRIEVANCE PROCEDURE

Differences of opinion may arise from time to time. If a student has an issue with a faculty member, the student is expected to follow the chain of command. Resolving these differences fairly and quickly is obtained by the following procedure.

### Step One

Discuss the concern with the faculty member involved within two days of the occurrence.

1. Faculty members are required to give an answer within two working days.
2. No answer, or not satisfied with the response, advance to step two.

### Step Two

State your concern to the Program Coordinator/ Director.

1. Must be in writing.
2. Submitted within three working days after the initial reply to step one.
3. Program Coordinator/ Director is required to reply within one week.
4. No answer, or not satisfied with the response, advance to step three.

### Step Three

Follow the Student Code of Conduct. This policy may be found at

<https://www.nsula.edu/student-code-of-conduct/>

Student Complaints and grievance procedure steps are also found in the University's Student Handbook. This policy may be found at

<https://www.nsula.edu/studenthandbook/>

Northwestern State University recognizes a student's need to express grievances during the college experience. The Dean of Students Office functions to assist students in lodging and resolving such complaints. Students may contact the Dean of Students Office to file a written complaint and/or for assistance in filing complaints. Northwestern State University students who wish to lodge a written complaint about an employee of the institution (faculty or staff), another student, policies and procedures, harassment, bullying, sexual harassment, equal access, or other complaints should contact the Dean of Students at [deanofstudents@nsula.edu](mailto:deanofstudents@nsula.edu).

NOTE: Formerly Due Process Procedure

Policy: 1998

Reviewed: 2002, 2003, 2004

Policy: 2005

Revised: 2007, 2008, 2014, 2021, 2024

Reviewed: 2006, 2009, 2010, 2011, 2012, 2013, 2015, 2016-2020, 2022-2023

## ACADEMIC HONESTY

Northwestern State University is an institution with an educational mission, which is carried out by programs and activities devoted to the pursuit of knowledge, through instruction, research, and service. The University exists as a community of students, faculty, administrators, and staff who provide, participate in and support these activities and programs. The University campus, facilities, properties, and other resources exist to facilitate this educational mission. You are responsible for completing and submitting your own course work and preparing your own lessons. All work submitted must be your own original work unless proper acknowledgment of outside material is provided. It is unacceptable to use the work of any other person or to allow your work to be used by another student. Dishonesty of any kind will not be tolerated. Examinations must also represent your own work and must be completed without the assistance of books, notes, devices, or external help, unless specified otherwise in the exam directions.

Violation of this policy will result in one or more of the following disciplinary measures to be decided by the course faculty:

1. verbal or written warning
2. corrective action plan
3. conference with department chair or dean
4. reduction of test/course grade to a grade of F
5. A student may subsequently be placed on probation or suspended or expelled and forced to withdraw from Northwestern State University as a result of academic dishonesty. (Refer to the section in the Student Handbook concerning Academic Infractions and Sanctions for Academic Misconduct.)

Policy: 2009

Revised: 2010, 2021

Reviewed: 2011-2020, 2023, 2024

## PLAGIARISM

Plagiarism is defined by the Council of Writing Program Administrators (2003), as “the action of a writer who deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging [citing] its source.” Council of Writing Program Administrators; <http://www.wpacouncil.org>

Below is a list of the most common forms of plagiarism which should be avoided to prevent disciplinary actions.

1. Buying a paper from a research service or term paper mill
2. Submitting another student’s work
3. Submitting a paper or assignment a peer has written for the student
4. Copying a paper from a source text without proper attribution
5. Copying materials from a source text, supplying proper documentation, but leaving out quotation marks

6. Paraphrasing materials from a source text without appropriate documentation
7. Submitting assignment answers from websites that house previous student submissions.

To prevent possible intentional or unintentional plagiarism, all students are advised to seek assistance from program faculty regarding proper methods of source citation. Additionally, NSU faculty use the resource, [www.turnitin.com](http://www.turnitin.com). This is a web-based database of research papers. A student's paper is compared to other papers in the database and checked for plagiarism. A similarity report is generated that demonstrates all matches. Students are encouraged to use Turnitin, when allowed in the course, to avoid plagiarism.

In the event of suspected plagiarism violation, the student will be requested to provide documentation supporting their work. Furthermore, the student will be given the opportunity to defend their research during an Academic Dishonesty Hearing which will consist of program faculty members and the Dean of the College of Nursing and School of Allied Health.

Based upon the severity of the findings as deemed by faculty, appropriate disciplinary action will be taken, including, but not limited to, the following: the opportunity for resubmitting with corrections to receive a lower letter grade, a grade of a zero for assignment, failure in the course, academic probation, or expulsion from the program and the University.

All students are responsible for reviewing plagiarism policies for both the program and the university. These policies are available in the NSU student's handbook and online through the NSU Website.

Policy: 2003

Revised: 2005, 2009, 2016, 2021

Reviewed: 2004, 2006, 2007, 2008, 2010, 2022-2024

## **ELECTRONIC EDUCATION**

The BSRS Program offers courses in at least three different methods. Distance learning is used during didactic portions of the program to connect to the various campuses. Hybrid courses are offered via video conferencing and a lab component. Video conferencing and hybrid courses are supplemented with an online learning management platform (Moodle). Students may also participate in classes that are conducted completely through an online environment. While online classes do not have the same interaction offered through traditional classrooms, students will have interaction through e-mail, phone, discussion boards, Teams, WebEx, and other avenues that may be provided for each class.

As with all classes in the program, students are expected to complete their own original work without the use of unauthorized assistance. Plagiarism software is used for various

assignments. Access to material in online classes will require individual logins and passwords. Exams may be proctored to ensure the academic honesty and integrity of the online class. Using a lockdown browser application, virtual proctoring, and pre-approved in-person proctors are examples of various proctoring practices.

Policy: 2009

Revised: 2014, 2015, 2017, 2021

Reviewed: 2010, 2011, 2012, 2013, 2016, 2018-2020, 2022-2024

## PROCTORING FOR EXAMS

In order to protect the integrity of electronic learning courses in the School of Allied Health, and in accordance with the NSU University Proctoring practices, proctored test(s) are recommended for online courses. The University's proctoring services can be found here:

<https://www.nsula.edu/ensu/current-students/>

Online students may be required to secure proctoring services for some or all exams. Instructors will post proctoring requirements within each course. Some examples of platforms used for online testing are Respondus lockdown browser, ExamSoft, live WebEx proctoring, ProctorU, pre-approved in-person proctors, and password protected exams.

Approved proctors will be one of the following:

- An instructor-approved proctor from any Northwestern State University location, Marksville, Fort Polk, Alexandria, Natchitoches, Barksdale, Shreveport Nursing Campus or military entity.
- An official testing/educational center from any accredited college, university, or military entity University designated online proctoring service (i.e. Respondus Monitor or ProctorU)

Student Responsibilities:

- Students will be required to make the necessary arrangements for their proctored assignment and provide the necessary information to the instructor.
- Students will be responsible for payment of any fees associated with using a proctor who is not on Northwestern State University campuses (i.e. University designated online proctoring service or another testing center).
- Students will be responsible for ensuring any equipment required for proctoring services is obtained. For example, online proctoring services may require webcams and microphones.

Policy: 2017

Revised: 2018, 2021, 2022

Reviewed: 2019, 2020, 2023, 2024

# STUDENT ATTENDANCE

## Class Attendance—Drop for Excessive Absences

As stated in the *NSU General Catalog*: If a student receives excessive unexcused absences (ten percent or more of the total class meetings), the instructor may complete the Non-Attendance Report of Grade Form and submit it to the academic dean of the course recommending that the student be dropped from the roster of that class.

Students with an unsatisfactory attendance record in the course shall receive an “F” grade. A grade of “F” may be given if a student has five or more unexcused absences for MWF classes, four or more excessive unexcused absences for MW or TR classes, two or more unexcused absences for classes that meet for three hours one time a week (Monday – Saturday), and two or more weeks of unexcused absences from Internet classes.

## BSRS Functions & Meetings

Students enrolled in the BSRS Program at NSU are recommended to attend any function or meeting related to the BSRS program. The students will assume all responsibilities regarding personal conduct, transportation, and expenses at all required functions and meetings.

Attendance at BSRS functions and meetings are part of the program and course objectives. For example, faculty support students to attend professional conferences, national Radiologic Technology week, and Medical Ultrasound Awareness Month celebrations by making accommodations for students to attend the events outside of class and clinical schedules.

Policy: 1993

Revised: 1997, 1998, 2002, 2005, 2007, 2008, 2012, 2014, 2017, 2018, 2021

Reviewed: 2002, 2003, 2004, 2006, 2009, 2010, 2011, 2013, 2015, 2016, 2019, 2020, 2022-2024

## ABSENCES IN THE DIDACTIC SETTING

Class attendance is regarded as an obligation as well as a privilege, and all students are expected to attend regularly and punctual to all classes in which they are enrolled. Failure to do so may jeopardize a student’s scholastic standing and may lead to suspension from the University. Attendance is taken at the beginning of the lecture /lab period. Students should be in the classroom and ready to begin when the attendance roll is taken. Students not present will be marked absent, and the following policy will be followed:

1. Make-up tests must be scheduled according to the course syllabus.
2. Students are responsible for all class work missed, regardless of the reason for the absence.
3. See course syllabus for policy on quizzes.

As stated in the *NSU General Catalog*: **Class Attendance**

For students with excessive unexcused absences (ten percent or more of the total class meetings), instructors may complete the Non-Attendance Report of Grade Form and submit it to the academic dean of the course, recommending that the student be dropped from the roster of that class. A grade of “F” shall be given if a student has unsatisfactory academic performance in the course and may be given if the student has five or more unexcused absences for MWF classes, four or more unexcused absences for MW or TR classes, two or more unexcused absences from classes that meet for three hours one time a week (Monday-Saturday), and two or more weeks of unexcused absences from Internet classes.

The NSU BSRS Program is considered a professional degree program. Students should attend class, just as you would your professional job.

Policy: 1990

Revised: 1997, 1998, 2004, 2005, 2010, 2011, 2014, 2021

Reviewed: 2002, 2003, 2006, 2007, 2008, 2009, 2012, 2013, 2015, 2016, 2017-2020, 2022-2024

## **CONSAH THREAT ASSESSMENT AND BEHAVIORAL INTERVENTION SERVICES**

The mission of the Northwestern State University (CONSAH) Threat Assessment and Behavioral Intervention Team is to promote the safety and well-being of the CONSAH campus community by providing resources to prevent or reduce disruptive behavior and minimize or eliminate the threat of violence. The Team reviews cases that present behavior(s) indicating a possible threat to the safety of the Northwestern State University campus community or its individuals. In situations that pose immediate threats and require first responders, 911 should be contacted immediately. Secondly, local campus police/security should be informed of the situation (318-677-3031; 318-357-5437). To request services for non-immediate threats, please see the Director of Student Academic Services or the counselor.

Policy: 2017

Revised:

Reviewed: 2018-2020, 2021-2024

## **HARASSMENT, STALKING AND CYBERBULLYING**

This section is designed to help students, staff, faculty, and administrators of Northwestern State University understand and comply with the prohibitions against harassment, stalking and cyberbullying.



The possibility of harassment exists in relationships between people of the same or different genders. It may occur in various relationships, i.e., between a supervisor and employee, faculty and student, student and student, technologist, and student, etc. The University's policy on harassment and procedures for reporting allegations of non-sexual harassment is contained at this link:

<https://www.nsula.edu/studentexperience/studentcomplaints/>

Stalking as defined by Clery Act: 1. Intentional and repeated following OR harassing that would cause a reasonable person to feel alarmed OR that would cause a reasonable person to suffer emotional distress OR 2. Intentional and repeated uninvited presence at another person's: home, workplace, school, or any other place which would cause a reasonable person to be alarmed OR would cause a reasonable person to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping or any other statutory criminal act to the victim OR any member of the victim's family OR any person with whom the victim is acquainted 34 CFR 668.46(a)(ii) Stalking as defined by Louisiana state law: Stalking is the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal, written or behaviorally implied threats of death, bodily injury, sexual assault, kidnaping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted. La. RS § 14:40.2(A) "Harassing" means the repeated pattern of verbal communications or nonverbal behavior without invitation which includes but is not limited to making telephone calls, transmitting electronic mail, sending messages via a third party, or sending letters or pictures. "Pattern of conduct" means a series of acts over a period of time, however short, evidencing an intent to inflict a continuity of emotional distress upon the person. Constitutionally protected activity is not included within the meaning of pattern of conduct. La. RS § 14:40.2(C)

Cyberbullying involves the use of information technology (email, websites, social networking, internet messaging, or any other technology) for hostile behavior to harm or to upset others. A person cannot easily get away from cyberbullying since using email and the internet are everyday practices and content can be tracked electronically. For more information on bullying, visit the following site: <https://www.stopbullying.gov/>

Policy: 2018

Reviewed: 2019-2024

## **SEXUAL HARASSMENT**

This section is designed to help students, staff, faculty, and administrators of Northwestern State University understand and comply with the prohibitions against sexual harassment. These prohibitions were established by Title IX of the Education

Amendments of 1972, Title VII of the Civil Rights Act of 1962, as amended, and state laws.

The possibility of sexual harassment exists in relationships between people of the same or different gender. It may occur in various relationships, i.e., between a supervisor and employee, faculty and student, student and student, technologist and student, etc. The University's policy on sexual harassment and procedures for reporting allegations of sexual harassment are contained at this link:

<https://www.nsula.edu/studentexperience/notalone/>

Policy: 1993

Revised: 1997; 2004, 2005, 2014, 2021

Reviewed: 2002, 2003, 2006-2013, 2015-2020, 2022-2024

## HEALTH PROGRAM

Students admitted to the first clinical course in the BSRS Program must submit a completed CONSAH health form **prior to** attending clinical in the hospital environment. The Health Form is given to students during the first clinical semester. An abbreviated health form must be completed the following year. Students **will not** be able to attend clinical if the form is not completed, including the results of lab tests. Students who are late submitting the health form will be subject to disciplinary action and delayed from attending clinical practice.

***Students are not employees of the Clinical Education Settings and are not covered by worker's compensation.*** Injury and sickness insurance is available through registration fees for students enrolled on a full-time basis (12 hours). This fee may be refunded after presentation of proof of insurance. Dependents may be added for a fee within 10 working days from fee payment each semester. Students who are registered less than full-time (less than 12 hours) may also add this insurance for a fee within this time period. Liability insurance may be obtained through private companies.

**Malpractice Insurance:** The State of Louisiana's Public Health and Safety Act 40:1299.39, Part XXI-A assumes student liability coverage by the state. This act is in the BSRS Program Director's office. This liability plan does not provide coverage for part-time employment outside of the required clinical courses, and it does not include the operation of a motor vehicle.

**Medical Insurance:** Students enrolled in the professional program must maintain Medical Insurance coverage throughout clinical rotations. If a student is personally injured in the clinical setting during assigned hours, the student is NOT covered by liability insurance and is NOT covered by the clinical education settings' Worker's Compensation.

If an injury occurs, it is the student's responsibility to consent or deny consent to medical treatment, convey the facility desired to receive medical treatment, if treatment

is desired, and provide documentation of insurance or provide payment upon arrival for treatment. Again, regardless of fault, neither NSU nor the clinical education setting will be responsible for payment(s); the responsibility for payment is directed to the student, thus the need for personal medical insurance.

Policy: 1993

Revised: 1998, 2003, 2005, 2007, 2010, 2012, 2013, 2014, 2016, 2021

Reviewed: 2001, 2002, 2004, 2006, 2008, 2009, 2011, 2015, 2017-2020, 2022-2024

## HEPATITIS “B” IMMUNIZATION

The Occupational Safety and Health Administration (OSHA) has published standards addressing occupational exposure to bloodborne pathogens. The Standards state there is an occupational hazard for healthcare workers — especially when dealing with blood-borne pathogens such as the **Hepatitis B Virus (HBV)**. The standards require that employers make available the hepatitis B vaccine and vaccination series to employees. The standards cover all employees who come in contact with blood and infectious materials while working. The standards fail to specifically include students working in healthcare settings.

Students enrolled in the BSRS Program may come in contact with blood and infectious material while attending clinical Radiography/Sonography Courses at an assigned Clinical Education Setting. The students must be aware that they are at risk of coming in contact with HBV during clinical experiences. The Clinical Education Settings comply with the OSHA standard by immunizing their employees against HBV; however, students will need to plan for their own immunization if they desire this protection.

The BSRS Program strongly recommends that you take part in a Hepatitis B immunization program. The immunization will include three injections and a blood antibody test. If you choose to participate, you will be responsible for payment and submitting documentation of participation to the appropriate Clinical Coordinator. If you do not choose to participate in the immunization or have not completed the immunization, you must sign a waiver indicating such and submit the waiver to the appropriate Clinical Coordinator.

Policy: 1993

Revised: 1997, 2005

Reviewed: 2002, 2003, 2004, 2006-2020, 2021, 2022-2024

## COMMUNICABLE DISEASE EXPOSURE

**Purpose:** To provide guidance in continuation of CONSAH educational offerings while providing faculty, staff and students protection from communicable diseases.

**Definition:** A communicable disease is a disease that can be transmitted from one person to another. There are four main modes of disease transmission: direct physical contact; air (through a cough, sneeze, or other particle inhaled); vehicle (ingested or

injected); and vector (via animals or insects). The Louisiana Department of Health lists reportable communicable diseases on the agency's website at

Although the College of Nursing and School of Allied Health (CONSAH) seeks to minimize students' exposure to communicable diseases, professional healthcare education often involves students physically delivering healthcare to patients who are in various stages of wellness/illness, and thus potentially exposes students to communicable diseases. Students, under the guidance of clinical faculty, are also taught to adhere to the infectious disease policies of our clinical agency partners. All clinical students are provided information regarding the possibility of occupational exposure to communicable diseases, including but not limited to, Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), Covid 19, and tuberculosis. CONSAH faculty provide all clinical students education regarding **Universal/Standard Precautions** and proper procedures for exposure to blood and body fluids, in accordance with the current guidelines from the Centers for Disease Control and Prevention (CDC). [Centers for Disease Control and Prevention \(cdc.gov\)](https://www.cdc.gov)

Because communicable diseases vary in virulence, duration, mode of infection and how they affect individuals, CONSAH faculty review the following statements with students each clinical semester:

- If a student, someone a student lives with, or someone the student has been in close, direct contact with is sick and exhibiting one or more CDC defined symptoms of an Infectious Disease follow CDC quarantine guidelines to quarantine. [Centers for Disease Control and Prevention \(cdc.gov\)](https://www.cdc.gov)
- If a student is sick and not feeling well, the student should stay home.
- If a faculty member observes a student "not feeling well" the student may be sent home.
- If someone on campus or in the clinical learning environment is ill, do not go into the area that the sick person entered until proper disinfecting/decontamination occurs.
- If a student suspects exposure or contraction of any of the diseases (conditions) listed as a reportable disease by the State of Louisiana and the CDC, the student should not come to campus or clinical, and see a healthcare provider immediately.
- If a student is diagnosed with any diseases (conditions) listed as a reportable disease by the State of Louisiana and the CDC, and as determined by their healthcare provider to be of short duration which may be transferred by air or contact, may **not** attend CONSAH courses and/or clinical, depending on healthcare provider's recommendations.
- If a student is diagnosed with a communicable disease that is of relatively long duration the student must notify CONSAH program officials and may **not** attend CONSAH courses and/or clinical, depending on healthcare provider's recommendations and must present a written eligibility to return to campus/class to program officials. The student may be able to continue

CONSAH clinical courses with proper counsel from the infection control nurse (Student Health Services Nurse) and /or the department of the Clinical Education Setting. Depending on the severity of the disease, the type of the disease and the student's healthcare provider, the student may be required to withdraw from the CONSAH course(s).

Faculty, staff and student confidentiality will be protected per HIPAA and/or FERPA guidelines.

Failure to comply with this notification policy will result in disciplinary action as determined by the radiologic sciences program faculty.

Policy: 1993

Revised: 1997, 1998, 2005, 2006, 2007, 2010, 2014, 2016, 2020, 2021, 2024

Reviewed: 2002, 2003, 2004, 2008, 2009, 2011, 2012, 2013, 2015, 2017-2019, 2022-2023

## **COVID-19 EXPOSURE POLICY DISEASE NOTIFICATION**

The School of Allied Health will follow current CDC guidelines and the university's communicable disease exposure protocols and safety expectations. This includes the university's reporting policy, daily safety recommendations, quarantine guidelines, and behavioral expectations for return to campus. Students may contact health services for COVID testing found at this site: <https://www.nsula.edu/health/>

Policy:2020

Revised: 2021, 2022

Reviewed: 2023, 2024

## **ALCOHOL & DRUG POLICY**

Northwestern State University conforms to all local, state, and federal laws regarding the use of alcohol and other drugs on campus. Northwestern State University is a member of the Drug-Free schools and campuses and abides by their standards regarding policies, athletic programs, educational programs, enforcement, and assessment. Students who fail to abide by university policies regarding alcohol and other drugs will be subject to disciplinary action according to established university policies and procedures that conform to local, state, and federal laws.

Students of Northwestern State University are hereby informed that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited on university property. Students of the University found to be illegally manufacturing, distributing, dispensing, possessing or using controlled dangerous substances on university property or NSU education sites shall be subject to disciplinary action in accordance with applicable policies of the University of Louisiana System Board of Supervisors and Northwestern State University. In addition to university

disciplinary action, students found illegally manufacturing, distributing, dispensing, possessing or using controlled substances shall also be subject to criminal prosecution. The term “controlled dangerous substance,” means a drug, substance or immediate precursor in Schedule I through V of Louisiana RS40:964.

### **Legal Sanctions**

Students are reminded that local, state, and federal laws provide for various legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

#### **Higher Education Act**

Federal Law (Higher Education Act Amended) allows institutions to disclose, to a parent or legal guardian of a student, information regarding a violation of federal, state, or local laws, or of the institutions’ rules or policies governing use or possession of alcohol or drugs.

#### **Federal Controlled Substance Act & Penalties**

Go to Weblink: <https://www.justice.gov/jm/jm-9-100000-controlled-substances-act>

#### **LUCDS Law**

Louisiana Uniform Controlled Dangerous Substance Law provides that any person who violates the criminal statute by manufacturing opiates such as cocaine and heroin is subject to life imprisonment without benefit of probation and/or parole and a fine of \$500,000. A person illegally manufacturing stimulants and depressants is subject to imprisonment up to thirty years and a fine of \$15,000. Illegal manufacture of and distribution of hallucinogens such as LSD and marijuana is punishable by imprisonment of no less than 5 years and no more than 30 years and a fine up to \$50,000.

A person possessing opiates illegally is subject to a prison term of up to five years and a \$5,000 fine. Possession of hallucinogens, stimulants and depressants is punishable by imprisonment up to five years and a \$5,000 fine, Criminal Code LARS 14:91

The State of Louisiana Criminal Code LARS 14:91 provides for punishments ranging from up to six months imprisonment and fines of up to \$3,000 for violation of statutes relating to the possession and sale of alcohol.

The local ordinances of Natchitoches, Shreveport, Alexandria, and Leesville also provide prohibitions related to illicit drugs and alcohol. Generally, these local ordinances are similar in content to state law.

### **University Sanctions**

Students who violate University policy will be afforded due process as prescribed in the University Code of Student Conduct. Sanctions for policy violation include reprimand, probation, suspension, and expulsion. Students may also be referred for counseling and/or referral for individual assessment; referrals may be included as a condition of

any sanction. Article IV, Section 9 of the Code of Student Conduct describes substance infractions.

Northwestern State University believes that substance abuse is a danger to the well-being of faculty/staff, students, health agency employees and clients.

Therefore, to insure public and professional trust, safety, and to insure fitness for duty, the unlawful and/or unauthorized use, abuse, possession, distribution, transportation, manufacture, concealment, consumption, promotion or sale of alcohol, illegal drugs, legal drugs obtained illegally, controlled substances, or designer drugs by students will not be tolerated. Individuals found to have committed such infractions shall be subject to sanctions including suspension or dismissal from the Radiologic Sciences Program.

This policy does not supersede the policies published in the current NSU Student Handbook from Northwestern State University. This policy reflects additional requirements of curricula for professional Radiologic Technologists.

### **Definitions**

**Controlled Substances** — For the purpose of this policy, controlled substances include all chemical substances or drugs listed in any controlled substance acts or regulations applicable under any federal, state or local laws.

**Campus/Clinical** — For the purpose of this policy, a student is on campus/clinical whenever he or she is:

- On any University/health agency property including parking lots.
- Present at any University sanctioned activity.
- Wearing an official NSU BSRS uniform/lab coat. This includes travel to and from campus/clinical.

### **Scope**

The following are prohibited by the BSRS Program when a student is on campus/clinical and will result in disciplinary action by the Program:

1. Unauthorized possession or use of a controlled substance and/or alcohol.
2. Being under the influence of a controlled substance and/or alcohol, including but not limited to: DWI arrests, convictions, and driving suspensions.
3. Illegal manufacture, distribution, sale or purchase of a controlled substance including but not limited to arrests and convictions.
4. Use, or being under the influence of other drugs, including prescription drugs and over the counter drugs while there is any possibility that such use may impair the student's ability to safely perform or may adversely affect his/her safety or patient safety and care, or safety of faculty or fellow students.

### **Testing**

Drug or alcohol testing of students is authorized under this policy allowing the Dean of the College of Nursing and School of Allied Health, or his/her designee, to direct a student to undergo testing under the following circumstances. When there is reasonable



suspicion or cause to believe that a student is or has recently been under the influence of any drug or alcohol. It is acknowledged that it may be difficult to determine when a student may be under the “influence,” in keeping with the purpose of this drug policy NSU views that discretion must be given to the faculty and staff in recognizing the usual signs and symptoms of alcohol or drug use. In that respect, the following is a listing of what NSU deems signs and symptoms of drug or alcohol use:

1. Frequent absences from class, clinical or lab and/or disappearance from such
2. Isolation and withdrawal
3. Patient care errors, particularly medication errors
4. Detectable odor of alcohol/smell
5. Increasingly poor decision and judgment about patient care
6. Illogical or sloppy charting
7. Unusual accidents/incidents
8. Deteriorating personal appearance
9. Changes in motor function/behavioral patterns including personality changes, mood swings, illogical thought patterns, gait disturbances, impaired dexterity, slurred speech, drowsiness/sleepiness, and pupillary changes
10. When a student is found in possession of alcohol or drugs in violation of this policy.
11. Following an instance or incident that the nature of which indicates possible impairment of ability or judgment or following an incident in which patient care standards were violated or careless acts were performed.

Random drug testing is also allowed under this policy. Students will have 36 hours to report to a drug/alcohol testing facility. The student will assume all responsibility for the cost of the drug tests.

When such signs and/or symptoms are observed in a student, the faculty member will notify the Director or designee. The Director or designee will go to the campus/clinical area and direct the student to submit to drug/alcohol testing and sign a consent form witnessed by two University representatives.

Failure to agree to such testing shall be considered as admission of violation of the student responsibilities as it relates to this policy and shall be sufficient cause to allow Director's action as allowed under this policy. If the student refuses the test, he/she shall sign a refusal form witnessed by two University representatives. If the student refuses to sign this refusal form, this information shall be noted on the form and witnessed by two University representatives. Refusal to sign any of these forms may result in immediate dismissal from the Radiologic Sciences Program.

Within one hour of completion of the required consent form, the student shall report to an identified lab that utilizes the chain of custody procedure for blood and/or urine testing at the student's expense. A University representative will verify the student's identity prior to specimen collection. The student may not drive a motor vehicle to this lab and will be responsible for all transportation costs.



The student may not attend class or clinical activities until the lab results are reviewed by the Director or designee.

Results of the tests will be kept confidential and will be reported to the Director or Designee, who will then meet with the student to discuss the results.

A positive blood alcohol and/or urine drug screen test may subject the student to sanctions that may include suspension or dismissal from the BSRS Program.

Policy: 1996

Revised: 1998, 2005, 2014

Reviewed: 2002, 2003, 2004, 2006-2020, 2021, 2022-2024

## CARDIOPULMONARY RESUSCITATION



Students enrolled in BSRS courses are required to hold a current certification in cardiopulmonary resuscitation (CPR). This certification should be kept current for the duration of the program. CPR certification must be obtained during the first semester of the clinical portion of the BSRS program. A copy of the students' CPR card must be on file on SentryMD.

Current policy for the College of Nursing and School of Allied Health requires that all clinical BSRS students be certified in CPR through the College of Nursing and School of Allied Health or by the American Heart Association. CPR classes will be scheduled by the College of Nursing and School of Allied Health and the dates and times are provided to the students.

Policy: 1993

Revised: 1997, 1998, 2005, 2006, 2009, 2014

Reviewed: 2002, 2003, 2004, 2007, 2008, 2010-2012, 2013, 2015-2020, 2021-2024

## WORKPLACE HAZARDS

Occupational Safety and Health Administration (OSHA) is an agency of the United States Department of Labor. It was created by Congress to prevent work-related injuries, illnesses, and deaths by issuing and enforcing rules (called standards) for workplace safety and health. OSHA aims to ensure employee safety and health in the United States by working with employers and employees to create better working environments. Students are educated in the clinical education setting when completing required orientation regarding the following;

1. Universal precautions
2. Tuberculosis awareness
3. Communicable diseases

4. Fire safety
5. Hazardous materials (chemical, electrical, bomb threats, etc.)
6. Blood-borne pathogens

Policy: 2007

Revised: 2021

Reviewed: 2008-2020, 2022-2024

## INCLEMENT WEATHER



The College of Nursing and School of Allied Health will follow protocols issued by **Purple Alert** and Messenger for closing on all campuses **regardless of the prior practice of closing when local school districts are closed**. Please make sure that you sign up for **Purple Alert** on the NSU home page (<http://emergencypreparedness.nsula.edu/safety-security/> ). All university officials will send information to the news media as soon as a decision is made regarding closure of campuses. Therefore, you will NOT need to contact the university or university officials; just wait for **Purple Alert** or Messenger.

Students are encouraged to sign up for **Purple Alert**, a rapid notification system. At its core, **Purple Alert** is a multi-part communications process for disseminating alerts to NSU students, faculty and staff. **Purple Alert** is distributed through a company called Everbridge. To sign up for Purple Alert on the NSU home page: <https://member.everbridge.net/index/453003085612883#/login>

Policy: 1993

Revised: 1997, 1998, 2002, 2006, 2010, 2013, 2014, 2016, 2018

Reviewed: 2001, 2003, 2004, 2005, 2008-2012, 2015, 2017, 2019, 2020, 2021-2024

## PARKING

A parking permit (obtained during registration) is required to park on any NSU campus. Students must register their vehicle online prior to obtaining the parking permit.

The College of Nursing and School of Allied Health located in Shreveport has four parking lots. The South Parking Lot is located adjacent to the Faculty Tower with the entrance from Elizabeth Street and is reserved for faculty and staff parking. The East Parking Lot is located between the Line Avenue School and the Library Building with the entrance from Wichita Street. The North Parking Lot is located on the corner of Wichita Street and Elizabeth Street, with the entrance on Wichita Street. Handicapped parking is located in the East Parking Lot. The Warrington Parking Lot is adjacent to the

Warrington Building with the entrance from Warrington Street. Student parking is located in the East Parking Lot and the Warrington Parking Lot. Students will be ticketed if parked in reserved spaces or areas of no parking. Parking fines may be paid at the Financial Aid Office.

At the CENLA campus located at England Airpark, students should park in the parking lot adjacent to the building.

Designated parking areas for students on the Natchitoches campus can be found on the University campus parking map located at this URL link: <https://www.nsula.edu/campus-parking-and-driving-regulations/>

Students are informed of designated parking areas for each clinical site when completing the required orientation for each site. While at the clinical sites, students can also contact the Clinical Preceptor at the clinical education setting they are assigned, to determine where the appropriate parking might be located.

**Transportation**-NSU BSRS students will be responsible for providing their own transportation to attend all on-campus classes and clinical assignments.

Policy: 1996

Revised: 2002, 2003, 2004, 2005, 2014, 2020, 2021, 2022

Reviewed: 2001, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2015-2019, 2023, 2024

## VISITORS TO CAMPUS

To promote an academic environment for the entire Northwestern State University community, students are expected to exercise prudence in bringing visitors to campus without prior approval. This policy includes the presence of children and other family members. Children and family members are **not** allowed in classrooms, lab facilities, hospital environments, etc. Such a policy protects the children and family members and eliminates distractions for others. All visitors must check in with security and obtain a visitor's badge to wear while on campus.

Policy: 2007

Revised: 2019

Reviewed: 2008-2018, 2020, 2021-2024

## APPROPRIATE USE OF SOCIAL NETWORKING

Social networking websites and applications (apps) provide unique opportunities for students to get to know one another, share experiences, and stay connected. As with any public forum, it is important that users of these sites are aware of the associated risks and act in a manner that does not embarrass the students, the College of Nursing and School of Allied Health, and Northwestern State University. It is also important to

ensure patient information is not made publicly available. Everyone is expected to be respectful of the views and opinions of others in the program and the University. This rule extends to interactions through forums, email, phone conversations, texting, social media, and all other methods of communication. No foul or inappropriate language will be tolerated. Students are expected to use correct English and grammar when writing papers, sending emails, posting to forums, and all other forms of communication. Unprofessional correspondence will likely result in no response.

Students are expected to check emails **daily** for announcements and other program information. All correspondence with program faculty and clinical preceptors must be through the use of your NSU email account and not social networking sites. Students are not allowed to message faculty or clinical preceptors through social networking platforms regarding program or course information.

Posts to social media sites in regard to NSU, its programs, affiliates, faculty, and/or students should be carefully considered. While you are free to post on your own personal accounts, the content of your posts may negatively impact the University and/or its constituents and may warrant disciplinary action.

Acquiring personal images (pictures) at clinical sites is strictly prohibited and a HIPAA violation. At no time should students take pictures in clinical sites; therefore, no pictures should be texted, posted to social media, or transmitted in any other electronic format.

Inappropriate electronic content (comments, pictures, etc.) that does not reflect the professional behavior expected of professional students may warrant disciplinary action from the program and/or University.

In conjunction with the College of Nursing and School of Allied Health, The BSRS Program has adopted the following guidelines to assist students in safely using these sites.

#### A. Personal Privacy

1. We recommend setting your profiles on social networking sites so that only those individuals to whom you have provided access may see your personal information.
2. We recommend evaluating photos of yourself that are posted to these sites and “untagging” photos that depict you in what may be construed as compromising situations.
3. Be sure you are aware of the security and privacy options available to you at any sites where you post personal information. Keep in mind that privacy settings are not impervious, and information can be shared willingly or unwillingly with others, even with “Friends Only” access.

#### B. Protection of Patient Information

1. Comments made on social networking sites should be considered the same as if they were made in a public place in the hospital.

2. HIPAA rules apply online, and students may be held criminally liable for comments that violate HIPAA.
3. Remember that simply removing the name of a patient does not make them anonymous. Family members or friends of that patient or of other patients you are caring for may be able to determine whom you are referring based on the context.

#### C. Professionalism

1. Use of these sites can have legal ramifications. Comments made regarding care of patients or that portray you or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings.
2. Statements made under your profile are attributable to you and are treated as if you verbally made that statement in a public place.
3. We recommend using discretion when choosing to log onto a social networking site at school. Keep in mind that the use of these sites during lecture and clinical assignments is prohibited. See cell phone, iPad, and computer policy.
4. Keep in mind that photographs and statements made are potentially viewable by future employers.
5. Students may be subject to disciplinary actions within the College for comments that are either unprofessional or violate patient privacy.
6. Keep in mind that you are representing NSU, the College of Nursing and School Allied Health when you log on to a site and make a comment or post a photo.

Students who meet on social networking sites and who choose to discuss NSU faculty, other students, courses, or NSU in general, are expected to conduct themselves in a civil and professional manner. If students should conduct themselves in a verbally abusive, disrespectful or aggressive manner while posting to public forums of any kind and it comes to the attention of NSU faculty or staff, said students may be asked to leave the program and may be subject to disciplinary action under the *Code of Student Conduct and Sanctions (Article VII Sanctions)*.

Policy: 2010

Revised: 2012, 2013, 2014, 2016, 2018, 2021, 2023

Reviewed: 2011, 2015, 2017, 2019, 2020, 2022, 2024

# **BSRS CLINICAL POLICIES**

## **THE CLINICAL ENVIRONMENT**

You will notice many differences between the academic environment to which you have been accustomed and the clinical environment that you are entering. Most of the differences will prove exciting and stimulating; some will prove to be frustrating and aggravating. How successfully you function and learn in the clinical setting depends in part on how you approach and deal with these differences.

The reality of the situation is that patient care is the top priority in the Imaging Department. This means that the patient's welfare is considered first. Usually, this is consistent with the goals and needs of clinical education. Occasionally, however, this reality dictates that the scheduling and conducting of educational activities be flexible.

Compared to the learning activities conducted in the didactic courses, the learning activities in the clinical setting are frequently much less structured. You must take a more active and responsible role in integrating the academic preparation you had with the individual examinations you are observing or performing.

Generally, in the classroom setting, you work independently as you pursue your academic goals. Teamwork and cooperation among the students are not a necessity in achieving academic goals. In the clinical setting, you must pursue your educational goals within the overall goals of the department to deliver quality patient services efficiently and effectively. Rather than function independently, you become part of a healthcare delivery team and must function cooperatively to achieve educational and departmental goals.

Undoubtedly, you will be able to add many more differences to our list. The point is that you will make a transition that will require some reorientation and adaptation on your part. You are not the only one, however, involved in this process. This is a time of transition also for the students in the class ahead of you who are assuming a new role and responsibilities as senior students. The clinical staff is also involved in reorientation and adaptation. At the point when you enter the hospital, clinical staff have been working with students who, for the most part, require minimal supervision. The staff must cycle back and assume a direct supervisory role all over again.

Policy: 1993

Revised: 1997

Reviewed: 2002-2020, 2021, 2022-2024

## **BACKGROUND INVESTIGATION POLICY**

The Northwestern State University BSRS Program is committed to ensuring public and professional trust and providing safe patient care. To meet this goal, background

investigations of students are authorized under this policy. Many of our clinical education settings require criminal background investigations of all employees and students who attend for clinical experience. To comply with these requirements, students will be required to submit to a background investigation *prior to* acceptance into the clinical portion of the BSRS Program to ascertain the student's suitability for clinical rotations. Students will be responsible for paying for the background investigations.

The information contained in the background investigation will remain confidential and will only be viewed by the BSRS Program Director. Any criminal conviction which is found during the background investigation, that may deem a student unsuitable for clinical rotations will be considered on a case-by-case basis. Additional information regarding the conviction may be required to make an informed decision. The background investigation will be available to clinical education settings that require such. Individuals in the Clinical Education Setting, who are authorized to make decisions regarding an individual's eligibility to attend a setting, will inform the Program Director and the Dean of the College of Nursing and School of Allied Health whether a student will be allowed to attend clinical at that setting. In addition to the background check conducted by the student, some clinical education settings will also conduct a background check. If an offense appears on the criminal background check that disqualifies the student from attending clinical experiences at that facility, the clinical site(s) will notify the program director regarding any students' disqualification for attending clinical at that site. The student will receive written notification if they are ineligible to attend clinical courses in a clinical education setting(s). Students who receive notification of ineligibility and who wish to dispute the results of the background investigation may follow the University Grievance Procedure.

See University Student Handbook Code of Conduct APPENDIX I Student Grievance  
<https://www.nsula.edu/studenthandbook/>

Policy: 2005

Revised: 2006, 2007, 2012

Reviewed: 2008, 2009, 2010, 2011, 2013-2020, 2021, 2022-2024

## **PATIENT CONFIDENTIAL INFORMATION**

All hospital and patient records are confidential in nature. Requests for information concerning a patient should be referred to the supervising technologist or the clinical preceptor. Students are expected to maintain confidentiality in a professional manner.

In accordance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996, all patient information will be confidential. Students will maintain the privacy of protected health information by: limiting discussion of protected health information to private areas and conference rooms; not discussing health information outside the health care facility unless such discussion is with an appropriate faculty member and in private; not discussing protected health information with other students; refraining from

copying any part of the medical record for use outside of the health care facility; refraining from putting any personal identifier on any paperwork associated with the BSRS Program; client initials may be used as an identifier, however, no room number or health care facility name/unit.

Students will be expected to adhere to the HIPAA policies at each clinical education setting. Any violation of these policies will result in disciplinary action.

Policy: 1993

Revised: 1998, 2003, 2005, 2007, 2008, 2014

Reviewed: 2002, 2004, 2006, 2009-2013, 2015-2020, 2021-2024

## PROFESSIONAL BEHAVIOR AND CONDUCT

The imaging department should be a place where patient confidence is inspired. This can be accomplished when one consistently exhibits professional behavior and conduct. One must endeavor to treat patients with kindness and courtesy to ensure the preservation of the patient's privacy and dignity. After the patient has been placed in the imaging room, the door should always be closed, and care must be exercised to keep the patient covered. Always introduce yourself and any additional people in the room, and properly wear your name badge facing forward at all times.

Students are expected to maintain professional behavior at all times, in both the classroom and clinical settings. Failure to comply with this policy will result in disciplinary action. Failure to comply with any policy in the student handbook will result in disciplinary action, including, but not limited to, a loss of clinical personal time, probation, suspension, reduction in course grade, course failure, or dismissal from the program. Students are also expected to be aware of and follow the policies and procedures of the clinical education setting. Each infraction will be discussed on a case-by-case basis.

### **All students will:**

1. Act professionally and responsibly at all times
2. Report to the clinical assignment in an alert condition
3. Report to the clinical assignment in the proper uniform
4. Not be in possession of drugs or alcohol, nor engage in their use while on clinical assignments or in didactic course work
5. Not engage in immoral or unethical conduct
6. Not chew gum, eat or drink in clinical areas
7. Not sleep while in didactic class, lab or clinical
8. Not bring recreational materials to clinical settings, such as crossword puzzles, word searches, or novels
9. Not engage in theft of any articles from the Clinical Education Setting
10. Not leave patients unattended while undergoing diagnostic procedures
11. Not abuse patients physically or verbally
12. Not smoke or vape in areas where it is prohibited while on clinical assignments, and not smoke or vape in clinical uniform



13. Not leave the assigned areas unless instructed to do so
14. Not use foul language in the clinical or didactic setting
15. Not receive or make personal phone calls except in emergency situations
16. Not use facility phones for personal phone calls unless permission is granted by clinical preceptor for an emergency
17. Not falsify records
18. Not use a cell phone during the clinical assignment time
19. Not use iPad during clinical assignment time
20. Not use smart watch during clinical assignment time
21. Not clock in or out for another student in Trajecsys
22. Follow all policies of the clinical education setting
23. Follow all policies of the BSRS program

The following are examples of possible disciplinary actions for violation of clinical policies:

1. Formal write-up. The student's unprofessional behavior will be reflected on faculty evaluation of the student's clinic performance.
2. Students could be asked to write an apology letter to the imaging department, submit letter to program director for review and approval, submit approved letter to imaging supervisor and personally apologize for unprofessional behavior.
3. Students could be asked to write a reflection paper to include the policy from the handbook that was violated, discuss why it is important to be fully engaged with the patient, fully engaged with working as a team, fully engaged in the environment, and consequences of unprofessionalism. etc. The paper will be submitted to program director.
4. Other disciplinary actions include a reduction in clinic grade, failing clinical level, suspension, probation, and dismissal from the program. Each infraction will be evaluated on a case-by-case basis.

Policy: 1993

Revised: 1997, 2002, 2008, 2009, 2010, 2014, 2021

Reviewed: 2001, 2003, 2004, 2005, 2006, 2007, 2011-2013, 2015-2020, 2022-2024

## **PROFESSIONAL APPEARANCE AND DRESS CODE IN CLINICAL SETTING**

The student uniform is to be worn by all students in the BSRS Program while in attendance at the Clinical Education Settings (CES), on the school campus, and in the laboratory setting. When the assigned area requires something other than the student uniform, the student must arrive and leave the CES in the student uniform. Anytime the student uniform is required, the student must wear the entire student uniform. For example, student cannot wear the uniform to the clinical education setting and then change shoes prior to attending class on the same day. The student is expected to be neat and conservative in appearance at all times. Radical departures from conventional dress or personal grooming may be cause for disciplinary action.

**Required Attire:**

**Radiography** Navy blue uniform either Landau or Cherokee

**Sonography** Charcoal gray uniform either Landau or Cherokee

Northwestern State University Photo Identification badge is to be worn at all times while on Northwestern campus and at the Clinical Education Setting.

Official Insignia Patch--Patches must be sewn on left sleeve of uniforms and lab coats 2 inches below shoulder seam. Patches can be purchased in the bookstore.

Optional:

Radiography: Navy or white lab coat (waist length only), no prints

Sonography: Gray or white lab coat (waist length only), no prints

The following will be observed:

1. Clean and well-pressed uniforms at all times.
2. Scrubs should not be form-fitting.
3. Scrub pant length must cover the lower leg and ankle at all times. No high waters, capris, or midcalf length.
4. Scrub top should fully cover the chest area with no visible hair or cleavage.
5. White T-shirts and/or tank tops are allowed to be worn under the scrub top. T-shirts must not extend past the bottom of the uniform top. Long sleeved t-shirts are permitted. There must not be any visible writing or logos on the t-shirts.
6. NSU t-shirt with scrub pants or khaki pants may be worn in place of scrubs when attending class or lab on the school campus.
7. Athletic-style shoes with closed toes and closed heels. No clogs. Shoes should only be worn for clinical and maintained in a clean, professional condition.

**Personal Appearance****All Students:**

1. Students are expected to maintain acceptable personal hygiene.
2. Hair must be conservative; clean, well groomed, and neatly arranged. Color should be limited to that found naturally (no green, purple, blue, pink, etc.)
3. Hair longer than collar length must be secured in a professional manner so as to keep out of field of patient care and off collar of uniform; beards and mustaches are permitted if neatly trimmed.
4. Tattoos must be covered in the clinical setting. Students must follow institutional policy at all times.
5. Fingernails are to be clean and must not exceed the fingertip in length (light color polish only). Artificial nails or tips are not allowed, CDC policy (TJC).
6. Make-up must be worn in good taste and moderation.
7. No heavy perfume, cologne or scented lotions — may be offensive to patients.
8. No facial piercings; includes nose, brow, lip, etc. Clear plugs are acceptable.
9. Excessive jewelry is not permitted. Only the following may be worn:
  - a. Wedding band
10. Earrings must be a matching pair: studded earrings only.

11. Wristwatch with a second hand is suggested.

12. Facial Hair:

- a. No extreme sideburns.
- b. Mustaches must be kept trim and not extend below the upper lip.
- c. Neatly trimmed beards are acceptable if within policy guidelines of the clinical institution.

13. Other:

- a. Gum chewing is not permitted at any time while representing NSU or in uniform.
- b. Cell phones, iPads, and other technology shall not be utilized for during clinical times.
- c. Refrain from smoking/vaping while in uniform, or cover the uniform while smoking as the smoke can cling to clothes and be an irritant to patients.

All students will be required to follow the dress code; any student with an inappropriate appearance will be sent home. Repeated violations of the dress code will warrant disciplinary action.

Policy: 1993

Reviewed: 2001, 2003, 2008, 2017, 2019, 2022

Revised: 1998, 2002, 2004, 2005, 2006, 2007, 2010-2016, 2018, 2020, 2021, 2023, 2024

## **MRI SAFETY**

The MRI system has a very strong magnetic field that may be hazardous to individuals entering the MRI environment if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects.

To ensure the BSRS students potentially entering the MRI environment are safe, "MRI Safety" training is conducted during clinic orientation meetings. All students are appropriately screened for magnetic wave or radiofrequency hazards prior to being scheduled in an MRI rotation. Each student will answer an MRI Screening Questionnaire annually. Should any of the student's information change after completing the screening form, the student is required to report the change to the program director and/or clinical coordinator. In addition, the students will be directly supervised at all times by the MRI technologist during their rotation in the MRI suites. According to ACR, both MR Personnel and non-MR Personnel, should not be in Zone IV during scanning due to the currently unknown side effects of prolonged interactions with the radiofrequency (RF) field and acoustic noise. Therefore, if a student declares pregnancy, the student will not be allowed to remain within the MR scanner room or Zone IV during actual data acquisition or scanning.

Additional resources on MRI safety can be found on the American College of Radiology website at this link: <https://www.acr.org/Clinical-Resources/Radiology-Safety/MR-Safety>

Policy: 2015  
 Revised 2023, 2024  
 Reviewed: 2016-2022

### NSU Magnetic Resonance Screening Form

Magnetic resonance (MR) is a medical imaging system in the radiology department that uses a magnetic field and radio waves.

This magnetic field could potentially be hazardous to students entering the environment if they have specific metallic, electronic, magnetic, and/or mechanical devices. Because of this, students must be screened to identify any potential hazards of entering the magnetic resonance environment before beginning clinical rotations.

Pregnancy Notice: The declared pregnant student who continues to work in and around the MR environment should not remain within the MR scanner room or Zone IV during actual data acquisition or scanning.

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

	Circle Yes or No	
1. Have you had prior surgery or an operation of any kind?	Yes	No
If yes to question 1, please indicate the date and type of surgery: Date: _____ Surgery Type: _____		
2. Have you had an injury to the eye involving a metallic object (e.g. metallic slivers, foreign body)?	Yes	No
If yes to question 2, please describe: _____		
3. Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)?	Yes	No
If yes to question 3, please describe: _____		
Please indicate if you have any of the following:		
Aneurysm clip(s)	Yes	No
Cardiac pacemaker	Yes	No
Implanted cardioverter defibrillator (ICD)	Yes	No
Electronic implant or device	Yes	No
Magnetically-activated implant or device	Yes	No
Neurostimulator system	Yes	No
Spinal cord stimulator	Yes	No
Cochlear implant or implanted hearing aid	Yes	No
Insulin or infusion pump	Yes	No
Implanted drug infusion device	Yes	No
Any type of prosthesis or implant	Yes	No
Artificial or prosthetic limb	Yes	No
Any metallic fragment or foreign body	Yes	No
Any external or internal metallic object	Yes	No
Hearing aid	Yes	No
Other device: _____	Yes	No

I attest that the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form. Should

any of this information change, I will inform my program director and clinical coordinator.

Student Signature : \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_ The student has not identified any contraindications to entering MR Zone III or IV.

\_\_\_\_\_ The student has identified contraindications to entering MR Zones III and IV.

The student has been advised not to progress past MR Zone II unless screened by an MR Level II Technologist onsite at each clinical setting.

MRI Technologist Reviewed By: \_\_\_\_\_

Print name

Signature  
Credentials/ARRT #

**Remember: The magnet is always on!**

## CLINICAL ATTENDANCE

Clinical is regarded as an obligation as well as a privilege, and all students are expected to attend regularly and punctually. Failure to do so may jeopardize a student's scholastic standing. Clinical attendance is required for a student to meet the objectives of the course and to meet the required hours of clinical participation. Students are allowed to miss two clinical days in first level and three clinical days in the following levels, non-cumulative. For each clinical day missed beyond the allowance, students will be required to make-up the missed clinical day(s) **and** there will be a 5% deduction from the overall final clinical grade. Students will be required to make up the missed day(s) before the end of the current semester. If students fail to do so, an Incomplete grade may be recorded for the final clinical grade if the remaining time does not exceed the university's allotted time for receiving an incomplete grade. If the student does not make up the missed clinical days beyond allowance, the student is in jeopardy of failing the clinical course. Excessive absences (more than 3) will result in a referral to the Department Chair and/or Dean of the College of Nursing and School of Allied Health and may result in dismissal from the program.

Unexcused absences will not be tolerated. If extenuating circumstances occur (surgery, car accident, etc.), the Clinical Coordinator will make arrangements on an individual basis. \*In the event that a physician imposes extended physical restrictions, see the Program Director/ Coordinator and/or Clinical Coordinator immediately.

If a student has symptoms of a contagious disease, such as running a fever, the student may seek medical care for a proper diagnosis. If the healthcare provider (MD, NP, or PA) treats the student for a contagious disease, the student may submit the following documentation to the clinical coordinator to be considered excused from clinical: Reason for being seen (symptoms), diagnosis, follow-up care, treatment Plan.

To progress in RADS or SONO Professional Courses, the student **must be** in attendance for *at least* 90% of the total course hours scheduled for any given semester. This includes any and all absences.

**When a student is absent more than 10% of the total clinical days, and does not make-up the missed clinical days, the faculty will recommend to the Department Head for the School of Allied Health and the Dean of the College of Nursing and School of Allied**



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Health that the student be dropped from the rolls of that clinical class and given an appropriate grade. *Excessive absences, or tardies, may warrant dismissal from the program.*

**Tardies:** Students are expected to arrive at the clinical education site on time. A student is counted as tardy after their assigned time. Students who are repeatedly tardy are subject to disciplinary action and must schedule a counseling session with the Clinical Coordinator. Students who report to the assigned clinical area after 15 minutes of their assigned time are considered absent for the day and should not attend. If you are more than 15 minutes late, do not clock in unless circumstances happen beyond your control and you receive approval from the Clinical Coordinator.

## Absentee Reporting

If a student is to miss a day of clinic, they must notify the clinical coordinator via email **and** call the clinical site to inform the department of the absence **prior to the scheduled time**.

In the email to the coordinator, the student must include their name, assigned clinical site, date of absence, assigned rotation time, and the name of personnel you spoke with at assigned clinic site when you called in. If the student is unable to send an email to the coordinator, the student may call the clinical coordinator and leave a message. The student must provide the following information:

1. Student name
2. Date
3. Assigned site
4. Technologist/personnel name that you spoke with at scheduled clinic site

## Absence Non-Reporting Policy

If the student fails to notify the appropriate person, the student is subject to disciplinary action. See Policies 108, 136, and 140.

**Leaving Early:** Students are expected to adhere to their clinical rotation time as scheduled at each facility. Students leaving early will **be penalized** as a whole day missed. A student can only leave early, without penalty, if a **NSU recognized** clinical preceptor approves the student to leave due to site specific issues. The student is required to indicate the NSU CP who approved them to leave early and the reason why via email to the Clinical Coordinator

**Bereavement Leave:** Students may be given time off without loss of clinical time when attending the funeral or burial rites of a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grandparent, step-grandparent, or grandchild. Time off shall not exceed two days. Additionally, students must provide documentation.

## Clocking In/Out

Students must clock in and out at all clinical rotations. Students who do not clock in / out will be considered absent. Students should clock in upon immediate arrival at the clinical site and clock out at the end of the clinical shift. Any inaccurate recording of a students' time is considered falsification of records and will result in disciplinary action.



Clinical attendance will be completed through the Trajecsys Reporting system. Students are required to log-in to the system and clock in/out. The system will permanently record students' times at Clinical Education sites (verified by CES IP Address), and these times will be used to document attendance. Time records must be approved by the Clinical Coordinator.

Students must clock in before the assigned time for arriving at clinic, and clock out at or after the assigned time for leaving clinic. Arriving to clinic at the last minute to find that a computer is unavailable due to another person using it does not constitute "internet unavailability."

Any student found guilty of clocking in or out for another student (or having anyone else do so) will be referred to the proper University Authorities for sanctions as stated for Academic Cheating and Plagiarism in the current NSU Student Handbook. Clocking in/out from an unauthorized site (by cell phone, iPad, home, etc.; recognized by IP address), will constitute deliberate falsification of records, resulting in severe disciplinary action.

### **Back-Up System for Clocking In/Out**

**In the case of internet unavailability**, students can use their smartphone to clock in or out as long as the student is physically onsite at their scheduled clinic education setting. The student must turn on the "Location" feature setting on their smartphone to demonstrate the actual location on Trajecsys system maps. This exception should be very few in number. Repeated clocking in on personal cells phones will be flagged and considered misuse of this policy. If the Trajecsys system is down altogether, the student may call or email the Clinical Coordinator and leave a message. Each student must say his/her first and last name, and the clinical site at which the student is present.

Policy: 1996

Revised: 2002, 2003, 2004, 2005, 2007, 2008, 2011-16, 2021, 2024

Reviewed: 2000, 2001, 2006, 2009, 2010, 2017-2020, 2022-2023





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## TRAJECSYS REPORTING SYSTEM



Students are required to utilize the Trajecsyst Reporting System. Students will be required to pay the full registration fee prior to starting Clinical Rotations (date specified by Clinical Coordinator). The fee includes system access for the length of the professional program.

Throughout the clinical requirements of this handbook, specific mention of the Trajecsyst Reporting System can be found. Students will utilize this system to:

1. Access the system daily for clinical announcements / updates, clinical documents, etc.
2. Clock In/Out from clinic to include time exception notification form if needed
3. Enter Daily Log Sheets of all work/exams done in the clinical setting
4. Report all repeated exams per day and technologist who directly supervised repeated exam
5. View competency attempts and view graded competencies once validated by NSU faculty

The Trajecsyst Reporting System website can be found at <https://www.trajecsyst.com/>.  
The program log-in page can be found at <https://www.trajecsyst.com/programs/login.aspx>.

### Using Trajecsyst

All users must first register in the system by selecting the “Registration” link on either of the web pages above and completing the required information. Once this has been entered, the Clinical Coordinator will add each Registrant to the system. Following this step, complete access will be granted. Orientation for this system will be completed prior to attending clinic during the first semester.

Students must complete payment following registration before the first day of clinicals; if payment is not completed, access to the system will be denied and the student will not be allowed to attend the clinical assignment.

### Clocking In/Out

Clinical attendance will be completed through the Trajecsyst Reporting system. Students are required to log-in to the system and clock in/out. The system will permanently record students’ times at Clinical Education sites (verified by CES IP Address), and these times will be used to document attendance. All time records must be approved by the Clinical Coordinator.

Students must clock in before the assigned time for arriving at clinic, and clock out at or after the assigned time for leaving clinic. Arriving to clinic at the last minute to find that a computer is unavailable due to another person using it does not constitute “internet unavailability.”





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Any student found guilty of clocking in or out for another student (or having anyone else do so) will be referred to the proper University Authorities for sanctions as stated for Academic Cheating and Plagiarism in the current NSU Student Handbook. Clocking in/out from an unauthorized site (by cell phone, iPad, home, etc.; recognized by IP address), will constitute deliberate falsification of records, resulting in severe disciplinary action.

## **Back-Up System for Clocking In/Out**

In the case of internet unavailability, students can use their smartphone to clock in or out as long as the student is physically onsite at their scheduled clinic education setting. The student must turn on the “Location” feature setting on their smartphone to demonstrate the actual location on Trajecsyst system maps. This exception should be very few in number. Repeated clocking in on personal cells phones will be flagged and considered misuse of this policy. If the Trajecsyst system is down altogether, the student may call or email the Clinical Coordinator and leave a message. Each student must say his/her first and last name, and the clinical site at which the student is present.

## **Daily Log Sheets**

Students are required to enter all exams performed at clinic in the Daily Log Sheet section of Trajecsyst. Students are encouraged to maintain an unofficial log sheet, preferably the daily log sheet form, so that entries can be made at a later time. Students are advised to complete this immediately following clinic outside of the CES. For radiography students, when completing these log sheets, students are also required to enter supervising technologist for repeats and reason for the repeat. Instances of entering false data will be considered falsification of records, resulting in disciplinary action, including possible dismissal from the professional program.

Policy: 2014

Revised: 2015, 2021

Reviewed: 2016, 2017-2020, 2022-2024

## **COMPETENCY FORMS**

Competency forms are located in Trajecsyst and will be described in more detail in the appropriate clinical manual.

Policy: 2014

Revised: 2015, 2018

Reviewed: 2016, 2017, 2019-2024



## **INCIDENT REPORTING**

All accidents or unusual occurrences, whether on or off campus, including those in clinical settings, must be reported in writing.

- **On-Campus Incidents:** Students must report accidents or unusual occurrences to the Program Director or Program Faculty.
- **Off-Campus Incidents:** For incidents occurring off-campus, such as at CES, students are responsible for notifying the clinical instructor or the chief technologist at the site, regardless of whether the incident involves the student, a patient, or another person.

The clinical preceptor at the site must complete an incident report, file it according to their organization's policy, and forward a copy to the Clinical Coordinator. **ALL INCIDENTS MUST BE DOCUMENTED.**

Policy: 1993

Revised: 1997, 2008, 2025

Reviewed: 2002, 2003, 2004, 2005, 2006, 2007, 2009-2024

## **NEEDLESTICK or OTHER SHARPS INJURY (formerly Blood Borne Pathogens)**

**Purpose:** Addresses the plan of action in the event of a needlestick or other sharps injury, involving any student, staff, faculty, or visitor to the University, while on or off campus.

**Policy:** This policy also meets the requirements of the University's Blood Borne Pathogens Control Plan for High-Risk Employees, page 4, Needles: 'The College of Nursing and School of Allied health should have their own policy if needlesticks are possible on the property of Northwestern State University. This policy should address possible needlesticks to students that are not employees of the University.'

### **Needlestick or other Sharps Injury Safety Procedures**

- I. Prevention
  - a. Standard precautions will be followed in all settings.
  - b. Students will be instructed in appropriate sterile technique use of syringe/needle prior to actual use.
  - c. Students will be instructed in the appropriate method of accessing medication ampules and vials and appropriate disposal after use.
  - d. Students practicing in the lab are given medication kits and allowed usage and re-use of lab supplies, including a variety of sterile and non-sterile syringes and needles. Such equipment may not be used for patient



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care. Students use this equipment to practice withdrawing meds from vials, including numerous practices with injections into injection models and manikins. Needles may be recapped utilizing the one-handed technique if the needle or sharp has not come into contact with blood or other body fluids. All students are responsible for the safe disposal of syringes, needles, and other sharps (vials, ampules, etc.) after completing course and/or program requirements.

### II. Treatment

- a. All students, staff, faculty, or visitors should seek medical attention for needlestick or other sharps injury.
- b. All students, staff, faculty, or visitors should follow CDC guidelines for treatment of needlestick or other sharps injury.
- c. Needlestick Injury- wash needlesticks and cuts with soap and water.
- d. Examine wound and bandage as necessary.
- e. Depending on the extent of injury, injured person should be referred to urgent care and/or acute care services. As indicated call 911 for significant injury.
- f. If a student, staff, or faculty member has a needlestick and/or sharps injury while in the clinical setting, they should follow the clinical site's policy for needlestick or other sharps injury.

### III. Reporting

- a. If the injury occurs on campus, follow NSU Environmental Health and Safety Policies and reporting procedures as published on the [Environmental Health and Safety NSULA website](#).
- b. If the injury occurs off campus, the faculty member completes the CONSAH Administrative Occurrence Form. The faculty member submits the form to Risk Management with the Program Director copied.
- c. If the injury occurs off campus, the student should follow the BSRS student incident reporting policy.

**Related Policies:** NSU Health & Safety Policies Injury Reporting Process for Students, Employees and/or Visitors

**Internet Links/Forms:** NSU Blood Borne Pathogens Control Plan for High-Risk Employee; CONSAH Administrative Occurrence Form

[https://www.cdc.gov/niosh/newsroom/feature/needlestick\\_disposal.html](https://www.cdc.gov/niosh/newsroom/feature/needlestick_disposal.html)

Policy: 2025



## **BREAKS**

Students enrolled in Clinical Education courses will be permitted to leave their assigned areas for breaks and/or lunch at the discretion of the Clinical Preceptor or Supervising Technologist. Breaks and lunches are to be taken onsite in appropriate designated areas at the CES.

Up to two (2) fifteen-minute breaks can be allowed when the workflow permits, but these breaks are not guaranteed. **In no instance are students entitled to breaks.**

Students are allowed 30 minutes for lunch or dinner, unless otherwise stated by the clinical instructor. Lunch is typically taken at the midpoint of the assigned clinical time. Students cannot skip lunch and take their lunch break at the end of their scheduled time thus leaving early.

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Students are not allowed to leave the clinical education setting for lunch, unless this is the practice of the site (example: clinics). Disciplinary action will follow if students do not adhere to this policy.

Policy: 1997

Revised: 1998, 1999, 2004, 2006, 2007, 2014

Reviewed: 2002, 2003, 2005, 2008-2013, 2015-2024

## **TELEPHONES, SMART DEVICES AND COMPUTERS**

Personal telephone calls are not allowed while in the CES. No one is allowed to make personal calls except on breaks, lunch, or dinner and then the call must be made from a phone other than the phones in the department, especially in patient care areas.

**Cellular telephones are prohibited in the clinical site.** Students are not permitted to make or receive phone calls or text messages while in the classroom or clinical setting. Students are not allowed to have their cell phones out in the imaging department, especially in patient care areas, even if the technologist has given permission. This policy will be strictly enforced.

**iPads are prohibited in the clinical site.** Students are not permitted to use an iPad in the clinical setting. This policy will be strictly enforced.

**Smartwatches.** Students are not permitted to use smartwatches in the clinical setting. Students are not allowed to wear smartwatches in the imaging department, especially in patient care areas, even if the technologist has given permission. This policy will be strictly enforced.



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There is no reason for a student to access information contained within any of the networks or computers at any of the clinical education settings. Students are not allowed access to computers at any clinical sites; this includes the Internet. Students “surfing” the internet are subject to dismissal from the program.

Computer access will only be allowed to clock in and out on-site or when access is required to complete the examination and the associated paperwork. **Any misuse of this access is in direct violation of this policy.** Failure to comply with any policy in the student handbook will result in disciplinary action, including, but not limited to, a loss of clinical personal time, probation, suspension, reduction in course grade, course failure, or dismissal from the program. Students are also expected to be aware of and follow the policies and procedures of the clinical education setting. Each infraction will be discussed on a case-by-case basis.

Policy: 1993

Revised: 1997, 2004, 2007, 2010, 2014, 2021, 2023

Reviewed: 2002, 2003, 2005, 2006, 2008-2013, 2015-2020, 2022, 2024