Department of Medical Imaging and Radiation Sciences
College of Allied Health
University of Oklahoma Health Sciences Center

Student Handbook
2016 – 2017

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Section 1
Department of Medical Imaging and Radiation Sciences
History & Philosophy

The roots of the Department of Medical Imaging and Radiation Sciences extend back to the 1950s with the Radiography Program located at University Hospital, now known as The Children’s Hospital and Women’s Pavilion. In 1967, a certificate Nuclear Medicine Technology Program was initiated. With the formation of the University of Oklahoma’s School of Health Related Professions in 1967, a proposal to convert the Radiography Program to a baccalaureate degree program was submitted to the Oklahoma State Board of Regents. In 1970, the program was approved as the final two-year phase of a four-year baccalaureate degree.

In 1975, the Department received approval to offer an additional baccalaureate degree program in radiation therapy and convert the existing Nuclear Medicine Program to the baccalaureate level. These programs were instituted to provide the state with credentialed professionals in these areas since there were no other programs in Oklahoma and few in surrounding states. In 1978, the Sonography Program was added, making the Department of Medical Imaging and Radiation Sciences the only academic department in the country then offering all four radiation science professions at the baccalaureate level.

The Department has an excellent national reputation, known for its core curriculum for credentialed practitioners. All programs within the Department are fully accredited by their respective national programmatic accreditation agencies. The Department continues to grow, with the initiation of a web-based baccalaureate program for certified radiation science professionals in fall 2003. A graduate track in Medical Dosimetry in conjunction with the master’s degree program in Allied Health Sciences began in fall 2004.

In addition to program growth, fall 2006 marked an expansion period for the Department as the Sonography Program expanded to include the OU-Tulsa, Schusterman Center campus. The Radiography Program joined the expansion in fall 2007.

Until 2008, the Department was recognized as the Department of Radiologic Technology. To better reflect the nature of the four programs, the name was changed to the Department of Medical Imaging and Radiation Sciences.

In 2009, the Department moved from the College of Health Building at 801 NE 13th to the new College of Allied Health Building at 1200 N. Stonewall on the Oklahoma City Health Sciences Center Campus.

The Department of Medical Imaging and Radiation Sciences recognizes the choice of a profession in the healing arts as a special commitment, capable of producing a high level of personal growth and satisfaction. Faculty members make a special effort to motivate, encourage and stimulate students to experience and appreciate this opportunity for personal enrichment.
Mission

The primary mission of the Department of Medical Imaging and Radiation Sciences is to:

- Educate individuals to become competent, professional, entry-level practitioners capable of assuming leadership roles in Radiography, Nuclear Medicine, Radiation Therapy, Diagnostic Medical Sonography, or Medical Dosimetry.
- Participate in scholarly activity and policy development that enhances the educational process, the professions, and health care.
- Provide services to the University, the community, and the professions that contribute to enhancing overall patient care.

(Updated 2010-2015)

Academic Programs in the Department of Medical Imaging and Radiation Sciences

Nuclear Medicine utilizes radiopharmaceuticals, scintillation cameras, and computers to image and quantify physiologic processes throughout the body. The nuclear medicine technologist administers radiopharmaceuticals to patients, positions them for images and operates the cameras and computers to produce the images, and analyze the data. The images and data that technologists obtain provide physicians with information on physiology and metabolic function of specific organs and systems. In both hospital and clinical settings, nuclear medicine technologists perform general, cardiac, and PET/CT procedures on adult and pediatric patients.

Radiation Therapy directs radiation at diseased tissue in strictly controlled circumstances to cure or palliate the disease. The radiation therapist is in daily contact with cancer patients, positioning them for treatment, performing mathematical calculations of radiation dosage, and operating a variety of equipment that produces ionizing radiation. Therapists may also specialize in the area of treatment planning, which includes design and construction of various treatment devices and computerized dose computations. The radiation therapist has considerable responsibility in the area of patient care and must be skilled in dealing with terminally ill patients and their families.

Radiography is the profession in which diagnostic medical images are made in the areas of diagnostic radiography, computed tomography, magnetic resonance imaging, mammography, and cardiac or vascular interventional technology. Radiographers exercise initiative and judgment in obtaining the images necessary for adequate physician interpretation. As with the other radiation science professions, the patient’s confidence must be obtained while translating a “high tech” process into a humane experience.

Sonography uses equipment that generates high frequency sound waves to produce images of the human body. Using imaging procedures and personal judgment, the sonographer gathers data for interpretation and evaluation by the physician. This profession includes abdominal, obstetrical, and pelvic sonography; neurosonography; echocardiography; and vascular technology. In each of these areas the sonographer must be knowledgeable of expected pathology, applicable instrumentation, and results.

Radiation Sciences, BS is an online nonclinical post-professional program that allows students to
advance their degree while maintaining their current employment status. These students already hold a credential in nuclear medicine, radiography, radiation therapy, or sonography.

**Medical Dosimetry, MS** The Master of Science degree program in Allied Health Sciences has a specialization in Medical Dosimetry. The program is designed to provide registered radiation therapists with a B.A. or B.S. degree an opportunity for advanced education, training, and research. Graduates of the program are eligible to make application to the Medical Dosimetry Certification Board (MDCB).

### Department Philosophy

The Department of Medical Imaging and Radiation Sciences faculty place a strong emphasis in promoting professionalism, ethics, integrity, collaboration, diversity and human flourishing. As a faculty member and administrator, Barbara M. Curcio, David Ross Boyd Professor Emeritus, served to develop and uphold these principles for the Department and students. The following narrative written by Professor Emeritus Curcio expresses these ideals which will be upheld by current procedures and policies found in this Handbook.

By Barbara M. Curcio, M.Ed., RT(R)  
David Ross Boyd Professor Emeritus of Medical Imaging and Radiation Sciences  
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### Introduction

In the true sense of the word, ‘ethics’ is not merely a set of rules for behavior, but a branch of philosophy that deals with the search for ideal behavior. At the onset the student is urged to remember that for professional personnel, ethical behavior is a dynamic process of developing judgment, sensitivity and motivation for the kind of behavior that is needed, as well as learning the rules. “Professional Ethics” as discussed in this section stress specific guidelines that will help the student in his/her efforts to achieve the behavior necessary in the health care setting.

In the health care fields, which involve direct patient contact, professional ethics are based upon two major considerations of patient care. These may be expressed as follows:

- Consider the welfare of the patient first, subjugating all things to the end.
- Put yourself in the patient’s place and treat the patient as you would wish to be treated.

The codes of ethics in the medical imaging and radiation science disciplines represent the public codes upon which we base the rules and regulations governing our daily behavior as professionals who are in contact with patients, peers, supervisors, other professional practitioners and the health care community at large. These codes, which are studied in the AHS Medical Ethics course, contain central themes that are found in the codes of all of our respective professions.

Educational programs of the department are designed to prepare students to function in the delivery of health care services to patients in the clinical setting. This means that the student will be obliged
to accept special responsibilities and conduct himself/herself in a manner appropriate to such a setting. This section is designed to assist and support this goal.

While it is important to anticipate all situations arising in the clinical setting and in the interaction of students with the professional community, some basic guidelines having universal application are discussed below.

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**Lines of Authority**

Respect lines of authority, recognizing that faithful execution of the physician’s orders for the patient is a cornerstone of good patient care and proper medical ethics. In the clinical affiliates, observe the appropriate line of authority with respect to clinical assignments and activities.

The chief or supervising technologist and technologist instructor are the immediate authority in the clinical setting. With respect to your academic training, these individuals work with and under the general guidance of your program director, the faculty and chairperson of the department in providing and supervising your clinical experience.

**Diagnostic Interpretation and Treatment Decisions Are Made by Physicians**

Diagnostic interpretation of imaging and/or the decision with respect to therapeutic radiation dosage and treatment parameters is always made by the physician. A student should make no diagnoses or interpretive diagnostic judgments to anyone under any circumstances unless his/her opinion is solicited by the physician. To do so is a serious breach of medical ethics and also potentially compromising from a medical-legal aspect.

**Confidentiality**

From an ethical and medical-legal aspect, all information of a personal nature that comes to your attention regarding the patient must be kept confidential. This includes details of his/her illness, treatment, progress, diagnostic studies and personal life. Do not discuss these matters with anyone but duly authorized persons of the health care team participating in the patient’s care and only when necessary to perform your responsibilities. Failure to observe this basic principle of medical ethics is both professionally unacceptable as well as potentially compromising from a medical-legal aspect.

**Radiation Protection and Safety**

Make it your personal responsibility to practice all appropriate radiation protection procedures for yourself, for other members of the health care team and for the patient. This includes utilizing personal radiation dosimeters, observing rules such as closing doors during radiographic examinations, specific procedures of collimation, utilization of equipment safety devices, protective shielding and clothing, safety precautions with respect to radioactive materials, portable radiography, measures for protection of nonmedical assisting personnel and all other specific radiation protection measures indicated for procedures in the various specialties.

In addition to radiation protection procedures, observation of all appropriate general safety, fire regulations and institutional regulations in effect for medical asepsis should be considered part of
your personal responsibility in delivering safe, competent patient care. Make it your responsibility to know and understand these regulations.

Student Initiative

As a student you are not to attempt on your own initiative, a procedure for which you have not received permission. Since all students in departmental programs work either with direct, by the side supervision, or (when experience warrants) by indirect, but on-site supervision, there is never a time when the student cannot obtain prior permission to proceed with a specific procedure.

Following Orders

Proper professional conduct calls for you to follow the orders of your immediate supervisors in the clinical affiliates in patient care situations. Do not hesitate to request clarification of any written or verbal order with respect to patient care. Questions, conflicts, and concerns which you may have with respect to what is required of you in the clinical setting are never debatable at the time a patient-related activity is in progress. This situation could potentially compromise proper patient care and create an undesirable discussion in the presence of a patient. Should you have concerns about clinical requirements in affiliates, such matters should be brought to the attention of the faculty clinical coordinator, the program director, or the chairperson, in an orderly and professional manner as soon as possible after the immediate patient care requirements have been met.

Dependability / Accountability

Proper medical care depends upon all members of the health care team knowing their responsibilities and being in the right place at the right time. You will be expected to be prompt and give advance notice if it is unavoidable that you be late or absent from either class or clinical responsibilities. You will need to demonstrate a sense of responsibility and dependability with respect to the use of time, equipment and materials at your disposal in the classroom, laboratories and clinical affiliates.

Accepting Critique / Limitations

Since you will be in a learning capacity for some time, there is no need to feel hesitant about asking questions, seeking clarification or advice and assistance at any time it is necessary, on any aspect of your training. Also, constructive critical analysis of your work and progress is an essential part of the educational process. You will have the opportunity to comment freely and respond to the periodic evaluation reports made by faculty and clinical instructors. Make an effort to take necessary constructive criticism in stride and benefit from it.

Medical Records

From an ethical and medical-legal standpoint, proper medical record notation and record-keeping is a fundamental responsibility and obligation of the health care professional. In each of the programs of this department, some form of record notation and record-keeping is necessary. The student will learn the correct procedures for his/her profession. Proper form, legibility, accuracy,
correct terminology, avoidance of jargon and irrelevancy are applicable in all medical record keeping.

**Patient Respect**

Never underestimate the power and great value of a pleasant attitude and smile. They have incalculable value in patient care and in maintaining a good working relationship with peers and supervisors. Maintaining both also goes a long way in dispelling discouragement over feelings of ineptness and failure.

Do not make visible or implied judgments of the patient’s reactions, personal characteristics, appearance, socioeconomic status, race or national origin. The health professions are no place for personal judgments of others or for personal prejudice.

Gaining the confidence of the patient, allaying fears, anticipating and responding to his/her reactions, are not only significant in terms of proper professional and ethical procedures, but also are highly significant in fostering the patient’s cooperation which is often essential for obtaining a satisfactory examination. Patients frequently will exhibit reactions of fear, depression, worry, anger and despair. These reactions must be accepted as manifestations of the patient’s illness to be dealt with as empathetically, courteously and competently as the situation allows. They are not to be labeled right or wrong.

Physical deformity, unsightly wounds, unpleasant odors and the like are conditions over which the patient has little or no control. Thus, the patient’s physical appearance must be accepted with no visible display of distaste or displeasure. This will be, perhaps, the most difficult quality to develop as it requires a high degree of self-discipline to look beyond physical deformity and repugnant conditions to the suffering human being who is your patient. Perhaps it will help to remember that such patients are generally deeply embarrassed with respect to their personal appearance and suffer greatly as a result of being the source of distaste and repugnance to others.

**Communicating With Patients**

At all times, provide your patients with the basic conditions due to them as human beings as well as patients. Attention to important details such as addressing the patient by name and introducing yourself and any other person participating in the procedure is your duty as a person as well as a health care professional. With the possible exception of small children, patients are not called by their first names or familiar endearments. Use the title Mr., Mrs., Ms., etc… and the patient’s name unless they ask you specifically to do otherwise.

The patient should always be treated courteously and in a manner consistent with his or her age. Further, it is the patient’s right to have the procedure explained and to know what is expected of him/her. Providing maximum privacy, comfort and safety for the patient and his/her personal belongings, and a clean and orderly environment are all important considerations that should never be overlooked.

Patients frequently need to talk and it is entirely appropriate for you to be an empathetic and encouraging listener. However, you should make an effort to avoid becoming involved in discussion of the relative merits or failures of various physicians, hospitals, nurses, clinics or other
health care professionals. It is unacceptable professional behavior to engage in gossip about other institutions or medical personnel.

You should not allow the patient to put you on the spot with respect to the details of his/her radiologic diagnosis or treatment being received. In such instances, admit honestly that you are not the doctor and cannot assume that role in diagnosis or treatment.

Never put off a patient who has a desire to know what is his/her right to know. If the information sought is within your power and authority to relate, then do so. If it is not, then assist the patient in learning whom to contact and how to get the information and assistance he/she may need. The limits and extent of your authority in these matters may vary from situation to situation and from discipline to discipline, but the basic requirement for all of us is to be prepared to deal with the patient’s questions with honesty, tact and humanity. In this you share a common challenge with every other person in your field including your faculty, who have had many years of experience in such matters. If you need help, ask them.

### Personal Appearance

Be aware that your own personal appearance is as important in good patient care as are your words and actions. Professional dress codes of each discipline are designed to assure appropriate clothing for the work involved as well as to project the necessary clean and professional image that is so valuable in building patient confidence.

### Honesty and Integrity

Nothing characterizes you more completely than the role of trust you assume when you assume the care of other human beings. In the personal therapeutic relationship that exists between caregiver and client, practitioner and patient, there is no room for small, medium or large dishonesties of mind, spirit or substance. From being honest with oneself with respect to one’s talents and limitations – to the most exquisite honesty and care in making treatment records or reporting events related to patient care – the onus is on us to be worthy of the trust placed in us as caregivers and to exemplify the quality of character such a profession demands. Nothing characterizes us more, or serves us better in our professional lives, as the quality of our honesty and integrity. It is as important as the quality of our skills and the depth of our caring.
Section 2
Academic and Professional Policies

The Department of Medical Imaging and Radiation Sciences adheres to the University of Oklahoma Health Sciences Center and College of Allied Health policies when handling student situations.

The University of Oklahoma Health Sciences Center Student Handbook

The University of Oklahoma Health Sciences Center Faculty Handbook
http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf

College of Allied Health Student Handbook
http://www.ah.ouhsc.edu/main/policies_procedures.asp

The responsibility lies with the student to ensure he/she is relying on current policy.

Academic Integrity

Faculty of the Department of Medical Imaging and Radiation Sciences adhere to the principles in the University of Oklahoma Academic Integrity Policy found in the Faculty Handbook and College of Allied Health Student Handbook.

Academic integrity means honesty and responsibility in scholarship. The basic assumptions regarding student academic work at the University of Oklahoma are:

(a) Students attend the University of Oklahoma to learn and grow intellectually.
(b) Academic assignments exist for the sake of this goal and grades exist to show how fully the goal is attained.
(c) A student’s academic work and grades should result from the student’s own effort to learn and grow. Academic work completed any other way is pointless, and grades obtained any other way are fraudulent.

Academic misconduct violates the assumptions at the heart of all learning. It destroys the mutual trust and respect that should exist between student and professor. Academic misconduct is unfair to students who earn their grades honestly.

Graduation Requirements

In addition to ongoing satisfactory progress in the program, students must successfully complete all required competencies assigned in clinic and must meet the requirements identified in the College of Allied Health Student Handbook in order to be eligible for a bachelor's degree from the College of Allied Health.
To ensure students are on track to meet graduation requirements, program directors conduct a degree check with the Office of Academic and Student Services midway through the semester prior to the student’s expected graduation. The student may also request a graduation check at any time.

**College of Allied Health Standards**

To maintain **good standing** in and to be eligible for **graduation** from the College of Allied Health, the undergraduate student must meet the following minimum standards of performance:

- A minimum grade of C or S in each program course.
- A grade point average of 2.50 or higher each semester.
- A cumulative grade point average of 2.50 or higher while enrolled in an academic program in the College.
- A grade point average of 2.50 or higher in all required courses in the academic program in which the student is enrolled.
- Satisfactory professional performance and behavior.
- Satisfactory progress, as determined by the Academic and Professional Progress Committee and the Dean.

**MIRS Technical Standards**

The medical imaging and radiation sciences professions perform complex procedures that require independent judgment, initiative, and certain physical abilities. The skills and abilities outlined in the **MIRS Technical Standards** document, available on the MIRS Department website, reflect the daily technical standards for medical imaging and radiation sciences practice and are guidelines to assist students in understanding the physical requirements of the health care training and practice environment. Inability to perform each of these functions may impact a student’s ability to complete clinical rotations or to obtain employment upon graduation, and may compromise the student’s ability to provide safe, quality patient care.

**MIRS Essential Competencies**

The faculty and students of the Department of MIRS are held to academic and professional standards as communicated through the University, College, Department Philosophy and Department Handbook. The **Essential Competency Document**, available on the MIRS Department website, communicates the specific competencies students must demonstrate in the academic and clinical environments. These competencies are derived from standards set by national organizations that accredit the MIRS programs and the national organizations which guide the professional standards in the clinic.
Zero Grade Policy

A student may receive a zero grade(s) in any course if a deficiency in academic or clinical performance or a deficiency in performance of essential competencies is demonstrated by the student. Such deficiency in behavior may also result in failure of a course, charges under the appropriate College or University policy, and/or dismissal from the program.

Zero grades severely impact the student’s final course grade as follows:

For first year students in a letter grade course:

One zero grade = reduction of final course grade by five percentage points and disciplinary action as specified in the student handbook may also be applicable in addition to the zero grade.

Two zero grades = reduction of final course grade by ten percentage points and disciplinary action as specified in the student handbook may also be applicable in addition to the zero grade.

Three zero grades = upon occurrence of a third zero grade, reduction of final course grade by fifteen percentage points and disciplinary action as specified in the student handbook may also be applicable in addition to the zero grade. If this brings the student’s grade below a “C” the student may be dismissed from the program.

For second year students in a letter grade course:

One zero grade = Reduction of final course grade by one letter grade and disciplinary action as specified in the student handbook may also be applicable in addition to the zero grade.

Two zero grades = Reduction of final course grade by two letter grades and disciplinary action as specified in the student handbook may also be applicable in addition to the zero grade.

Three zero grades = Upon occurrence of a third zero grade, reduction of final course grade by three letter grades and disciplinary action as specified in the student handbook may also be applicable in addition to the zero grade. If this brings the student’s grade below a “C” the student may be dismissed from the program.

For any student in an S/U graded course:

One zero grade = Final course grade will not be altered but zero grade serves as a warning. Other disciplinary action as specified in the student handbook may also be applicable in addition to the zero grade.
Two zero grades = Reduction of final course grade to unsatisfactory is immediate and disciplinary action as specified in the student handbook may also be applicable in addition to the zero grade.

**Academic and Professional Progress Committee (APPC)**

Students receive and may solicit counsel on their academic and professional progress from their course faculty or program director throughout the semester. The judgment of satisfactory progress of each student is vested in the faculty of the Department.

To monitor academic and professional progress, the Department of Medical Imaging and Radiation Sciences has an Academic and Professional Progress Committee (APPC) consisting of teaching faculty within the Department. The APPC meets at the end of each term to review the progress of each student. The APPC may also meet at any time during the term if the need arises.

The APPC analyzes each student’s overall academic, clinical, and professional performance and makes recommendations in writing to the Dean regarding each student’s academic and professional progress. The APPC may recommend that the Dean commend, promote, retain, place on or continue on probation, suspend, dismiss, or expel a student. Recommendations may also include, but are not limited to:

- Individualizing course sequence and selection.
- Modifying standard timing and sequence of coursework.
- Repeating courses.
- Adding courses to strengthen basic competencies.
- Assigning specialized academic and/or clinic projects.
- Making program modifications to allow for higher-level work and advanced studies for students making exceptional progress.

Students receive a written mid-term grade report from the departmental APPC in the Fall and Spring semesters indicating whether progress to date is satisfactory or unsatisfactory. Those students with unsatisfactory progress at mid-term are required to meet with their program director so deficiencies may be discussed and a plan to improve the deficiency may be implemented prior to the conclusion of the semester. In situations where a student’s semester grades do not constitute required progress, the student is informed of the recommendations of the Academic and Professional Progress Committee by letter from the Dean, which includes the Dean’s decision and necessary sanctions.

**Academic Appeals**

The responsibility for academic evaluations of students rests with the faculty. If a student feels he or she has received a prejudiced or capricious evaluation by an instructor, and if he or she is unable to resolve the matter by conference through the appropriate chain of command, the student may request an academic appeals hearing. (course instructor → program director → departmental chair → Director of Student Affairs), the student may submit an appeal to the College of Allied Health Academic Appeals Board or respective college offering the course.
The Academic Appeals policy is available:

**OUHSC Student Handbook**
https://studenthandbook.ouhsc.edu/

**OUHSC Faculty Handbook**
http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf

**CAH Student Handbook** (please select applicable year)
http://alliedhealth.ouhsc.edu/CurrentStudents/HelpfulResources.aspx#1310052-policy-and-procedures

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**Academic Misconduct Code**

This Code applies to students, former students, and graduates. It is the responsibility of each faculty member and each student to be familiar with the definitions, policies, and procedures concerning academic misconduct.

Academic misconduct includes any act, which improperly affects the evaluation of a student’s academic performance or achievement, including but not limited to the following:

a) Cheating: the use of unauthorized materials, methods, or information in any academic exercise, including improper collaboration;

b) Plagiarism: the representation of the words or ideas of another as one’s own, including:
   1. Direct quotation without both attribution and indication that the material is being directly quoted; e.g., quotation marks;
   2. Paraphrase without attribution;
   3. Paraphrase with or without attribution where wording of the original remains substantially intact and is represented as the author’s own;
   4. Expression in one’s own words, but without attribution, of ideas, arguments, lines of reasoning, facts, processes, or other products of the intellect where such material is learned from the work of another and is not part of the general fund of common academic knowledge;

c) Fabrication: the falsification or invention of any information or citation in an academic exercise;

d) Fraud: the falsification, forgery, or misrepresentation of academic or clinic work, including the resubmission of work performed for one class for credit in another class without the informed permission of the second instructor; or the falsification, forgery, or misrepresentation of other academic or medical records or documents, including admissions materials, transcripts, and patient records; or the communication of false or misleading statements to obtain academic advantage or to avoid academic penalty;

e) Destruction, misappropriation, or unauthorized possession of University property or the property of another;

f) Bribery or intimidation;

g) Assisting others in any act of misconduct; or

h) Attempting to engage in such acts.

The Academic Misconduct Code policy is available:
University Student Professional Behavior

The University, College, and Department have Student Professional Behavior policies which relate to the ethical and professional behavior of students. These policies are described more fully in the following:

OUHSC Student Handbook: Student Rights and Responsibilities Code
https://studenthandbook.ouhsc.edu/

OUHSC Student Handbook: Student Professional Behavior in an Academic Program Policy
https://studenthandbook.ouhsc.edu/

CAH Student Handbook: Professional Performance and Behavior
http://alliedhealth.ouhsc.edu/CurrentStudents/HelpfulResources.aspx#1310052-policy-and-procedures

Failure to follow these policies may result in sanctions and/or disciplinary action.

These policies refer to the expected overall professional behaviors of students. Students should refer to the most recent version of each policy.

Certification Requirements

Satisfactory completion of an accredited program is a requirement for eligibility to take the national certification examination(s) in the respective radiation science professions. The Department will not verify eligibility if incomplete work is recorded for any portion of the required academic or clinical course work in the student’s professional program. In addition, if the student fails to discharge financial and other obligations sustained as a student, the Department cannot verify completion of the program in good standing.

Students should be aware that some certification bodies require a student to provide information regarding felony and misdemeanor convictions against them. Schools may also be required to provide certification bodies information about academic and professional misconduct while the student was attending school. This information is used to determine eligibility to sit for the certification exam. Students should review the applicable certification body’s website for details to determine if they can meet eligibility requirements.
Section 3
Clinical Education Policies

Radiation science education combines the knowledge of theory and the application of these principles in competent and compassionate patient care. National programmatic accrediting bodies recommend fully integrated didactic and clinic program components. In the Department of Medical Imaging and Radiation Sciences clinic education is an integral part of the total curriculum and is divided into two categories:

- **Clinic Instruction**: laboratory instruction in simulated clinic settings with faculty demonstration and supervised performance by students.
- **Clinic Practicum**: regularly scheduled assignments in the patient care setting for the purpose of acquiring the necessary level of confidence, consistency and competency of clinical performance.

The Department has established policies on clinic education to promote organization and consistency in the clinic education of students within the programs. These policies also ensure the clinic education complies with programmatic accreditation standards.

**Clinical Supervision**

At no time is a student permitted to perform in the simulation laboratory or a clinic setting without supervision by faculty or certified practitioners serving as clinical instructors for the program. Though students must perform independently when the level of proficiency calls for this experience; on-site or side-by-side supervision is always required. Clinic supervision policies in each program are in compliance with respective programmatic accreditation standards.

If a student is certified in another medical imaging/radiation sciences modality, he or she may not act as an employee or be substituted as an employee of the facility under any circumstance during regularly scheduled clinical/practicum time.

**Scheduling of Clinical Education**

Clinic education objectives, evaluations, and rotation schedules are developed by each program’s faculty and implemented by the program’s Clinical Coordinator. Clinic rotation assignments are integrated with didactic and laboratory courses since they are complementary to one another. Clinic assignments are made based on each student’s skills and previous rotation experiences; therefore, students cannot request specific clinical affiliates for convenience. Didactic and clinic activities of the programs do not exceed forty hours per week. Students may only attend clinic during their assigned hours, and all make-up time must be approved in advance by the clinic affiliate and the clinical coordinator. Clinic time may not be made-up in advance of an absence.

**Evaluation of Clinical Performance**
Since clinic education is a credit course and specific competencies must be demonstrated, students are routinely evaluated in all clinic activities based upon specific technical and behavior performance objectives. Objectives and evaluation forms for each rotation and/or semester level are provided to students and clinic supervisors. The evaluation process varies slightly between programs but may include assessment by the Clinical Coordinator, clinic site supervisor/preceptor, and clinical instructors. In addition satisfactory completion of clinic logs, case study presentations, clinic competencies, written clinic exams and other qualitative and quantitative performance measures are required. Student progress/performance is obtained through written evaluations from the clinic and/or discussions between the clinic preceptors and the Clinical Coordinator.

Given the importance of personal responsibility and performance in clinic education activities, all programs employ the Zero Grade system for identifying and correcting deficient clinic performance and essential competencies.

Clinical Affiliate Entry Requirements

Prior to the start of the junior year students are required to provide proof of valid CPR certification, medical insurance, current immunization records, documentation of completion of OUHSC online Environmental Health and Safety training (Blood borne Pathogens, Tuberculosis, and General Safety/Hazard Communication), and documentation of HIPAA training. Failure to provide these documents by the designated deadline will prevent the student from participating in clinic assignments. A delay in undertaking clinic rotation assignments requires make-up of the missed time at a later date, according to Department policies and may also result in reduction of the clinic course grade. Students will not be supplied copies of these documents after they have been submitted to the College/Department. Students must maintain a permanent record of the originals for their records and future employment.

CPR certification must be the American Heart Association BLS Healthcare Provider course. Students must be recertified prior to expiration of their current card and provide proof of updated certification to the Department.

Medical insurance coverage must be current and maintained throughout the entire program.

Students are required to keep their immunizations, CPR certification, drug screen, and background check current whether or not they receive a reminder from the department faculty or staff. The personnel keeping this information will try to send out an email reminder before the end of the semester if due during the next semester. Any item which will be due during a semester must be completed before the beginning of that semester. Failure to complete and submit by the deadline given will result in a zero grade and the student may have to miss clinical time until these items are up-to-date. Any class time missed to meet these requirements may result in an unexcused absence with associated penalties. Any clinical time missed must be made up before the end of the semester by following proper procedure for make-up time.

Students must take their immunization records, CPR card, medical insurance card, hazard communication and HIPAA training documentation, and background check report with them to clinic for review by the clinical affiliate.
Criminal Background Check Policy

The University requires annual criminal background checks of students as a condition of admission and enrollment. In addition, several clinic affiliates associated with the College of Allied Health require such checks. These requirements must be completed by all persons having any opportunity for patient interaction. It is the student’s responsibility to maintain results of the check for presentation to the clinic facility personnel. The clinic sites have the ultimate right to accept or refuse a student based on results of a background check. Should a clinic refuse a student based on the results, the student may be unable to complete the required clinic rotation for that semester; thereby preventing a passing grade in that course, thus delaying or preventing graduation.

Clinic sites may ask the student for results of the background check before rotations begin or on the first day of the rotation. Lack of timeliness in completing the background check may delay a student’s participation in the scheduled clinic experience. Any missed clinic time due to lack of a background check must be made up and a grade reduction may occur to that student’s clinic grade. Clinical coordinators will provide additional information prior to the start of clinic rotations to assist students in obtaining the needed documentation.

Not all clinic sites may accept the results of the same background check; therefore, students should be aware that multiple background checks may be required. Students are responsible for all costs incurred to obtain the required background checks.

The full criminal background check policy can be found here: https://students.ouhsc.edu/Portals/1063/Assets/documents/Risk%20Management/FH-12-C%20Criminal%20Background%20Checks%20Policy%20Updated%2005072015.pdf

MIRS Drug Testing Policy


MIRS Drug Testing Procedures
At a minimum, the procedures below will be applied. The University reserves the right, based on the nature of the test results and other facts, to take additional or different action. For example, the University may determine deferral of admission for newly admitted students or re-enrollment of current students is not in its best interest and neither shall be implemented. Refer to the OUHSC Drug Screening policy for additional details.

It is the students’ responsibility to ensure he/she is relying on current policy.

For both procedures (newly admitted or current students), any cost incurred for drug testing, retesting, or counseling is the responsibility of the student.

Newly Admitted Students

Procedures for new admits with diluted samples
Should a newly admitted student, a student who is accepted but not enrolled in courses, have a
diluted sample on the pre-enrollment drug testing the following procedures will generally be followed.

1. The student will be retested at their own expense. This retest must take place within one week of receiving the results that the initial sample was diluted.
   a. Should the student not get retested within one week, the student’s admission will generally be deferred to the next entering class and the student will be required to submit to an additional drug test within 60 days of the entering semester.
   b. Should the student’s second test be diluted the ‘Procedure for new admits with positive samples’ will generally be followed.

**Procedures for new admits with positive samples**

Should a newly admitted student (a student who is accepted but not enrolled in courses) test positive or have two consecutive diluted results on the pre-enrollment drug testing, the student’s admission will generally be deferred to the next entering class and the student may not be admitted until each of the following is completed:

1. The student has seen a licensed substance abuse counselor and a care plan has been created.
2. After the initial meeting of the student and counselor, a signed letter from the licensed counselor has been sent to the student’s prospective department to verify that the counselor is licensed and to notify the Department of an estimated timeline for treatment plan completion.
3. Once the treatment plan has been completed, a signed letter from the licensed counselor has been received by the Department indicating that the student has successfully completed all requirements of care.
4. Following the above, the student must submit to and receive a negative drug test at an approved vendor site.
5. The student will also be required to complete a drug test as part of the admission process.
6. If for any reason the student tests positive on any subsequent drug test, during the retesting phase or while in the program, the student will be dismissed from the program.

**Currently Enrolled Students**

**Procedures for current students with diluted sample**

Should an enrolled student have a diluted sample, the following procedures will generally be followed:

1. Students who have a diluted sample will be allowed to retest at their own expense
2. If the second consecutive drug screen returns as a diluted sample, the student will be notified by their Clinical Coordinator to go to the approved vendor site, within 24 hours, for a third and final drug screen.
   a. The student is not to attend clinic until a negative drug screen is received by the Department. The student may also be excluded from classes, at the discretion of the Program Director and Clinical Coordinator.
   b. If the student’s third drug screen returns as negative; the student will be allowed
to make up the time missed due to this process, which may include an “I” grade in clinic if necessary.

c. If the student’s third drug screen returns as positive or diluted sample; the MIRS Department “Procedures for current students with positive samples” will generally be followed.

Procedures for current students with positive sample
Should an enrolled student test positive or diluted sample on three consecutive drug tests, the student will be withdrawn from all classes. The student may not re-enroll until the following is completed:

1. The student has seen a licensed substance abuse counselor and a care plan has been created.
2. After the initial meeting of the student and counselor, a signed letter from the licensed counselor has been sent to the student’s prospective department to verify that the counselor is licensed and to notify the Department of an estimated timeline for treatment plan completion.
3. Once the treatment plan has been completed, a signed letter from the licensed counselor has been received by the Department indicating that the student has successfully completed all requirements of care.
4. Once each of the above has occurred, the student must submit to and successfully pass a repeat drug test at an approved vendor site before reenrolling in classes. Reenrollment is subject to program requirements.
5. Because of the sequence in which classes are arranged in each program, the deadline for drug retest may result in the student sitting out of classes and clinic for up to one year.
6. Should a student have to wait more than 60 days to continue in the program, another drug test will be required within 60 days of the return date.
7. If for any reason the student tests positive on any subsequent drug test, the student will be dismissed from the program.

Health Insurance Portability & Accountability Act (HIPAA)

All enrolled students must complete the online HIPAA Privacy and Security training and provide a certificate of completion to the Office of Academic and Student Services annually. It is recommended that students retain a copy of this certificate for their records. The HIPAA training must be completed within thirty (30) days from the first day of classes unless the department or college requires earlier completion, and annually thereafter.

The HIPAA Privacy Regulations established national standards regarding uses and disclosures of all patient-related information and place stringent requirements on practitioners, trainees, and researchers to protect the privacy of patients and research participants and selected others. Additional information about HIPAA, including the University’s HIPAA policies and forms, is available at [http://www.ouhsc.edu/hipaa/](http://www.ouhsc.edu/hipaa/).

When completing assignments that include patient-related information, students must follow these guidelines:
1. Maintain confidentiality concerning all protected health information;
2. Use OUHSC IT approved encrypted jump drives for storing any patient-related information. Patient related information should not be stored on student’s lap top or other devices.
3. Restrict the use and/or disclosure of protected health information, even though permitted, to the minimum necessary to accomplish the intended educational purpose.
4. To the extent consistent with the minimum necessary standard, de-identify patient images and documentation by removing identifying information such as the following, before leaving the clinical setting or using for teaching or research purposes:
   a. All names including patient, physician, and institution.
   b. All addresses; this includes street, city, county, zip code, email address, URLs, Internet Protocol address.
   c. All dates (except year); this includes birth date, admission date, discharge date, procedure date, etc.; additionally for all ages over 89, all elements of dates indicative of age including birth year.
   d. All numbers; this includes medical record, health plan, account, certificate/license, vehicle identifiers, device identifiers and serial numbers, telephone, fax, Social Security, etc.
   e. Biometric identifiers and photographic images.
   f. All other unique identifying numbers, characteristics or codes (e.g., hospital room number).
5. Maintain confidentiality by refraining from discussions about clinical rotation activities or patients on social media sites, including closed, private, or secret groups on social media sites.

Any breach in HIPAA compliance must be reported as soon as possible to the appropriate University Privacy Official.

For questions regarding HIPAA, contact the University Privacy Official at 271-2033; for questions regarding compliance in general, contact the department or the Office of Compliance at 405-271-2511.

**General Guidelines for Clinical Rotations**

Clinical education requirements place students in the patient care setting of several clinical affiliates, each with its own institutional policies and procedures. The following guidelines apply to clinical rotations in all affiliates.

- Clinic affiliates provide the specific experience(s) to fulfill clinic education objectives. This does not preclude requesting students to assist in any area in the affiliate as needed to provide adequate patient care and expand a student’s experience. Tasks expected of practitioners, such as transporting patients and stocking supplies, may be requested of students and should be provided as needed.
- Students should observe the policies for clinic personnel in the affiliate, such as patient care protocols and safety procedures.
- Each program has a faculty member in the role of Clinical Coordinator or Clinical Education Coordinator. This person’s purpose is to visit affiliates to assess student
progress; discuss student progress with clinic instructors and supervisors; observe and advise students in clinic tasks; and seek input and suggestions from clinic personnel regarding improvement of clinic education.

- Students should have cell phones, iPhones, smartphones or other electronic devices turned off while in clinic.
- PDAs are allowed in some clinics but the student must check with the clinical instructor before using these in the clinic.
- An affiliate may request students observe specific starting and concluding times. Provided these demands do not interfere with other scheduled program activities, students are expected to comply with these requests.
- Department policy forbids interruption of patient care to question or dispute orders. Resolution of such conflicts should occur at a time in which patient care will not be compromised. If requested by the student or affiliate instructors, the program’s Clinical Coordinator will assist in the resolution of the issue.
- To avoid putting students in an awkward position, the department requests clinic personnel direct questions and comments regarding policies, procedures, and personnel of the program directly to appropriate college faculty or administration.
- Students should avoid such discussions and bring the issue to the attention of the Clinical Coordinator, Clinical Education Coordinator, or Program Director. Students must demonstrate responsibility and dependability regarding the use of time, equipment, and supplies at their disposal in the clinic setting.

Clinic Absences

Students must notify their clinic affiliate and Clinical Coordinator/ Clinical Education Coordinator of any absence from a scheduled rotation in advance of the time they are scheduled to report to the affiliate. Absence from a clinic course occurs when a student misses any portion of a scheduled clinic rotation, clinic discussion or seminar. All clinic course absences must be made up by equivalent time spent in the specific activity missed. It is the student’s responsibility to make arrangements for make-up with the Clinical Coordinator in advance of completing any make-up time or activities. Failure to follow these guidelines may result in a Zero Grade penalty that will impact the final clinic course grade.

Clinical Coordinators/ Clinical Education Coordinators have flexibility in assigning make-up time when the absence is due to:

- Jury duty.
- Death of a student’s immediate family member or relative.
- Funeral attendance of an immediate family member or relative.
- Life-threatening accident or illness to student, student’s immediate family member or relative.
- Student illness requiring hospitalization or home confinement.
- Other severe and unavoidable circumstances that occurs in the life of the student or his/her immediate family.

Due to the sequential nature of the MIRS curriculum, students may not progress at the normal pace if they miss clinic for an extended amount of time, regardless of the reason. This curriculum delay may postpone their graduation date.
Clinical education coordinators do not have flexibility to assign an incomplete grade to allow extended make-up time when the absence is due to:

- Vacations
- Weddings
- Mission trips
- Absences resulting from unprofessional behavior(s) in clinic
- Other non-injury, non-illness, or non-catastrophic related absences

If the student misses clinic time than cannot be made up in the regular semester, the student may earn one zero grade reduction to their final course grade for each clinical occurrence that is missed and cannot be made-up.

Make-up time is not required if a student has been authorized to be absent for attendance at an approved professional meeting. The student must fulfill all requirements specified in advance by the faculty for attendance at the meeting in order to be exempt from make-up of clinic time.

When absence from clinic assignments is authorized by the Clinical Coordinator/ Clinical Education Coordinator in the final months of the program for employment interviews and similar activities, students are not required to make-up the missed clinic time. The Clinical Coordinator/ Clinical Education Coordinator will indicate the maximum number of hours that may be excused for this purpose. Absences exceeding this limit must be made-up according to department policy.

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Students must fill out [Student Incident Form](#) for any accident or injury either in class or clinic as soon as possible but within 24 hours of the incident. This includes blood/body fluid exposures or serious communicable diseases (Tb, Ebola, etc.).

The College of Allied Health requires all students to have health insurance coverage while enrolled at the University of Oklahoma Health Sciences Center. Evidence of insurance coverage should be presented by the student for emergency room or physician services.

**Additionally, for blood/body fluid exposure, students should follow these guidelines:**

1. If the exposure occurs Monday through Friday between 8:30 a.m. and 4:30 p.m., the student should report the incident to his/her clinic supervisor **AND** fill out the Student Incident Form and send to the clinical coordinator, **AND**;

2. An **Oklahoma City campus student** should report to the Family Medicine Center Green Clinic, 900 NE 10th, within an hour of the incident. If the blood/body fluid exposure occurs after-hours, weekends, scheduled holidays, or other times when the Family Medicine Center's Clinic is closed, the student should immediately go to the nearest hospital emergency department and seek treatment. The following weekday morning, the student should contact Student Health Services at 405.271.4311 to complete the campus incident report.

**OR**
3. A **Tulsa campus student** should immediately notify the OU-Tulsa Student Health Clinic at 918.619.4565. If the blood/body fluid exposure occurs after-hours, weekends, scheduled holiday, or other times when the Student Health Clinic is closed, the student should immediately contact the nearest hospital emergency department and seek treatment. The following weekday morning, the student should contact the OU-Tulsa Student Health Clinic at 918.619.4565 to complete the campus incident report.

For all other accidents/injuries in clinic or class: The incident should be reported to the clinic supervisor and/or faculty and the Student Incident Form should be submitted to the clinical coordinator.

**General Guidelines for Clinic Dress**

Programmatic clinic dress codes address patient and student safety as well as professional appearance to instill patient confidence. Though some affiliates have employee dress codes that differ from those of students, dress codes for students comply with standards at all facilities and must be observed at all times by students when at a clinic affiliate for any school activity regardless of the amount of time. On days when not in the clinic environment, students are expected to dress in a manner consistent with an academic environment. Proper identification of personnel in clinical facilities is a courtesy to patients and other personnel encountered and a strict requirement for safety and accountability reasons. Identification as a student indicates ties to a respected university and engagement in the educational process. Required identification for students while in the clinical environment includes:

- OUHSC photo identification card unless a specific hospital ID is provided and attached to the lapel.
- Designated white lab coat and wine colored scrub uniform purchased from the Uniform Shoppe:
  - 6221 E. 61st Street
  - Tulsa, OK 74136
  - (918) 494-7682
  - 10503 N. May Avenue
  - Oklahoma City, OK 73120
  - (405) 755-6600
- Lab coat with MIRS patch sewn on the left sleeve of the white coat below the shoulder and the left shoulder of the scrub top.
- If following the uniform requirements: the scrub top with the MIRS department patch sewn on the left sleeve.
- The department patch will be sewn on as part of the uniform purchase from the Uniform Shoppe

Students are expected to adhere to the listed general guidelines. These guidelines are listed to comply with hospital professional dress codes and requirements; to present a professional appearance; and to protect the health and safety of patients and themselves.

- Clinic dress must be clean and tidy. Purchase and cleaning of clinical clothing is the student’s responsibility.
- Strong odors such as perfume and aftershave should be avoided since people who are ill are frequently sickened by even pleasant odors. Daily bathing and use of deodorant are also essential.
- Hair longer than collar length must be controlled by tying it back or pinning it up. This prevents hair from coming in contact with patients and germ-laden surfaces and falling...
into sterile fields. It is wise to wash hair daily to safeguard against bacteria and other organisms.

- Male students should be clean shaven. Beards and moustaches should be kept short and neatly trimmed.
- Hand washing is the single most effective method of reducing transmission of germs to others; therefore, it should become second nature to students.
- Fingernails should be kept short and rounded to avoid injury to patients and damage to equipment. Shorter nails are also easier to keep free of germs with hand washing. If nail polish is used, avoid faddish or extreme shades such as black, blue, purple, green or yellow colors. All nails must be solid in color and the same color. No nail jewelry or art is allowed. Chipped nail polish, artificial or extender nails are prohibited.
- Jewelry such as long necklaces and elaborate earrings should be kept to a minimum since they may scratch a patient, be grasped by a patient, or become caught in equipment. Frequent hand washing makes the wearing of rings and bracelets inconvenient and increases the risk of loss since they should be removed when washing hands.
- Body jewelry visible during clinical rotations and seminars held at clinical affiliates, other than those previously addressed, is prohibited. This includes, but is not limited to nose, eyebrow, lip, tongue, and chin jewelry.
- Tattoos must be appropriately covered during clinical rotations.

**Clinic Dress Code – Nuclear Medicine**

State and federal regulations for safe handling of radioactive materials dictates the dress code for nuclear medicine students. A fingertip length white lab coat over suitable street clothes or a uniform meets these regulations.

Professional attire requires a full-length white lab coat with the departmental patch (purchased from the Uniform Shoppe) sewn on the left sleeve or left breast pocket; hose or socks, and durable, supportive dress shoes or all white athletic shoes described in the following paragraph. Males must wear a collared button-down dress shirt; women’s dresses and skirts must be knee cap length. Pant length should reach the top of the shoe to avoid contact with germs on the lower shoe and floor. Prohibited clothing generally includes but is not limited to denim jeans, skirts, shirts, vests, or dresses; shorts; T-shirts, sweat shirts, tank tops, sleeveless shirts or halters; capri pants, hats and head scarves, and sandals, high heels, or shoes with an open toe or open heel. Professional street attire must be worn at clinical sites that specifically state it as the student dress code.

Uniform attire requires: a full length white lab coat with the departmental patch sewn on the left sleeve or pocket; department designated wine colored scrubs that are hemmed to the top of the shoe and neatly pressed; a solid white T-shirt worn under the scrub top with sleeves not hanging lower than the scrub sleeves; white hose or socks, and all white leather athletic shoes (no colored shoe laces or markings and no high-top styles). Uniform attire may be worn only at clinical sites that have given formal approval to the program for this dress code.

An optional long-sleeved wine colored scrub jacket with the patch sewn on the sleeve may be worn in clinics that permit it. The jacket style is designated by the department. The optional scrub jacket does not replace the need to wear a designated short sleeve scrub top, nor is it a substitute for the regulatory mandated lab coat for radioisotope handling.
Clinic Dress Code – Radiation Therapy/ Medical Dosimetry

Medical Dosimetry
In the clinical environment, Medical Dosimetry students must wear a white lab coat over suitable professional clothes or uniform.

Professional attire requires: a white lab coat with the department patch sewn on the left sleeve or left breast pocket; hose or socks; and durable, supportive dress shoes or all white athletic shoes described in the following paragraph. Males must wear a collared button-down dress shirt; women’s dresses and skirts must be knee cap length. Pant length should reach the top of the shoe to avoid contact with germs on the lower shoe and floor. Prohibited clothing includes but is not limited to denim jeans, skirts, shirts, vests, or dresses; shorts; T-shirts, sweat shirts, tank tops, sleeveless shirts or halters; capri pants; hats and head scarves; and sandals, high heels, or shoes with an open toe or open heel. Professional street attire must be worn at clinic sites that specifically state it as the student dress code.

Radiation therapy students may wear the professional attire or the uniform attire.

Uniform attire requires: a white lab coat with the departmental patch sewn on the left sleeve or left breast pocket; department designated wine colored scrubs that are hemmed to the top of the shoe and are neatly pressed; a solid white T-shirt worn under the scrub top with sleeves not hanging lower than the scrub sleeves; white hose or socks, and all white leather athletic shoes (no colored shoe laces or markings and no high-top styles). Uniform attire may only be worn at clinic sites that have given formal approval to the program for this dress code.

Alternate uniform attire requires: A lab coat does not have to be worn if the following conditions are met: Wine scrubs as outlined above with the departmental patch sewn on the left sleeve or left breast pocket. It is especially important when the student is not wearing a lab coat to make sure the T-shirt does not show below the sleeves or the hem of the top. Scrub tops designed to be tucked in must be tucked in at all times. Scrub pants and top combinations must not show the student’s bare skin when he/she is bending over or performing usual tasks at clinic.

An optional long-sleeved wine colored scrub jacket with the patch sewn on the sleeve may be worn in clinics that allow long-sleeve jackets. The jacket style is designated by the department. The optional scrub jacket does not replace the need to wear a designated short sleeve scrub top, nor is it a substitute for the white lab coat which may be required to be worn by the clinic sites.

Clinic Dress Code - Sonography

In the clinical environment, sonography students must wear a white lab coat over suitable professional clothes or uniform.

Professional attire requires: a white lab coat with the department patch sewn on the left sleeve or left breast pocket; hose or socks; and durable, supportive dress shoes or all white athletic shoes described in the following paragraph. Males must wear a collared button-down dress shirt; women’s dresses and skirts must be knee cap length. Pant length should reach the top of the shoe to avoid contact with germs on the lower shoe and floor. Prohibited clothing includes but is not
limited to denim jeans, skirts, shirts, vests, or dresses; shorts; T-shirts, sweat shirts, tank tops, sleeveless shirts or halters; capri pants; hats and head scarves; and sandals, high heels, or shoes with an open toe or open heel. Professional street attire must be worn at clinic sites that specifically state it as the student dress code.

Uniform attire requires: a white lab coat with the departmental patch sewn on the left sleeve or left breast pocket; department designated wine colored scrubs that are hemmed to the top of the shoe and are neatly pressed; a solid white T-shirt worn under the scrub top with sleeves not hanging lower than the scrub sleeves; white hose or socks, and all white leather athletic shoes (no colored shoe laces or markings and no high-top styles). Uniform attire may only be worn at clinic sites that have given formal approval to the program for this dress code.

Alternate uniform attire requires: A lab coat does not have to be worn if the following conditions are met: Wine colored scrubs as outlined above with the departmental patch sewn on the left sleeve or left breast pocket. It is especially important when the student is not wearing a lab coat to make sure the T-shirt does not show below the sleeves or the hem of the top. Scrub tops designed to be tucked in must be tucked in at all times. Scrub pants and top combinations must not show the student’s bare skin when he/she is bending over or performing usual tasks at clinic. An optional long-sleeved wine colored scrub jacket with the patch sewn on the sleeve may be worn in clinics that allow long-sleeve jackets. The jacket style is designated by the department. The optional scrub jacket does not replace the need to wear a designated short sleeve scrub top, nor is it a substitute for the white lab coat which may be required to be worn by the clinic sites.

**Clinic Dress Code - Radiography**

In the clinical environment, radiography students must wear a fingertip length white lab coat over suitable street clothes or uniform.

Professional attire requires: a white lab coat with the departmental patch sewn on the left sleeve or left breast pocket; hose or socks; and durable, supportive dress shoes or all white athletic shoes described in the following paragraph. Males must wear a collared button-down dress shirt; women's dresses and skirts must be knee cap length. Pant length should reach the top of the shoe to avoid contact with germs on the lower shoe and floor. Prohibited clothing includes but is not limited to denim jeans, skirts, shirts, vests, or dresses; shorts; T-shirts, sweat shirts, tank tops, sleeveless shirts or halters; capri pants; hats and head scarves; and sandals, high heels, or shoes with an open toe or open heel. Professional street attire must be worn at clinic sites that specifically state it as the student dress code.

Uniform attire requires: a white lab coat with the departmental patch sewn on the left sleeve or left breast pocket; department designated; wine-colored scrubs that are hemmed to the top of the shoe and are neatly pressed; a solid white T-shirt worn under the scrub top with sleeves not hanging lower than the scrub sleeves; white hose or socks, and all white leather athletic shoes (no colored shoe laces or markings and no high-top styles). Uniform attire may only be worn at clinic sites that have given formal approval to the program for this dress code. Lab coats may have long sleeve or three-quarter sleeves but must completely cover the scrub top and undershirt sleeves.

Alternate uniform attire requires: A lab coat does not have to be worn if the following conditions are met: Wine colored scrubs as outlined above with the departmental patch sewn on the left sleeve or left breast pocket; hose or socks; and durable, supportive dress shoes or all white athletic shoes described in the following paragraph. Males must wear a collared button-down dress shirt; women's dresses and skirts must be knee cap length. Pant length should reach the top of the shoe to avoid contact with germs on the lower shoe and floor. Prohibited clothing includes but is not limited to denim jeans, skirts, shirts, vests, or dresses; shorts; T-shirts, sweat shirts, tank tops, sleeveless shirts or halters; capri pants; hats and head scarves; and sandals, high heels, or shoes with an open toe or open heel. Professional street attire must be worn at clinic sites that specifically state it as the student dress code.

Uniform attire requires: a white lab coat with the departmental patch sewn on the left sleeve or left breast pocket; department designated; wine-colored scrubs that are hemmed to the top of the shoe and are neatly pressed; a solid white T-shirt worn under the scrub top with sleeves not hanging lower than the scrub sleeves; white hose or socks, and all white leather athletic shoes (no colored shoe laces or markings and no high-top styles). Uniform attire may only be worn at clinic sites that have given formal approval to the program for this dress code. Lab coats may have long sleeve or three-quarter sleeves but must completely cover the scrub top and undershirt sleeves.

Alternate uniform attire requires: A lab coat does not have to be worn if the following conditions are met: Wine colored scrubs as outlined above with the departmental patch sewn on the left sleeve or left breast pocket; hose or socks; and durable, supportive dress shoes or all white athletic shoes described in the following paragraph. Males must wear a collared button-down dress shirt; women's dresses and skirts must be knee cap length. Pant length should reach the top of the shoe to avoid contact with germs on the lower shoe and floor. Prohibited clothing includes but is not limited to denim jeans, skirts, shirts, vests, or dresses; shorts; T-shirts, sweat shirts, tank tops, sleeveless shirts or halters; capri pants; hats and head scarves; and sandals, high heels, or shoes with an open toe or open heel. Professional street attire must be worn at clinic sites that specifically state it as the student dress code.

Uniform attire requires: a white lab coat with the departmental patch sewn on the left sleeve or left breast pocket; hose or socks; and durable, supportive dress shoes or all white athletic shoes described in the following paragraph. Males must wear a collared button-down dress shirt; women's dresses and skirts must be knee cap length. Pant length should reach the top of the shoe to avoid contact with germs on the lower shoe and floor. Prohibited clothing includes but is not limited to denim jeans, skirts, shirts, vests, or dresses; shorts; T-shirts, sweat shirts, tank tops, sleeveless shirts or halters; capri pants; hats and head scarves; and sandals, high heels, or shoes with an open toe or open heel. Professional street attire must be worn at clinic sites that specifically state it as the student dress code.

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sleeve or left breast pocket. It is especially important when the student is not wearing a lab coat to make sure the T-shirt does not show below the sleeves or the hem of the top. Scrub tops designed to be tucked in must be tucked in at all times. Scrub pants and top combinations must not show the student’s bare skin when he/she is bending over or performing usual tasks at clinic.

An optional long-sleeved wine colored scrub jacket with the patch sewn on the sleeve may be worn in clinics that allow long-sleeve jackets. The jacket style is designated by the department. The optional scrub jacket does not replace the need to wear a designated short sleeve scrub top, nor is it a substitute for the white lab coat which may be required to be worn by the clinic sites.

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**Section 4**

**Department Information & Policies**

The following section discusses information and policies specific to the Department of Medical Imaging and Radiation Sciences.

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**Location of Departmental Offices and Labs**

The Department of Medical Imaging and Radiation Sciences departmental office and faculty offices are located on the third floor of the College of Allied Health building in Oklahoma City. Programmatic labs are on the first floor.

Faculty offices and programmatic classrooms are located on the second floor of the Academic Building in Tulsa.

Room numbers for departmental laboratories and other facilities are as follows:

**Oklahoma City**

<table>
<thead>
<tr>
<th>Room No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1024</td>
<td>Sonography Laboratory</td>
</tr>
<tr>
<td>1032</td>
<td>Radiography Laboratory</td>
</tr>
<tr>
<td>1036</td>
<td>CT Simulation Laboratory</td>
</tr>
<tr>
<td>1037</td>
<td>Image Processing Class/Lab</td>
</tr>
<tr>
<td>1038</td>
<td>Nuclear Medicine Imaging Laboratory</td>
</tr>
<tr>
<td>1039</td>
<td>Radiation Therapy/Dosimetry Laboratory</td>
</tr>
<tr>
<td>1144</td>
<td>Student Mailboxes</td>
</tr>
</tbody>
</table>

**Tulsa**

<table>
<thead>
<tr>
<th>Room No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2J02</td>
<td>Sonography Class Laboratory</td>
</tr>
<tr>
<td>2J07</td>
<td>Radiography Class Laboratory</td>
</tr>
</tbody>
</table>

A list of departmental faculty and their office numbers is located on the MIRS web site.

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**Proper Forms of Address**
When addressing faculty in the College and other facilities, students should use the last names of faculty preceded by Professor, Mr., Ms., or Dr., as applicable or requested by that individual. This form of address also applies to staff, clinical instructors, supervising technologists, physicians, and patients at all clinical affiliates. Addressing people with appropriate recognition serves to strengthen proper relationships and mutual respect among faculty, clinicians, patients and students.

**Communication with Students**

The College maintains a Student Copy/Mail Center in AHB 1144 (OKC) and Student Class Labs (Tulsa). These rooms contain an individual mailbox for each student and remain available to all enrolled students for easy access. Students should check their mailboxes at least weekly since faculty utilize them to distribute information and many university memos and notifications are placed in mailboxes. Other information pertinent to students is placed on the bulletin board in the Copy/Mail Room and Image Processing Class Lab 1037 (OKC).

Faculty, staff, administrative offices, and campus organizations frequently notify students of important information via their OUHSC email address. **Students should check their campus email daily but not during clinic hours.**

Texting is not an accepted form of communication between faculty and students. Students should contact faculty via telephone, voicemail, or email. This applies to both class and clinic activities.

**Failure to respond to faculty email, phone calls, or other communication in a timely fashion as communicated by the faculty member is unprofessional and may result in a zero grade or other sanction.**

**Visiting Faculty Offices**

Students may communicate with faculty via telephone or email or by visiting faculty offices. Students are asked to schedule appointments when more serious advisement or discussion sessions are needed.

When visiting a faculty member’s office, the following rules apply:

- Knock on office doors and wait until asked to enter.
- If the door is open but the faculty member is occupied in conference or telephone call, wait outside until the faculty member becomes available.
- If a student’s business is urgent, a message should be left with the departmental secretary indicating where the student may be reached when the faculty member is free.
- In an emergency situation when a specific faculty member is unavailable, the student should refer the problem/request to another faculty member or administrator so that it can receive immediate attention.
- Students should not leave assignments under a faculty member’s office door. They should be given to a departmental secretary who will log in receipt of the material and bring it to the faculty member’s attention upon his/her return.
Students must not enter faculty offices, borrow items, or use office facilities without the faculty member being present. Rare exceptions to this rule may arise but only by advance arrangement with the faculty member, who will request a member of the staff or faculty assist the student in his/her absence. Students entering unoccupied faculty offices without prior arrangements may be subject to disciplinary action.

**Departmental Staff**

Staff members are an integral part of the department and deserve respect and courtesy. They support the department’s educational mission, but their services are not at the disposal of students. Students should not request the staff to make photocopies, type letters or papers, or transmit incoming personal phone calls, unless in a declared emergency (e.g. child-care or family emergency).

**Departmental Student File**

An electronic file is maintained in the department office files for all students. The following items are generally maintained in this file:

- Enrollment forms and course sequences
- A copy of all departmental and programmatic correspondence sent to students.
- Memoranda documenting disciplinary action.
- Copies of reference letters and other documentation a student requests a faculty member to provide.
- Letters of commendation and documents noting special achievement.
- Departmental release forms.

**Attendance**

Students are responsible for mastering the content of all courses in which they are enrolled. Specific requirements for class attendance are the responsibility of the individual course instructor and will be contained in the course syllabus. Attendance is taken in all Department courses.

When absences affect a student’s coursework, the instructor will schedule a formal meeting with the student and may also impose disciplinary action in accordance with Department policies. If absences are excessive, a student may be withdrawn from the program in accordance with University policy.

It is recognized that during the two years of the program, situations may arise that could cause a student to be late to or absent from class or clinic rotation. Healthcare providers are expected to provide service to individuals regardless of personal conditions in their own lives; therefore, absence and tardiness should be kept to a minimum. A professional sense of responsibility in such matters is required from the outset of the program to develop the professional attitude expected by employers.
Guidelines for notification of absence from a clinic rotation are provided in Section 3, Clinical Education Policies. The following are guidelines for absence from all other programmatic activities:

- A student must contact or leave a message in advance for all faculty in which courses he/she will be absent or tardy. Failure to contact a faculty member may impact a student’s course grade as delineated in the course syllabus.
- If absence will last several days, the student should contact his/her program director to explain the situation and the expected date of return.
- It is the student’s responsibility to be familiar with absence policies in course syllabi and to contact each course instructor upon return to school regarding options to make up missed work.
- Students with military or jury duty must inform their program director as soon as possible and provide documentary evidence of the activity. These students must notify all course faculty of their absence and make advance arrangements for makeup of missed tests, labs, etc.

Make-up activities are at the discretion of each course instructor, including make-up of clinic time and interim or final examinations. The faculty member has the authority to assign a grade of “0” for any missed work unrelated to communicated military duty or jury duty.

Closing of Facilities Due to Weather and Holidays

If academic units of the Health Sciences Center are officially closed by the Senior Vice President and Provost or the University President due to hazardous weather or other causes, students are excused from all courses. Information on such closings is provided to the media and announced on television and radio stations. Information regarding campus closures is also announced on the OUHSC home page and is available at 405.271.6499 (OKC) and 918.660.3999 (Tulsa).

The Campus Police and Public Safety website (http://www.ouhsc.edu/police/) includes policies and procedures of interest to students, general safety, hazardous weather, and emergency services.

If closings occur during the school day in OKC or Tulsa, notice will be passed on to students in class as soon as it is received. If a single campus is closed, the College computing staff will attempt to initiate video capture of all classroom lectures which are being video conferenced, so that at the discretion of the instructor those class sessions may be made available via video streaming.

Students in clinical assignments are considered professionals-in-training and are learning the responsibilities of health care providers whose services are vital to patients, clinics, and hospitals. Therefore, students are also responsible for meeting their clinic obligations, regardless of inclement weather or other cause for University closing unless relieved of these duties by their instructor/clinical supervisor.

If a student chooses not to attend classes or clinic assignments due to the weather, he/she must follow the policies for notification of absence and will be responsible to make-up missed clinic time and class activities, if permitted. These absences may be unexcused. See course syllabus for details of unexcused absences.
Some clinic affiliates recognize holidays that are not observed by the University. When students are assigned to such a clinic site, they are not responsible for clinic attendance that day but must notify their clinical coordinator of such holidays and attend all scheduled classes.

In the unlikely event that a clinic affiliate unexpectedly closes for equipment updates or other reasons, a student must contact his/her clinical coordinator or program director immediately for assignment to another facility or alternate activity.

### Student Employment

The Department of Medical Imaging and Radiation Sciences is committed to educating radiographers, nuclear medicine technologists, radiation therapists, sonographers, and Dosimetrists who meet nationally accepted ethical and performance standards in their professional fields. Student employment in the capacity of an unsupervised practitioner in the discipline in which the student has not yet completed training is strongly discouraged. Students considering such employment should discuss the situation with their Program Director.

In the event a student does accept general employment during the program, it remains the student’s responsibility to meet all requirements of the professional program, such as attendance in class, clinic rotations, and satisfactory grades. In accordance with program accreditation standards, students are not allowed to receive payment as employees during scheduled clinic rotations.

Conditions under which a student may accept supervised employment as a practitioner include, but are not limited to, the following:

- Shortage of qualified practitioners
- Subsequent full-time employment opportunity
- Financial hardship

A student anticipating such employment should first discuss the matter with their program director. Together they will evaluate the student’s competence to assume employment as evidenced by satisfactory progress in the professional program. The Program Director will request evidence that satisfactory supervision is available at the facility and that the employment will not jeopardize the University, Department, or student. Students accepting employment must complete a Professional Employment Notification form available on the Department’s website.

Students engaging in professional employment should be aware that student malpractice insurance covers them only while they are on assigned clinical rotations as a student. Under no circumstances will professional employment hours or activities substitute for assigned clinical education requirements. Departmental approval of professional employment in no way implies any level of department responsibility for the student when he/she is engaged in employment activities.

### Laptop Requirements and Expectations

Students are required to have their laptop computers available for examinations and in-class assignments. Students should come to the class with their laptop fully charged and with all required software installed that is needed to complete the exam or assignment. The number of
available outlets for charging laptops are limited in some classrooms. Should a student come to class without their required laptop, he/she will be expected to retrieve his/her laptop immediately and complete the exam or assignment with what time remains in class. Forgetting to bring a laptop will not be an acceptable excuse to extend the time period assigned to complete the exam or assignment nor to request a make-up exam or assignment. IT services have limited laptops used for system-testing purposes but those are not distributed on a regular basis to students who forget their laptop. If the examination time period permits, a classmate’s laptop may be used to take or complete an exam, however, one should not expect that someone else will make their laptop available. Students are responsible for content missed while retrieving their laptop and the time missed will be considered an unexcused absence. Failure to comply with this policy may result in the student receiving no credit for the exam or assignment.

Electronic Devices

All students are required to behave in a professional and respectful manner while in class and clinic and comply with the Electronic Devices policy in the CAH Student Handbook.

Because of interference with classroom technology, electronic communication and entertainment devices, including but not exclusive to cell phones, MP3 players, iPads, iPhones and pagers should be “off” while in class.

Students should not have cell phones, iPhones, or other electronic devices turned on while in clinic.

Electronic Media & Copyright

Students shall not post or forward photos, comments, or other forms of web-based material of OU faculty, students, clinical personnel, or patients to web-based social media sites such as, but not limited to, Facebook, My Space, Twitter, or blog sites, without the person’s written permission or the patient’s written Authorization. Students should be especially careful to avoid discussing any information protected by the Health Insurance Portability and Accountability Act (HIPAA). Any student found to have posted, supplied, or forwarded copyright or protected materials for postings on web-based communication sites without written permission or Authorization shall be subject to disciplinary action.

In addition to being subject to the University’s HIPAA Privacy and Security policies, students are also held to the standards outlined in the MIRS Essential Competency Policy and Document, zero grade policy and the University Procedures for Handling Breaches of Ethical and Professional Behavior Standards.

Audio and Video Recordings

Students may be recorded by audio and/or video in class or seminars. These recordings are shared with other classmates and faculty using a secured password protected portal. Any specific behavior that does not meet the Essential Competencies during these audio and video captures may be used in cases of academic misconduct proceedings.

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1 The University’s HIPAA Authorization form for the release of PHI is available on the HIPAA webpage.
In addition, students must request permission to audio or video record any lecture, laboratory or educational occurrence with another individual including faculty, students or clinical personnel.

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**Office Facilities and Supplies**

Facilities, equipment, and supplies of the Departmental office are for the use of faculty and staff. Students should arrive for class with the necessary equipment and supplies and should not borrow pencils, paper, and other items from the Departmental office.

Electronic and audiovisual equipment and educational items such as models and film files are not for student use unless authorized by a faculty member. If permission is granted, the student must sign for the item(s). Such items cannot be removed from the College premises.

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**Maintenance of Facilities and Decorum**

Students should contribute to the cleanliness of the College by appropriately disposing of all food items, paper, and other trash. Students utilizing a classroom or laboratory should leave the room as they found it, including returning technology to the default setting or placing furniture in an orderly manner for use by the next occupants of the room.

Classes are in session in the Allied Health Building (OKC) and in the Academic Buildings (Tulsa) from 7:00 am until 10:00 p.m., Monday through Friday. Therefore, noise level in hallways, laboratories, classes, lounges, and offices should be kept low to prevent disruption of classes and meetings. Doors to labs, classes, and common areas should be kept closed to reduce noise. Televisions in labs and classrooms are for educational purposes only and should not be used to view commercial television programming.

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**Laboratory Utilization Guidelines**

Students must maintain departmental clinic simulation laboratories with as much care and order as actual patient care facilities. Maintenance of laboratories in the clinic setting is the responsibility of practitioners; therefore, students are expected to assume maintenance and organization responsibility for laboratories in the educational environment.

Each program will provide students with specific procedures for maintenance and safe utilization of its laboratory. Many of these rules are mandated by federal or state regulations; therefore, failure to observe policies regarding laboratory use may subject a student to disciplinary action.

General laboratory regulations are as follows:

- Students are not permitted to use any laboratory without first obtaining permission from a faculty member in that program. The faculty member must be present in the lab or in the Department and immediately available during the student’s use.
Accidents, questions or problems in using laboratory equipment should be brought to the immediate attention of the supervising faculty member.

- The image processing laboratory (AHB 1037) has specific guidelines for proper use and care of the equipment that are communicated by the specific program faculty.
- Laboratory supplies are purchased with student clinic education fees. Careful use of supplies and reduction of waste will assist in maintaining fees at their current level.
- Faculty should be notified when laboratory supplies are running low so more can be ordered in a timely manner.
- Eating, drinking, smoking, and other tobacco use is prohibited in laboratories.
- Under no conditions are students permitted to perform procedures on each other or on models except in the sonography program, after the appropriate release form has been signed, a witness is present, and faculty are in the campus. In all lab procedures using ionizing radiation, phantoms will be the only items on which procedures may be performed.
- Human subjects will not be examined in any department laboratory, unless supervised by a faculty member under University guidelines.
- All laboratory equipment must be correctly turned off when laboratory exercises are completed.
- Doors to labs must be kept closed at all times. The door to AHB 1032 (OKC) or 2J01 (Tulsa) must be locked when x-ray equipment is being utilized.
- Use of laboratory facilities after school hours is strictly by advanced arrangement with a faculty member, who must be on-site to supervise the activity.
- Lab materials including videos, films and equipment must remain in the laboratory unless a faculty member has authorized removal by a student.
- Radiation dosimeters must be worn when working in laboratories utilizing ionizing radiation.
- Students must follow all radiation safety policies applicable to the laboratory being utilized.

### Advanced Standing Examinations

Advanced standing examinations over courses in the Departmental programs may be attempted by students in accordance with University policy on Extrainstitutional Learning. The Department Chair coordinates departmental advanced standing examinations. Students wishing to attempt advanced standing examinations should first consult with their program director, then the Department Chair. Further information is located in the OUHSC Student Handbook: [http://www.admissions.ouhsc.edu/handbook/StudentHandbook.pdf](http://www.admissions.ouhsc.edu/handbook/StudentHandbook.pdf)

### Examinations

Department policy recommends but does not require that a student be allowed to review a graded examination. Students should generally be permitted to review a graded paper or project within a reasonable time. A two-week limit for reporting grades is considered reasonable. To provide a fair and consistent testing environment that discourages academic misconduct, departmental faculty may utilize the following standards when conducting tests and quizzes:
- Time will be given just prior to the start of the examination for faculty to prepare the testing environment.
- Exams must be taken at the time and place indicated by the course instructor.
- For proctored online exams, the course instructor may require a password to access the exam. The password will be provided in the proctored location at the scheduled time.
- Hats or hoodies may not be worn.
- Programmable calculators (including devices such as cell phones or smart watches) are not permitted.
- Instructors will provide scratch paper if needed.
- All electronic communication devices must be stored in backpack or in a designated area during an exam or quiz and should be turned completely off.
- Book bags, notebooks, flash cards, electronic communication devices and other items must be put away before the assessment begins.
- Items other than materials needed for the examination may not be allowed in the testing room.
- Students may not leave the testing room unless they are ill.
- Students arriving late must schedule a make-up version of the assessment if any student completed the assessment and left the testing room prior to the late arrival.
- Seating guidelines will be implemented which may include:
  o At least one seat between students
  o Seating chart prepared by the faculty member

Faculty in the Department adhere to the University schedule and policy concerning final examinations unless an exception is granted prior to the start of the semester. Every course will have a final examination unless otherwise announced by the instructor. Special early examinations given to individual students or groups of students as substitutes for final examinations are prohibited. When a final examination is given, the student must take the examination unless a makeup examination has been discussed with the course instructor. A student will not be expected to take more than two examinations in one day. The OUHSC final examination schedule is published online: [http://admissions.ouhsc.edu/CurrentStudents/Courses.aspx](http://admissions.ouhsc.edu/CurrentStudents/Courses.aspx) with additional information listed for each semester.

### Posting of Grades

Grades may be posted on the web in D2L® at the faculty’s discretion. At the end of each semester, students should compare the permanent record to the displayed grade in the course to confirm the final posted grade is accurate.

### Membership and Participation in Professional Associations

The Department believes in providing opportunities for development of the entire professional person. Students are encouraged to join their respective professional association(s) and participate in professional meetings, activities, and competitions. Opportunities for participation vary with each Department program. Junior students are encouraged to attend local professional activities while senior students are encouraged to travel to state, regional, and national meetings.
The program director’s permission to be absent to attend a professional meeting must be secured by the student in advance of the absence. A formal written request containing the details of the meeting and the length of the absence must be provided to the program director at least one month in advance of the meeting. The program director will determine whether the meeting contains adequate educational value to justify absence for travel and will define time limits and other conditions the student must meet to be excused from making up the missed clinical time. The decision and attendance criteria will be provided by the program director in a timely manner.

Once travel has been approved a student should consult with each of his/her course instructors prior to the absence to obtain information on assignments and make-up work that will be required. When disciplinary courses are involved and the entire class is seeking permission to attend a meeting, instructors may postpone or rearrange class sessions to accommodate the meeting.

Though the department may grant permission for an excused absence for professional travel, it does not assume responsibility for expenses. Expenses are the responsibility of the student. In addition, if stated conditions for participation in educational activities at the meeting are not met, the student may be required to make up the absence according to the clinical absence make-up policy.
Faculty in the Department of Medical Imaging and Radiation Sciences recognize the importance of academic, professional and personal advisement, particularly for students in professional programs which require adjustment and integration to a specialized course of study and a new and challenging environment.

**Academic and Professional Advisement**

The Program Director serves as academic advisor to all students in his/her program. The Program Director keeps current with students’ grades and will initiate a meeting if difficulties are noted. This does not preclude a student from requesting a meeting with his/her Program Director at any time to discuss academic progress.

Program Directors also provide their students with professional and career counseling as needed or when requested. This may include consideration of unacceptable behaviors, applying for a second major in the department, job market outlook, employment resources, etc.

If a student is having difficulty in a specific course, he/she is encouraged to meet with the course instructor first to discuss the issue. If this course of action does not prove beneficial, the student should consult with his/her Program Director, Chairperson or Vice-Chairperson, the Assistant Dean of Student Affairs, and then the College Dean, in that sequence.

If a student encounters problems in a clinic rotation assignment, he/she should ensure that patient needs are met, and then contact the Clinical Coordinator to discuss the problem. Refer to *Section 3 Clinic Education Policies*, for additional information on resolving such difficulties.

**Personal Advisement**

Students experiencing personal problems in their daily activities are encouraged to seek counsel from the staff at the OUHSC Office of Student Counseling, located in the Student Union, Suite 300 (405-271-7336) in OKC or OU-Tulsa Student Affairs Counseling Services, 1C76 (918-660-3109) in Tulsa. Aspects of this service is covered by student health insurance and is confidential. The service provides personal counseling and counseling for academic skills and time management.

**Strategies for Resolving Problems**

When seeking advice, assistance, or information the most important factor is awareness of the correct people or sequence of people to consult. This makes the most efficient use of the established chain of command, lends appropriate credibility to the request or complaint, and allows the appropriate people to do their job.

With virtually all dilemmas, a student is best served by attempting to resolve the difficulty with
the individual concerned or at the department level. If this does not prove helpful, then the student should speak to his/her Program Director, and then the Departmental Chairperson or Vice-Chairperson. While it is extremely unlikely that the matter will remain unsolved after these consultations, the student may take any unresolved issue on to the Office of Student Services and then to the Dean of the College.

Little credibility is gained in the Dean’s Office by a student who complains about a course or other issue that he/she has never discussed with the course instructor, the Program Director or, Chairperson. The reputation of the student gains little in his/her department if such a lack of common sense and procedure is demonstrated.

Departmental students should be confident of the faculty’s genuine interest, sensitivity, and consideration during such interactions and may depend upon faculty support and advocacy in matters relating to situations internal and external to the Department.

**Letters of Recommendation or Professional References**

Students requesting a faculty member to serve as a professional reference or to write a letter of recommendation for employment or other purposes are required to complete a *Consent Authorization Form and Letter of Recommendation Request* found on the Department Webpage under Student Resources.

Completion of this form by the student permits faculty identified by the student to release the student’s academic and clinic performance records in oral or written communication to the identified individuals.

- Link to [Consent Authorization Form and Letter of Recommendation Request](#)

**Reasonable Accommodations**

The University of Oklahoma is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Consistent with the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, The University of Oklahoma ensures that no “qualified individual with a disability” will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination solely on the basis of disability under any program or activity offered by The University of Oklahoma.

Accommodations on the basis of disability are available by contacting the Disability Resource Center (DRC) by email, [drc@ou.edu](mailto:drc@ou.edu), or by calling (405) 325-3852 Voice or (405) 325-4173 TDD. Students requesting disability-related services or accommodations are required to submit appropriate documentation to substantiate the disability. The DRC staff will review the documentation and send an e-mail to the student's University e-mail account that explains the eligibility determination. Students can expect to receive an initial response within 15 University business days of the Center's receipt of the documentation. Students with disabilities will then schedule an appointment for an initial intake procedure with the DRC staff. During this appointment, DRC staff and the student will engage in an interactive process and discuss any history of accommodation, strengths and limitations, and relevant policies/procedures.
Advisement Concerning Sexual Misconduct, Discrimination and Harassment

The Department of Medical Imaging and Radiation Sciences follows the University Sexual Misconduct, Discrimination and Harassment Policy, in regards to monitoring conduct and reporting any possible complaints of conduct.

Students are directed to the Institutional Equity and Title IX Office website www.ou.edu/eoo.html for the full policy and definitions. Students may also refer to their University and College Handbooks.

OUHSC Student Handbook:  https://studenthandbook.ouhsc.edu/
CAH Student Handbook (please select applicable year): http://alliedhealth.ouhsc.edu/CurrentStudents/HelpfulResources.aspx#1310052-policy-and-procedures

For complaints concerning actions governed by this policy, students should contact the following:

- Oklahoma City based programs; please contact Associate Title IX Officer, Bobby Mason, or the Sexual Misconduct Officer, Kathleen Stanton at (405) 271-2110
- OU-Tulsa based programs, please contact the Associate Title IX Officer Josh Davis at (918)660-3107, Room 1C53, Tulsa, Oklahoma.

Complaints Regarding Failure to Uphold Program Accreditation Standards

Students who believe a program may not be in compliance with the accreditation standards of the program’s accrediting body should communicate such concerns to the Department and College personnel and administration in a manner congruent with the Strategies for Resolving Problems policy. If such concerns have been communicated with the Department and College and the student feels the issue is not being addressed in accordance with existing University appeal or grievance policies, the student may contact the appropriate programmatic accrediting body to report such complaints. Students should follow the accrediting agency’s policies for complaints so the matter will receive formal consideration. Contact information for the accrediting agencies of all departmental programs is provided.
Religious Holidays

A student who is absent from class for a religious observance may have an examination, presentation, clinical experience or other “in class” required class work rescheduled without penalty. It is the student’s responsibility to notify the instructor of the potential absence during the first week of classes. Rescheduling of make-up work will be at the instructor’s discretion.

Financial Advisement

Information on financial aid can be found in the CAH Student Handbook http://www.ah.ouhsc.edu/main/policies_procedures.asp and at the HSC Office of Financial Aid, located David L. Boren Student Union, room 301 (405-271-2118) in OKC and Office of Student Affairs 1C114 (918-660-3388) in Tulsa.

Emergency student loans are available through the CAH Student Association. Information regarding this program is contained in the College Student Handbook and paperwork can be obtained in the CAH Office of Academic and Student Services, AHB-1009 in OKC and Office of Student Services, 1C114 in Tulsa.
Student Rights in Academic Appeals Process

Students have rights and obligations to participate fully in the educational process; to provide input as appropriate regarding their educational and professional roles; and to seek information and clarification of actions that affect them. Both the Health Sciences Center and College of Allied Health student handbooks include policies on the protection of student rights.

The Department believes that all participation, comment, query, and debate by students and faculty should be characterized by honesty, common courtesy, respect for the dignity of all concerned, and a keen sense of the rights of others.

The responsibility for academic evaluation rests with the faculty. If a student feels he/she was evaluated by an instructor in a prejudiced or capricious manner, and is unable to resolve the matter first by speaking to the instructor followed by consultation with the departmental chairperson, the student may elect to pursue the academic appeal process, as described in the CAH Student Handbook – Academic Policies. It is important for students to remember that an appeal of an evaluation made known to the student during the term must be initiated 15 University business days after the evaluation is made known to the student. An appeal of an end-of-term evaluation must be initiated by February 15 for the previous fall semester or winter intersession and by September 15 for the previous spring semester, spring intersession or summer term. See CAH Student Handbook for complete details of this process.

OUHSC Student Handbook
https://studenthandbook.ouhsc.edu/
OUHSC Faculty Handbook
http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf
CAH Student Handbook (please select applicable year):
http://alliedhealth.ouhsc.edu/CurrentStudents/HelpfulResources.aspx#1310052-policy-and-procedures

Student Evaluation of Curriculum

An important right of students is participation in a regular system of course and program evaluation. All courses are evaluated by students at the conclusion of each course. Since this input is important to the ongoing improvement of courses and instruction, evaluations are conducted in a manner that creates the maximum benefit from the process for all concerned. Course evaluations are conducted as follows:

- No more than two weeks prior to the final exam of a course, a link will be emailed to the student for the electronic course evaluation
- The student will use the College’s standard online evaluation tool
- With due care to preserve student anonymity and to ensure a thoughtful, objective, and individual evaluation of the course by the student

Students are urged to frame their criticism as strongly as they like but should realize that no matter how valid it may be, it may be considered as personal hostility if profane language is utilized or if the comments are inconsistent with common decency and respect.
In addition to course evaluations, students are asked to complete program evaluations at the conclusion of the first year and the end of the program, at six to nine months post-graduation, and at five years post-graduation.

**Student Association**

Students in the Department are encouraged to participate in the governance and social activities of the College Student Association. Since the Department is given four voting representatives and four alternate representatives, one representative and one alternate will be elected by the students in each of the programs. Medical Imaging and Radiation Sciences representatives not only represent their specific major but the Department as a whole.

Elections occur during the spring semester of the junior year, though the newly elected representatives do not become the voting representatives for their program and department until the summer/fall of their senior year. This gives these students an opportunity to observe council actions and become aware of student issues in advance of assuming the voting position. If an elected representative cannot fulfill his/her obligations, the elected alternate will assume the position.

Student Association representatives are expected to attend all meetings and communicate regularly with the Departmental student body and the other MIRS representatives to pass on information and to determine the position of those they represent on all issues. This communication may occur via email, memos, flyers or brief reports given during class sessions with the instructor’s permission. Additional information on Student Association, including its bylaws, can be found in the CAH Student Handbook (please select applicable year): http://alliedhealth.ouhsc.edu/CurrentStudents/HelpfulResources.aspx#1310052-policy-and-procedures

**Student Fundraising**

Student groups may elect to raise money for departmental social, academic or travel activities. Students must follow the fundraising guidelines within the CAH Student Handbook (please select applicable year): http://alliedhealth.ouhsc.edu/CurrentStudents/HelpfulResources.aspx#1310052-policy-and-procedures. Use of any professional meetings or clinical affiliates for fundraising is subject to the college guidelines in addition to any guidelines the University or organization may have.

To avoid questions of impropriety in fundraising activities, the Department requires students consult with their Program Director or the Departmental Chairperson before launching a project. A request for permission must also be obtained from the Assistant Dean of Student Affairs. This ensures support by the Department and College for the activity. Monies from fundraising must be placed in a jointly-signed student/faculty or faculty/faculty member account. Two people will take responsibility for co-signing the account and both must co-sign when funds are withdrawn. This policy provides a record of monies collected and dispersed and eliminates the need for any student to be responsible for security of collected funds.
Section 6
Radiation Protection

Measures for radiation safety of students and patients are presented in many forums to ensure this information is internalized by the student so needed competencies become instinctive and reflexive in daily clinical practice. Within this section are Departmental radiation safety rules, procedures for personnel monitoring, and the pregnancy policy. Students will be promptly notified of any new rules or changes in existing regulations administered by the OUHSC Radiation Safety Office, the Oklahoma Department of Environmental Quality, the Department of Health, and/or the Nuclear Regulatory Commission.

Responsibilities of a Radiation Worker

As a medical radiation worker, the application and concepts of minimizing radiation exposure to you as a student, your patients and the public is imperative. Students will be educated in both didactic and clinical environments of the tenants in working with radioactive materials and/or radiation emitting devices. Such education will include the practice of ALARA (as low as reasonably achievable); annual radiation safety training; related necessary training and personal radiation safety monitoring. As part of these responsibilities, students should not hold patients or imaging receptors during any procedure that uses ionizing radiation. Failure to apply the principles of radiation safety is considered unprofessional and may result in disciplinary action.

Radiation Monitoring

The goal of monitoring personal radiation exposure is to obtain an accurate record of accumulated occupational radiation exposure. This record is of utmost importance; therefore, improper use of personal dosimeters and/or a lack of responsibility with radiation safety is considered unprofessional behavior and may result in disciplinary action.

The Departmental Radiation Safety Liaison is Professor Vesper Grantham, AHB 3035. She coordinates all radiation safety procedures and personnel monitoring in the Department with the campus Radiation Safety Officer, Mr. George MacDurmon. The OUHSC Radiation Safety Office is located in the Biomedical Sciences Building, BMSB-127, and is open Monday through Friday from 8:00 a.m. to 5:00 p.m. (405-271-6121). The website is http://www.ouhsc.edu/rso/

Radiation Dosimeters

To meet federal, state and programmatic accreditation requirements, personal dosimeters in the form of a body and/or ring radiation dosimeter are distributed to students quarterly and must be worn by students at all times while working in the clinical or laboratory setting where ionizing radiation is being utilized.

A radiation dosimeter is worn clipped to the collar of the uniform, lab coat or shirt and should be outside any lead apron to accurately record whole body exposure.
Since nuclear medicine students prepare and administer radiopharmaceuticals, they are also provided with a ring dosimeter. Students are required to wear the ring dosimeter on a finger of their dominant hand with the label facing the palm of the hand. This ensures accurate hand exposure measurements.

New dosimeters will be placed in student mailboxes on or before the last day of the quarter. The beginning of the quarters are the first day of January, April, July, and October. Students must exchange their dosimeters by the first clinic day of the new quarter in January, April, July and October.

In addition, at the end of Spring (May) and Summer (July) semesters students will turn their dosimeter in at the end of the semester and pick it back up before the first day of clinic in the next semester (June, or August). Students who have not picked up their new dosimeter by the first clinic day of the new quarter or semester will receive a zero grade. Old dosimeters must be turned in to the Clinical Coordinator the last day of the quarter through the fourth day of the new quarter, whichever is later, or the last day of the semester in December, May and July. Any badges not turned in by this date will be considered “late”. Any student that turns in a “late” badge will receive a zero grade.

Any student who goes to clinic without a dosimeter at any time will receive a zero grade.

**Dosimeter Use Guidelines**

Failure to practice the following guidelines will render a radiation dosimeter useless in accurately measuring the exposure a particular student receives in the clinical or laboratory setting. Failure to follow these guidelines may result in a Zero Grade penalty.

- Do not immerse the dosimeter in liquids, drop it, expose it to bright light or extreme heat, or set it near/on a television or microwave oven. Should any of the above happen to a student’s dosimeter, it should not be worn. It must be immediately exchanged at the Radiation Safety Office.
- Store dosimeters in the designated location identified at each clinical facility when leaving the facility for the day.
- Lost dosimeters should be reported immediately to a student’s Clinical Coordinator and the Radiation Safety Office so a replacement can be obtained. Paperwork must be completed at the Radiation Safety Office. Under no circumstances may a student continue in activities involving ionizing radiation until a replacement dosimeter has been secured and is being worn.
- Never exchange or wear a dosimeter issued to another person since each is issued to a specific person and is presumed to record that person’s exposure.
- Students are responsible for picking up and turning in their own dosimeters.
- If a student is employed as a radiation worker while in a departmental program, he/she must not wear dosimeters provided by the Department during work hours. The employer must provide a badge in this instance.
Dosimetry Reports

Quarterly dosimetry reports are distributed to students for review and initials and are kept on file in the Department. Programmatic accreditation requirements for report review may also be conducted.

The Radiation Safety Officer will contact any student and the Department in writing if an exposure reading exceeds established trigger levels. These trigger levels are set by the OUHSC RSO and are established as 20% of the quarterly occupational dose limit.

See OUHSC RSO trigger levels in Table below, from the OUHSC Radiation Safety Manual http://www.ouhsc.edu/rso/. When a student’s exposure reading exceeds the trigger level, his/her Clinical Coordinator will meet with the student.

<table>
<thead>
<tr>
<th></th>
<th>Quarterly ALARA I Trigger (mrem)</th>
<th>Quarterly ALARA II Trigger (mrem)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole Body</td>
<td>250</td>
<td>375</td>
</tr>
<tr>
<td>Eye</td>
<td>750</td>
<td>2750</td>
</tr>
<tr>
<td>Skin</td>
<td>1875</td>
<td>5625</td>
</tr>
<tr>
<td>Extremity</td>
<td>1875</td>
<td>5625</td>
</tr>
</tbody>
</table>

From experience, Department faculty know it is a rare occurrence for a student to exceed the trigger level. Radiation safety policies and practices taught in courses and mandated and monitored in the clinical and laboratory environment strive to instill in students the ongoing need to keep radiation exposure as low as reasonably achievable (ALARA).

Any student who wants to discuss his/her individual dosimetry readings or who has a question regarding radiation safety should contact their Clinical Coordinator, Professor Grantham, or the Radiation Safety Officer promptly.

Maintenance of Dosimetry Records

Records of accumulated exposure are maintained throughout a person’s professional career. It is a radiation worker’s responsibility to carefully maintain these records. Upon entering the Department, students are required to notify the Radiation Safety Liaison if they are currently employed as a radiation worker. These students will be required to provide their quarterly dosimetry records to the Department so the individual’s accurate accumulated dose can be calculated by the Radiation Safety Office.

Upon graduation, a student’s employer may require a copy of his/her exposure records. Students should contact the Department to receive a copy of their accumulated exposure record.

Pregnancy and Radiation Exposure Policy

Special monitoring may be considered when a student is exposed to ionizing radiation during pregnancy. A developing embryo/fetus, particularly for the first six weeks after conception, is
more sensitive to the effects of radiation than an adult. Because of this radiosensitivity, the National Council on Radiation Protection and Measurements (NCRP) recommends that “during an entire gestation period, the maximum permissible dose equivalent to the fetus from occupational exposure to the expectant mother should not exceed 0.5 rem.”

In reviewing dosimetry reports for students in the three departmental programs utilizing ionizing radiation, it has been found that students receive an average of 0.88 rem during the entire professional program, which translates into 0.44 rem per year. This number is most likely an overestimation since the mother’s body absorbs some of the radiation, never letting it reach the fetus.

Even so, since it is possible for a student to exceed the recommended 0.5 rem over the course of her pregnancy, students are asked to discuss with their Clinical Coordinator and/or Program Director if they do become pregnant.

**Declaration of Pregnancy**


A declared pregnant woman is defined in 10 CFR 10.1003 as a woman who has voluntarily informed her school/employer, in writing, of her pregnancy and estimated date of conception. This declaration is made in order to notify the OUHSC Radiation Safety Office so a fetal radiation monitor may be issued and worn at the level of the waist during the pregnancy.

Faculty will discuss the options available to students who have declared they are pregnant, including programmatic curriculum plan impact, requesting reasonable accommodations, and voluntarily reporting the suspected pregnancy.

Academic options for the student may include the following:

- Continue in all aspects of the program;
- Withdraw from clinic courses during the pregnancy but continue in didactic courses. An “I” grade would be assigned for the clinic course, which must be completed after the birth of the baby. Graduation would most likely be delayed;
- Withdraw from the entire program immediately. No credit would be lost and “I” grades would be assigned to all courses in progress. The student would arrange with her Program Director to resume programmatic work after the birth of the baby. Graduation would most likely be delayed.

Clinic education experiences have physical requirements; refer to policy on Technical Standards, when working with the equipment and patients. Faculty may request students obtain a physician’s note ensuring the pregnant female patient is allowed to continue with all aspects of clinic or request reasonable accommodations through the OUHSC Disability Resource Center.

**Withdrawal of Declaration**

After a “Declaration of Pregnancy” has been made, it can be voluntarily withdrawn at any time. The student must indicate in writing that she wishes to withdraw her declaration of pregnancy. No
The penalty of any kind will be given to the student due to the withdrawal.

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**Radiation Safety – Nuclear Medicine Laboratory**

The nuclear medicine laboratories include the imaging lab in AHB-1038. These laboratories are in compliance with federal and state regulations, a copy of the mini-license is posted in each lab and audit records are maintained in the department and Radiation Safety Office.

The following guidelines specific to activities in the nuclear medicine lab must be followed:

- Eating, drinking, smoking, and other forms of tobacco use are prohibited.
- Students must obtain authorization from a nuclear medicine faculty member to utilize radioactivity or any equipment within the lab.
- No student may enter the lab without a badge and ring dosimeter properly worn when working with ionizing radiation.
- Excessive handling of radioactive materials should be avoided.
- All contaminated items or those that are potentially contaminated should be discarded in the designated disposal storage area. Do not place these items in regular trash receptacles.
- Protective gloves and a lab coat must be worn at all times when handling radioactive materials.
- Students must report any contamination to the supervising faculty member immediately.
- Procedure for handling a spill includes:
  1. Containment of liquid spills with absorbent material
  2. Evacuation of the area and prevention of unauthorized entry
  3. Removal of contaminated clothing
  4. Cleaning of contaminated skin with warm water, mild soap and a soft brush
  5. Reporting of the spill to the Radiation Safety Office

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**Radiation Safety – Radiography Laboratory**

The radiography laboratories include an energized lab (AHB-1032); CT simulation laboratory (AHB-1036) and an image processing area (AHB-1037) in OKC and an energized lab and imaging area in Tulsa 2J07. These labs are in compliance with all federal and state regulations; the appropriate documentation is posted in the lab and records are maintained in the Department office.

The following guidelines specific to activities in the radiography labs must be followed:

- Eating, drinking, smoking, and other forms of tobacco use are prohibited.
- All radiographic exposures must be part of a specific laboratory exercise and under the supervision of a faculty member.
- No student shall work in any of the labs without wearing a radiation dosimeter.
- Holding of radiographic phantoms during exposure is not permitted and no one should be in the imaging lab while exposures are being made.
- Doors to all lab areas must be closed during radiographic exposures and the outer door
must be locked.

- Students are not permitted to utilize lab equipment to make radiographs of any human subject. Failure to comply with this rule may result in immediate dismissal from the program.
- At no time are exposures to be made that exceed the maximum allowable energy indicated by the x-ray tube manufacturer. Students should refer to the tube rating chart as necessary.
- All accidents occurring in any of the labs must be reported to the supervising faculty member immediately and use of equipment discontinued until the problem is corrected.