

# Radiologic Technology Program Handbook



Louisiana State University Eunice

June 2024

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## WELCOME

Welcome to Louisiana State University Eunice Radiologic Technology Program!

This handbook is prepared for use by students enrolled in the Associate of Science in Radiologic Technology Program and contains information specific to Radiologic Science Education at Louisiana State University Eunice. For general LSUE policies, see the LSUE General Catalog. The information contained within this handbook is not intended to be wholly independent, but instead, a complement to the LSUE General Catalog as well as the LSUE Student Handbook maintained and published by Louisiana State University Eunice.

The purpose of this handbook is to provide guidelines to aid the student through the program. In order to accomplish this, it is important that the student knows and understands exactly what is expected and understands the policies.

The information in this Handbook is subject to change due to changing circumstances; the policies as written may be modified, superseded, or eliminated. You will be notified of such changes from program faculty. Should the student need further clarification or have additional questions, he or she should contact the Program Director.

## Radiologic Technology Program Faculty

### **Professor A. Sonnier, MSRS, RT(R)(ARRT)**

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Clinical Coordinator & Clinical/Didactic  
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### **G. Williams, MBA, BSRT, RT(R)(ARRT)**

Clinical/Didactic Instructor  
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[gwillia2@lsue.edu](mailto:gwillia2@lsue.edu)

## Clinical Education Sites

Acadian Medical Center	(337) 580 - 7850
Iberia Medical Center – Main Campus	(337) 374 - 7166
Iberia Medical Center – North Campus	(337) 376 - 5728
Mercy Regional Medical Center	(337) 363 - 9485
Ochsner Acadia General Hospital	(337) 788 - 6584
Ochsner Lafayette General Imaging	(337) 289 - 8226
Ochsner Lafayette General Medical Center – Main Campus	(337) 289 - 7985
Ochsner Lafayette General Orthopaedic Hospital – 1 <sup>st</sup> Floor	(337) 989 - 6730
Ochsner Lafayette General Orthopaedic Clinic – 3 <sup>rd</sup> Floor	(337) 703 - 3233
Ochsner University Hospital & Clinics	(337) 261 - 6767
Opelousas General Health System – Main Campus	(337) 948 - 5127
Our Lady of Lourdes Imaging – 3 <sup>rd</sup> Floor	(337) 470 - 7525
Our Lady of Lourdes Regional Medical Center	(337) 470 - 2011
Our Lady of Lourdes Women’s & Children’s Hospital	(337) 470 - 5725

## PROGRAM MISSION

### MISSION

The LSU Eunice Radiologic Technology Program is committed to providing a qualitative, comprehensive, and diverse education that enables students to become entry-level radiographers.

### PHILOSOPHY

The Radiologic Technology Program at LSU Eunice is committed to the principle that individuals should have the opportunity to develop themselves through education commensurate with their capabilities and interests. The program strives to provide educational experiences, both clinical and didactic, which meet our students' diversified learning styles, needs, and goals.

### VISION

The Radiologic Technology Program faculty members are committed in providing students with the highest quality of education with the most efficient use of the university resources. The program provides students with the opportunity to develop the skills necessary to become knowledgeable and competent in the field of radiography. The faculty provides guidance and feedback throughout the two-year enrollment to enhance the educational experience for the students. This enables the students to develop, mature, and reach their potential as radiographers.

### GOALS AND OUTCOMES

#### **GOAL 1. Students will be clinically competent.**

Student Learning Outcomes:    Students will apply positioning skills.  
   Students will select technical factors.  
   Students will employ radiation protection.

#### **GOAL 2. Students will demonstrate communication skills.**

Student Learning Outcomes:    Students will demonstrate written communication skills.  
   Students will demonstrate oral communication skills.

#### **GOAL 3. Students will develop critical thinking skills.**

Student Learning Outcomes:    Students will adapt to non-routine patients.  
   Students will evaluate images to determine diagnostic quality.

#### **GOAL 4. Students will demonstrate professionalism.**

Student Learning Outcomes:    Students will demonstrate professional conduct.  
   Students will comprehend professional ethics.

## PROGRAM AFFILIATIONS

### Accreditation



The LSUE Radiologic Technology Program is accredited and evaluated by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The Joint Review Committee on Education in Radiologic Technology (JRCERT) promotes excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

The JRCERT is recognized by both the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). The JRCERT Standards incorporate many of the regulations required by the USDE for accrediting organizations to assure the quality of education offered by higher education programs. Accountability for performance and transparency are also reflected in the Standards as they are key factors for CHEA recognition.

There are established standards a program must be in compliance with to achieve accreditation. The Standards for an Accredited Educational Program in Radiologic Sciences (JRCERT, 2021) are as follows:

Standard One: The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Standard Two: The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Standard Three: The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Standard Four: The program's curriculum and academic practices prepare students for professional practice.

Standard Five: The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Standard Six: The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

Students have the right to report program infractions of the STANDARDS to the JRCERT. (See Program Complaint Resolution Policy)





## Louisiana State Radiologic Technology Board of Examiners

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The Medical Radiation Health and Safety Act No. 485 requires that all persons in hospitals and clinics using radioactive materials or equipment emitting or detecting ionizing radiation on humans for diagnostic or therapeutic purposes is to be licensed by the state of Louisiana.

Students enrolled and attending a Board approved school of Radiologic Technology, who apply ionizing radiation to humans for necessary diagnostic or therapeutic purposes while under the supervision of a licensed practitioner or licensed Radiologic Technologist at the approved clinical affiliate of the sponsoring institution, are exempt from the licensure requirements. Students are exempt only for clinical hours required by the program. Students are not allowed to work in the capacity of a radiologic technologist at any hospital or clinic.

From the time you graduate from the program until your registry results are sent to the Louisiana State Radiology Technology Board of Education (LSRTBE), you will be able to work under a temporary permit. The temporary permits are issued one time and one time only.

The Program Director provides the application during March of the final semester. It is the student's responsibility to complete the application process, obtain the Program Director's signature, and submit the application with appropriate fees. The examination for State Licensure is the examination given by the ARRT. Graduates must allow the ARRT to release their examination results to the LSRTBE

Successful completion of the American Registry of Radiologic Technologists' (ARRT) examination in radiography and payment of a licensure fee will enable you to work at a hospital in the state.

An unsuccessful attempt of the American Registry of Radiologic Technologists examination will cancel any temporary permit issued by the LSRTBE; therefore, you will not be able to work at a hospital in the state until a passing score on the ARRT exam is reported to the LSRTBE. Graduates may then reapply for examination, but a license will not be issued by the State until all qualifications and requirements of successful completion of the ARRT examination have been met.

Questions regarding this matter should be forwarded to the Louisiana State Radiologic Technology Board of Examiners (LSRTBE) at (504) 838-5231.

Revised 5/20

# American Society of Radiologic Technologists



## ASRT Mission

The mission of the American Society of Radiologic Technologists is to advance and elevate the medical imaging and radiation therapy profession and to enhance the quality and safety of patient care.

## ASRT Vision

The American Society of Radiologic Technologists will be the premier professional association for the medical imaging and radiation therapy community through education, advocacy, research and innovation.

## ASRT Core Values

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

ASRT

15000 Central Ave. SE

Albuquerque, NM 87123-3909

(505) 298-4500

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

## Louisiana Society of Radiologic Technologists



The purpose of the LSRT shall be to advance the professions of radiation and imaging specialties, to maintain high standards of education, to enhance the quality of patient care, and to further the welfare and socioeconomics of Radiologic Technologists. In order to maintain high levels of ethical conduct, the LSRT adopts the Code of Ethics established by the American Society of Radiologic Technologists (ASRT) and the American Registry of Radiologic Technologists (ARRT).

(318)-235-6194

[www.lsrt.net](http://www.lsrt.net)

## PROGRAM ADMISSION

### Requirements for Admission

Admission to the Radiologic Technology degree program is on a selective basis. Selection recommendations are made by the Division of Health Sciences and Business Technology Selection and Public Protection and Safety Committee to the Division Dean. The number of students selected each year will depend upon several factors, including the financial, personnel, and other resources available to the Radiologic Technology program. Students must meet the following minimum criteria to be considered for selection to the program:

- Meet the general admission requirements of the university.
- Complete the prerequisite courses with a grade point average of 2.50 or higher.
- Must have a minimum grade of "C" in all prerequisite courses.
- Have an overall grade point average of 2.00 or higher in all college work attempted.
- Submit to the Division of Health Sciences and Business Technology and Public Protection and Safety a completed Radiologic Technology Selection Application Form accompanied by all required documents. These materials must be received no later than March 1 of the year for which selection is being sought. Applications will be available by the end of January.
- Attend a scheduled orientation session during the month of April. Meeting the minimum criteria does not guarantee admission into the Radiologic Technology program. Eligible applicants will be considered on a competitive basis. Selection decisions for the Summer class are made at the conclusion of the prior Spring semester.

Revised 5/23

## Selection

The Division of Health Sciences and Business Technology and Public Protection and Safety will admit classes in the Radiologic Technology degree program in the summer session of each year. Selection decisions will normally be made and communicated to students by the first week in June. Students not selected during the selection process and who seek admission in a subsequent class must resubmit the entire application and will remain subject to the eligibility requirements specified. Career counseling is available to students through the Office of Student Success Services. Students applying for selection will be required to complete the prerequisite courses listed below:

<u>Courses Number</u>	<u>Description</u>	<u>Sem. Hrs.</u>
Allied Health 1013	Medical Terminology	2
Radiologic Technology 1000	Introduction to Radiologic Technology	1
Mathematics 1015, 1020 (5 cr.), or 1021	Applied College Algebra or College Algebra	3
Biology 1160	Human Anatomy	3
Biology 1161	Human Anatomy Laboratory	1
English 1001	English Composition	3
Psychology 2070	Developmental Psychology of the Life Span	3
Physics 1001 or 2001	Principles of Physics or General Physics	3
Biology 2160	Human Physiology	3
Biology 2161	Human Physiology Laboratory	1
Prerequisite Total: 23		

## Criteria for Selection

The Selection Committee will consider relevant aspects of each applicant's credentials. Required prerequisite courses taken during the Spring semester are considered in the selection process. The following variables will be considered during selection:

- Completion of 23 hours of required prerequisite courses with a grade point average of 2.50 or higher.
- Allied Health Examination Score.
- Overall academic record and prerequisite GPA.
- Licensure/certification in a health care profession or a previously earned degree.
- Work experience in a health care profession.

## Special Provisions and Requirements

In addition to meeting all other curricular requirements, Radiologic Technology students must:

- (1) Meet immunization and physical examination requirements.
- (2) Submit a completed Radiologic Technology program health form.
- (3) Submit a negative drug screen report.
- (4) Complete forms and submit fee for Level 1 criminal background investigations required by healthcare facilities.
- (5) Maintain CPR Certification (CPR for the Health Care Provider) for the duration of the program.
- (6) Assume responsibility for providing their own transportation to and from clinical agencies
- (7) Continue to provide negative random urine drug screen.
- (8) Submit all documents requested by the LSU Eunice Radiologic Technology program by the announced due dates of the first summer semester. Failure to submit requested documents by the due dates will prohibit continuance in the program.

Health information, background checks, initial drug screens, and random drug screens will be managed by the student through a secure on-line information management service for a fee that will be paid by the student. Students entering Radiologic Technology are advised that the American Registry of Radiologic Technologists (ARRT) requires every candidate for certification to “be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics,” and they must “agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics.” Issues addressed by the Rules Ethics include convictions, criminal procedures, or military court martials as described below:

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

Minor traffic citations involving drugs or alcohol must be reported. However, juvenile convictions processed in juvenile court do not need to be reported.

Additionally, candidates for certification are required to disclose whether they have ever had any license, registration, or certification subjected to discipline by a regulatory authority or certification board (other than ARRT). Primary pathway candidates must indicate any honor code violations that may have occurred while they attended school. Candidates becoming certified through the primary pathway may complete a preapplication to determine their ethics eligibility prior to enrolling in or during their educational program.

The Louisiana State Radiologic Technology Board of Examiners (LSRTBE) requires essentially the same documentation as the ARRT at the time of the credential application process once successfully reaching the last semester of the Radiologic Technology program. The LSRTBE will issue a temporary state permit for practice in the field of radiography, which during that time, allows a three-month window for the graduates of the program to take and pass the ARRT Board exam. Once the candidate's scores are received by the LSRTBE, a state license will be issued to replace the temporary permit for practice.

Revised 12/21

### Background Check Policy

The Clinical Education Settings in which students of the Nursing & Allied Health programs attend require a background check upon entering their facilities. The data collected will only remain with the service provider. The Program Director, Clinical Coordinator, and a designated representative of Human Resources from each clinical education setting will have access to this information. Payment of the background check for the clinical students will be conducted upon entry into the program. Any criminal conviction which is found during the background investigation, that may deem a student unsuitable for clinical rotations, will be considered on a case-by-case basis. Additional information regarding the conviction may be required in order to make an informed decision.

Note: Background checks conducted by licensing agencies (i.e. ARRT and LSRTBE) are performed upon completion of the program. They are included with the fees of the respected applications.

Revised

5/20

## Expenses

These values are APPROXIMATE. Please check with the University Bookstore and uniform shops since prices are subject to change. THIS LIST DOES NOT INCLUDE CAMPUS REGISTRATION OR CAMPUS PARKING DECALS.

<b>First Year</b>		<b>Second Year</b>	
Textbooks (List Price)	\$814.00	Textbooks (List Price)	\$650
RADT 1001	-	RADT 2091 –	
RADT 1091	-	RADT 2031 -	
RADT 1011	-	RADT 2033	
RADT 1021	-	RADT 2036	
RADT 1092	-	RADT 2092	
RADT 1012	-	RADT 2038 RADT	250.00
RADT 1022	-	2093	
RADT 1093	-	Exam Soft	122.00
Pre-Check	145.50	Drug Test	36.00
R/L Markers (2 pair)	67.00	LA Temp. License LA	10.00
Uniforms (est.)	250.00	License Fee	100.00
Shoes (est.)	85.00	ARRT Exam Fee	225.00
Patches (3)	18.00	Diploma Fee	45.00
Rad TechBootCamp	237.50	<del>Cap &amp; Gown</del>	<del>52.00</del>
Trajecsys	\$172.50	Picture Fee	57.00
<hr/>			
Exam Soft	\$122.00		
Revised 8/19, 12/21	Total \$1911.50	Total	\$ 1547.00

05/24

**For help, contact the LSU Eunice Financial Aid Office, toll free statewide, 1-888-FOR-LSUE [1-888-367-5783], ext 282, or locally (337) 550-1282. For scholarship information, contact the Office of Student Affairs and Enrollment Services, ext 218, or (337) 550-1218. Students should also visit the following website for complete financial aid information. <https://www.lsue.edu/financialaid/index.php>**

### Retention/Progression Guidelines

Acceptance into the LSU Eunice Radiologic Technology program entitles the student to progress through the Radiologic Technology curriculum with the class to which the student is admitted. In order to be retained and progress in the radiologic technology clinical sequence, a student must:

1. Maintain an LSU Eunice and overall GPA of 2.00 or higher.
2. Maintain a GPA of 2.00 or higher in all required Radiologic Technology courses.
3. Complete all Radiologic Technology courses with a grade of “C” or better. The grading scale for all Radiologic Technology courses is: A 100-93; B 92-85; C 84-77; D 76-65; F 65-0.
4. Maintain current CPR certification (CPR for Health Care Providers) and annual TB testing.
5. Maintain health/immunization requirements.

Failure to successfully complete any Radiologic Technology course (excluding RADT 1000), for either academic or other reasons, will require that the student apply for readmission to the Radiologic Technology program if the student wishes to continue in the program. A student repeating a Radiologic Technology course must concurrently re-enroll in the co-requisite Radiologic Technology courses. Re-enrolling in a corequisite course in which the student had previously received a passing grade will not be counted as repeated Radiologic Technology course hours for the dismissal policy. The most recent grade earned will be the grade for the course. The purpose for requiring re-enrollment in co-requisite courses is to assure that Radiologic Technology students receive the most current health care information.

Revised 5/14

Reviewed 3/19

### Requirements for Readmission

Any student in the Radiologic Technology Program whose enrollment is interrupted, either voluntarily or by compulsion, or who fails to earn a grade of “C” in a required Radiologic Technology course after the first successfully completed summer semester, may be considered for reentry to the program provided that the student is in good academic standing as defined in the “University Regulations” section of the LSU Eunice catalog. If any student receives a grade of “D”, “F”, “W”, or “NC” for the first (summer) semester, the student would have to apply through the regular selection process.

Students wishing to reenter the LSU Eunice Radiologic Technology program must submit an application for reentry along with a written request to the Division of Health Sciences and Business Technology by July 15, for the fall semester; December 1, for the spring semester; and May 1, for the summer semester. A student will be considered for reentry only when there is clear evidence of potential to complete the requirements of the Radiologic Technology curriculum. In reviewing such requests, areas such as overall GPA, previous performance in didactic and clinical Radiologic Technology courses, skills re-validation, and grades earned in the behavioral, biological, and physical sciences may be considered. Submitting a request for re-entry does not guarantee acceptance into the Radiologic Technology program.



A student requesting re-entry into a radiography course must do so the next time the course is offered. If allowed to re-enter the student would begin in the semester he or she did not pass successfully. If not accepted, the student may request re-entry once more when the course is offered again (2 years from the first time the student enrolled in the course). After two (2) attempts, the student will not be considered again for re-entry into the radiography course. Therefore, the student would be required to apply for selection into the program. The overall resources available to the Radiologic Technology program will also be a consideration in readmission decisions. The decision of each applicant's status will be decided by a committee consisting of the following:

- Radiologic Technology Program Faculty members (permanent)
- Division Dean, Health Sciences, Business Technology, Public Protection and Safety ex officio

Under no circumstances will a student be considered for readmission when the student has earned more than one "D", "F", "W", or "NC" in a required Radiologic Technology course. Nor, will a student be allowed to re-enter the program if he or she was dismissed from a clinical setting.

Revised 2/16 Reviewed 3/19

### Degree Requirements

In addition to fulfilling the "General Degree Requirements" specified in this catalog for all associate degree candidates, Radiologic Technology students must complete all required Radiologic Technology courses and general education courses with a grade of "C" or better. The last grade earned in a "repeated" course will be considered the grade of record for purposes of applying these requirements. Graduates of the program are awarded the Degree of Associate of Science in Radiologic Technology. After successful completion of this curriculum, the graduate will be eligible to sit for the national certification examination administered by the American Registry of Radiologic Technologists (ARRT).

## Curriculum in Radiologic Technology

Revised 4/21

Current CPR Certification (CPR for Health Care Providers or CPR for the Professional Rescuer from the American Heart Association) is a prerequisite for all radiologic technology courses.

### Prerequisites

- ALLH 1013 - Medical Terminology Cr.: 2
- RADT 1000 - Introduction to Radiologic Technology Cr.: 1
- MATH 1015 (CMAT 1203) - Applied College Algebra Cr.: 3  
or MATH 1020 (CMAT 1213) - College Algebra Cr.: 5  
or MATH 1021 (CMAT 1213) - College Algebra Cr.: 3
- BIOL 1160 - Human Anatomy Cr.: 3
- BIOL 1061 - Human Anatomy Laboratory Cr.: 1
- ENGL 1001 (CENL 1013) - English Composition Cr.: 3
- PSYC 2070 (CPSY 2113) - Developmental Psychology of the Life Span Cr.: 3
- PHYS 1001 (CPHY 1013) - Principles of Physics Cr.: 3  
or PHYS 2001 (CPHY 2113) - General Physics Cr.: 3
- BIOL 2160 - Human Physiology Cr.: 3
- BIOL 2161 - Human Physiology Laboratory Cr.: 1

Total: 23

### First Year

#### Summer Session

- RADT 1001 - Patient Care and Education Cr.: 2
- RADT 1091 - Applied Imaging I Cr.: 2

Total: 4

#### Fall Semester

- ENGL 1002 (CENL 1023) - English Composition Cr.: 3
- RADT 1011 - Imaging and Equipment Cr.: 3
- RADT 1021 - Imaging Procedures I Cr.: 5

- RADT 1092 - Applied Imaging II Cr.: 4

Total: 15

#### Spring Semester

- General Education mathematics course above the level of college algebra Cr.: 3
- RADT 1012 - Image Acquisition and Evaluation Cr.: 3
- RADT 1022 - Imaging Procedures II Cr.: 5
- RADT 1093 - Applied Imaging III Cr.: 4

Total: 15

#### Second Year

##### Summer Session

- RADT 2091 - Applied Imaging IV Cr.: 5

Total: 5

##### Fall Semester

- RADT 2031 - Advanced Imaging Procedures Cr.: 2
- RADT 2033 - Radiobiology and Radiation Protection Cr.: 2
- RADT 2092 - Applied Imaging V Cr.: 8
- General Education Fine Arts Elective Cr.: 3

Total: 15

##### Spring Semester

- RADT 2036 - Radiographic Pathology Cr.: 2
- RADT 2038 - Registry Review Cr.: 2
- RADT 2093 - Applied Imaging VI Cr.: 8
- General Education Humanities Elective Cr.: 3

Total: 15

Total Credit Hours: 92

- General Education: 35
- Radiologic Technology: 57

Revised 4/21

**2+2 Agreement:** Upon completion of the Associate of Science in Radiologic Technology, students meet the qualifications to participate in the 2+2 program established between LSU Eunice and Northwestern State University. For more information about this program, please consult with an LSU Eunice academic advisor and check out the following website: [radiologicsciences.nsula.edu/rt-to-bsrs/](http://radiologicsciences.nsula.edu/rt-to-bsrs/)

McNeese State University 2+2. See PD for degree audit.

Revised 5/24

### Grading Scale

#### Program Core Courses

A= 93 - 100

B= 85 - 92

C= 77 - 84

D= 65 - 76

F= below 65

#### General Education Courses

A= 90-100

B= 89-80

C= 79-70

D= 69-60

F= below 60

Students may be dismissed from a Radiologic Technology course and/or the Radiologic Technology program for any of the following reasons:

1. Earning a grade of "D", "F", "NC," or "W" in a Radiologic Technology course.
2. Unsafe behaviors during clinical experiences.
3. Performance of unethical or illegal behaviors during clinical experiences.
4. Failure to comply with clinical agency policies and regulations.
5. A deliberate attempt to cover up any error or negligent performance during clinical experiences.
6. Cheating or plagiarism (see LSU Eunice's Code of Student Conduct located in the Student Handbook).
7. Violation of the LSU Eunice Code of Student Conduct.
8. A positive report on any drug screen.
9. Failure to agree and abide by the Program's Ethics and Confidentiality Policy.
10. Failure to follow the guidelines of the Program's Professional Conduct Policy.
11. Asked not to return by ANY of the assigned clinical settings where clinical experience is being achieved.
12. Committing a breach in the Radiologic Technology program policy on the conduct of social media usage.
13. Breach of patient or agency confidentiality by inappropriate management of information in any form.

The LSU Eunice faculty reserves the right to recommend termination of a Radiologic Technology student when health and/or personal conduct requires such action. If the student challenges the decision of being terminated from the program, he or she may challenge the due process at the Division level. (Refer to the Grievance Policy). Note: Students dismissed from the program are not allowed re-entry.

Revised 8/19, 8/21



**DIVISION OF HEALTH SCIENCES AND BUSINESS TECHNOLOGY  
RADIOLOGIC TECHNOLOGY PROGRAM**

**TECHNICAL PERFORMANCE STANDARDS**

Radiography is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Based on those requirements, a list of "Technical Performance Standards" has been developed. Each standard has an example of an activity or activities that a potential student will be required to perform while enrolled in the radiography program. These standards are a part of each Radiography course and of a radiographer's professional role expectation.

<b>PERFORMANCE</b>	<b>STANDARD</b>	<b>ESSENTIAL ACTIVITIES/TASKS (NOT ALL INCLUSIVE)</b>
Critical Thinking	Critical thinking ability sufficient for safe clinical judgment.	<ul style="list-style-type: none"> <li>• Identify cause-effect relationships in clinical situations.</li> <li>• Utilize patient assessment techniques to develop or alter radiographic procedures.</li> <li>• Interpret and carry-out written and verbal communication often in stressful, chaotic situations.</li> <li>• Prioritize tasks and make appropriate decisions related to situations.</li> <li>• Apply information in classroom to clinical setting, adapting to patient's needs.</li> </ul>
Interpersonal Behavioral and Social Skills	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	<ul style="list-style-type: none"> <li>• Establish rapport and maintain professional boundaries in relationships with patients, families, and colleagues.</li> <li>• Willingness to resolve conflict and to respond to feedback in a professional manner.</li> <li>• Function effectively under stress.</li> <li>• Adapt to changing environments (flexible schedules, emergency conditions, etc.).</li> <li>• Display compassion, professionalism, empathy, integrity, concern for others, interest, and motivation.</li> </ul>
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	<ul style="list-style-type: none"> <li>• Effectively communicate in English with patients, families, and health care colleagues.</li> <li>• Explain radiographic procedures, initiate health teaching, document and interpret radiographic technology actions and patient/client resources.</li> <li>• Demonstrate ability to communicate orally concerning patients.</li> <li>• Read the patient's health record and/or physician orders.</li> <li>• Legibly write patient history.</li> <li>• Document own actions and patient responses as indicated.</li> </ul>
Mobility/Dexterity	Ability sufficient to assist patients to move from room to room and surface to surface, move/ maneuver in small spaces, and provide safe and effective patient care in a timely fashion.	<ul style="list-style-type: none"> <li>• Assist all patients with transfers to/from a variety of surfaces and provide proper positioning for the patient independently and safely.</li> <li>• Be able to push, pull, and lift 50 pounds independently.</li> <li>• Push a stretcher, wheelchair, or other transportation devices without injury to self, patient, or others with and without assistance.</li> <li>• Move a portable x-ray machine from one location to another, including turning corners, getting on and off elevators, and manipulating it in a patient's room unassisted.</li> </ul>
Motor Skills	Fine and gross motor abilities sufficient to provide safe and effective care in a timely fashion.	<ul style="list-style-type: none"> <li>• Manually move and position radiographic equipment with ease.</li> <li>• Maintain sterile technique when performing various procedures.</li> <li>• Perform various procedures requiring the use of hand and eye coordination.</li> <li>• Properly utilize radiographic supplies.</li> <li>• Demonstrate method for setting proper exposure factors.</li> <li>• Demonstrate endurance by standing for long periods (6-8 hours) of time wearing a lead apron and walking a distance of 3 miles.</li> </ul>

**DIVISION OF HEALTH SCIENCES AND BUSINESS TECHNOLOGY  
RADIOLOGIC TECHNOLOGY PROGRAM**

<b>PERFORMANCE</b>	<b>STANDARD</b>	<b>ESSENTIAL ACTIVITIES/TASKS (NOT ALL INCLUSIVE)</b>
Hearing	Auditory ability sufficient to monitor and assess patient's health needs.	<ul style="list-style-type: none"> <li>• Detect and respond independently to monitoring alarms, signs of patient's distress and/or a patient's communication of distress.</li> <li>• Use the telephone to schedule exams, relay exam results and answer questions from other clinicians.</li> <li>• Must be able to respond to audible paging systems independently.</li> <li>• Respond independently to questions and instructions from other healthcare providers; in close proximity as well as at a distance of 20 feet, with and without the presence of extraneous noises.</li> <li>• Respond to verbal communication from patients and/or clinicians while the person is wearing an oxygen mask or a surgical face mask.</li> </ul>
Visual	Visual ability sufficient for observation and assessment necessary in the operation of equipment and for safe patient care.	<ul style="list-style-type: none"> <li>• Detect x-ray collimation light field and radiation field center independently.</li> <li>• Perceive and respond independently to warning signals from team members and/or patients of impending danger or emergency, i.e. a change in an individual's appearance, and/or an individual's physical communication of distress.</li> <li>• View controls, letters, numbers etc., of varying size, located on radiographic equipment and supplies independently.</li> <li>• View radiographic images, on a computer screen, and evaluate for quality acceptances standards independently.</li> </ul>
Tactile	Tactile ability sufficient for patient assessment.	<ul style="list-style-type: none"> <li>• Perform palpation, tactile assessment, and manipulation of body parts to insure proper body placement and alignment for radiographic procedures.</li> </ul>
Mental  Emotional Behavioral  Professional Attitudes and Interpersonal skills	<p>Mental ability sufficient for patient care, assessment, and operation of equipment.</p> <p>Emotional stability and appropriate behavior sufficient to assume responsibility/accountability for actions.</p> <p>Present professional appearance and demeanor; demonstrate ability to communicate with patients, supervisors, coworkers to achieve a positive and safe work environment. Follow instructions and safety protocols</p> <p>Honesty and integrity beyond reproach</p>	<ul style="list-style-type: none"> <li>• Be able to visually concentrate and focus attention, thoughts, efforts, and behavior on patients and equipment for varying periods of time.</li> <li>• Be able to respond to patients' changing physical conditions independently.</li> <li>• Conduct themselves in a composed, respectful manner in all situations and with all persons</li> <li>• Work with teams and workgroups</li> <li>• Establish and maintain therapeutic boundaries</li> <li>• Demonstrate emotional skills to remain calm and maintain professional decorum in an emergency/stressful situation</li> <li>• Demonstrate prompt and safe completion of all patient care responsibilities</li> <li>• Adapt rapidly to changing environment/stress</li> <li>• Exhibit ethical behaviors and exercise good judgment</li> </ul>
Physical Endurance	Physical stamina to remain on task for up to 8 hours while standing, sitting, moving, lifting, and bending to perform patient care.	<ul style="list-style-type: none"> <li>• Walk/stand for extended periods of time; turn, position, and transfer patients.</li> <li>• Manually resuscitate patients in emergency situations</li> </ul>

Students accepted into the Radiologic Technology Program must be physically capable of successfully performing these standards related to the occupation safely, accurately and expeditiously. Students enrolled in the program who must seek medical attention must have a release stating that they are able to perform technical standards in the clinical setting.

### Americans with Disabilities Act Statement

LSUE abides by Section 504 of the Rehabilitation Act of 1973, which stipulates that no student shall be denied the benefits of an education "solely by reason of a handicap." Disabilities covered by law include, but are not limited to, learning disabilities, psychological disabilities, health impairments, hearing, and sight or mobility impairments. Please contact the Office of Disability Services if a student's disability significantly impacts cognitive or physical abilities. The office provides "reasonable" accommodations for enrolled students with disabilities. Services are determined on the individual need of each student, their identified functional limitations that are a manifestation of their disability, and professional assessments and/or diagnosis. To register for accommodations, contact the Office of Disability Services, at [ods@lsue.edu](mailto:ods@lsue.edu), Library Room 105, 550-1206, [www.lsue.edu/ods](http://www.lsue.edu/ods).

#### Temporary Disabilities and Pregnancy:

A temporary disability is defined as one which is not permanent. It may be due to a broken bone, a recent surgery, non-permanent injury, pregnancy, etc. Accommodations for a temporary disability are made on a case-by-case basis and are based upon professional medical documentation provided by the student. Students with a temporary disability should contact Office of Disability Services (ODS) as soon as possible to make the request and be considered for accommodations.

#### ELIGIBILITY FOR SERVICES

A student is eligible for accommodations if they:

- Are qualified for the program
- Are a person with a disability
- Have self-identified to the University through the Office of Disability Services
- Have presented appropriate documentation regarding the disability to the University as required by the Office of Disability Services as a request for accommodations.

In order to receive accommodations, the student must submit a request, and provide documentation, which substantiates the functional limitations of their cognitive and/or physical abilities that impacts an academic environment. Once accommodations are determined, the student must:

- Step 1: Complete an Accommodated Service Application and Accommodated Service Agreement form each semester with: Office of Disability Services. Contact the Office of

Disability Services, Cassie Jobe-Ganuchau or Mary Kate Colligan, [ods@lsue.edu](mailto:ods@lsue.edu), Library Room 105, 550-1380, [www.lsue.edu/ods](http://www.lsue.edu/ods). ( All forms are available via [www.lsue.edu/ods](http://www.lsue.edu/ods)).

- Step 2: Accommodations for otherwise qualified students with disabilities do not take effect until the student has completed registration with Disability Services and has provided the instructors with Accommodations Letters. The student must provide instructors with notice of three business days before use of accommodation(s).

\*\*Disability Services cannot require instructors or anyone else to change a student's grade for assignments or exams given prior to the student notifying the instructor of an accommodation(s).

\*\* Academic Accommodations are modifications or changes to limit the impact of a person's disability.



## CLINICAL POLICIES

The following policies are applicable to students while in the professional component of the program. Failure to comply with these policies will result in disciplinary action.

### I. Professional Appearance

During clinical assignment, general appearance in uniform must be aesthetically pleasing; neat, clean, with uniform free from soil and wrinkles. When the student uniform is worn, you present not only yourself, but also LSU Eunice in general. More specific uniform codes may be required at the discretion of the Clinical Coordinator and/or the clinical agency to which the student is assigned.

An LSU Eunice patch and the name badge holder must be purchased from the University Bookstore. The name badge (picture ID) will be supplied by the program. The patch should be sewn two finger-widths below the left shoulder seam of your uniform and lab coat.

Lead Markers must be purchased from the University Bookstore. Each student MUST have a pair of approved "Right" and "Left" lead markers in their possession on site during clinical and laboratory assignments.

Each student MUST wear an OSL radiation monitoring device during clinical and laboratory assignments. Two OSLs will be issued to each student and will be provided by the program.

Shoes must be either ALL WHITE, BLACK, or GRAY tennis shoes. Crocs and Clogs are not allowed.

The uniforms used by the Radiologic Technology program are as follows:

	<b>Item</b>	<b>Company</b>	<b>Number</b>	<b>Color</b>
<b>Uniform Top</b>	Unisex V-Neck Tunic	Cherokee	Unisex 4700	Grape
	or Revolution		WW620 (Womens) or WW670 (Men's)	
		Wink	Original	Grape
<b>Uniform Pants</b>	Unisex Drawstring Pant	Cherokee	Unisex 4100	Grape
	or Pull-On Pant		WW110 (Women's) WW140 (Men's)	
	or Men's Drawstring	Wink	4000 (Men's) Original	Grape

Labcoat

White

Cherokee

Ochsner Logo- Lafayette Bargain Store

\*Each student must wear a plain white, grey, or black crew neck t-shirt with a regular or ¾ length sleeve under the uniform top. Also, **ALL TATTOOS MUST BE COVERED.**

The following are OPTIONS if a lab coat is to be worn.

<b>Lab Coat/Females Option #1</b>	Lady's Snap Front Warm-Up Jacket	Cherokee	WW310	Grape
<b>Lab Coat/Males</b>	Unisex	Cherokee	CK-401	White

When ordering your uniform, please identify yourself as an LSU Eunice Student.

Uniforms may be purchased at the following locations **(BUT NOT LIMITED TO)**:

Church Point Pharmacy  
300 N, Main

Church Point, LA 70525

(337) 684-5475

Lafayette Bargain Store  
2015 W. University Ave.

Lafayette, LA 70506

(337) 232-7789

Scrubworx

1800 Kaliste Saloom, Suite,300

Lafayette, La 70508

(337) 983-2371

Parkers Workwear

414 N. Broadway St.

Jennings, LA 70546

(337) 824-5386

Tri-Parish Uniforms & More

947 Creswell Lane Opelousas,

LA 70570

(337) 948-7812

Sun Sports, Inc.

950 W. Laurel Ave.

Eunice, LA 70535

(337) 457-1484

\*Note: Please allow 7 – 10 business days for shipments to arrive.  
Some orders may take longer.

- A. Hair** should be neat, clean, and well groomed. Hair should be pulled back and off of the shoulders. Beards and mustaches must be neat and well groomed.  
If one chooses to be clean-shaven, periodic excuses of “growing a beard” will not be accepted for unkept appearance. If you plan to grow a beard, start during a vacation period.
- B. Fingernails** must be of a moderately short length and well groomed. Acrylic nails and nail polish are prohibited.
- C.** Acceptable **jewelry** to be worn consists of a watch, wedding rings, choker style necklaces, and one pair of small stud earrings. Large hanging earrings or chains dangling from the neck are unacceptable. No other visible piercings are allowed. No visible tattoos are allowed. (No cell phones and no smart watches with phone/texting capabilities allowed.
- D.** Hospital issued surgical scrub attire is to be worn only in surgery, portable assignments, and special procedures. These scrubs are the property of the hospital and are not to be taken away from or worn outside of the hospital. Students must report to the assigned clinical education setting in their uniform; then change into hospital issued surgical scrubs.
- E.** Students are to practice good personal hygiene. Avoid the use of strong perfumes or shaving creams.
- F.** Uniforms should be worn only on campus and in the assigned clinical education setting. The LSU Eunice uniform and ID badge must not be worn if you are employed in a health care institution and not under the supervision of Program Faculty instruction.

### Standards of Behavior

The prestige and standing of Louisiana State University Eunice is determined by not only its academic offerings, its faculty, and its physical facilities, but also by the reputation of its students. It is therefore expected that students will conduct themselves at all times to bring credit to themselves, to their family and community, and to LSU Eunice. Each student bears the responsibility of maintaining the most desirable and acceptable standards of behavior in all aspects of campus life. It is the responsibility of each student at LSU Eunice to know and observe all of the rules and regulations regarding student behavior. The LSU Eunice Student Handbook contains regulations and responsibilities applicable to the students. Students should consult the Handbook for details about their rights and obligations. The Code of Student Conduct is available at: <http://www.lsu.edu/studentaffairs/documents/student-handbook.pdf>

Revised 3/19

## Professional Conduct

Students are to possess a professional attitude. They are to conduct themselves in an ethical and responsible manner. Professional conduct includes, but is not limited to, the following:

- A. Each student **MUST** have a pair of approved “**Right**” and “**Left**” lead markers and an **OSL radiation** monitoring device in their possession during clinical and laboratory assignments. They **ARE** part of the uniform
- B. Proper professional **language** is to be used at all times.
- C. During clinical assignments, eating, drinking, etc. are limited to the lounge of each clinical facility.
- D. Smoking is only permitted in designated areas.
- E. **No cell phones and/or smart watches** with phone/texting capabilities are allowed during clinical hours.
- F. Students must comply with each hospital’s parking policy.
- G. Loud or boisterous behavior will not be tolerated.
- H. Students are not allowed to work in the capacity of a technologist and receive wages in the clinical affiliates, nor any other medical facility, before satisfying all of the requirements for graduation.
- I. Students are responsible for the condition of the clinical room assignments. Equipment and work area must be clean. Any soiling or unsafe conditions, which cannot be corrected immediately, must be reported to a Registered Radiologic Technologist (RT), the Clinical Coordinator (CC), or Clinical Instructor (CI).
- J. Students are not allowed to repeat an image projection or examination without a CC, CI, CP or RT present, regardless of the level of competency.
- K. Students are not allowed to enter isolation rooms or any area where particulate Respirator masks are required (N95 masks).
- L. **Incident Reports:** Students must complete a written description and report if an accident occurs involving a patient, a hospital employee, a visitor, or a student. The CC/CI should be informed immediately following the accident. The CC/CI will then inform the Program Director of the incident. In turn, the Program Director will inform the Division Dean of Health Sciences & Business Technology of the incident. The CC/CI will document the incident in the student’s records kept at LSU Eunice.
- M. **Social Media Usage and Patient Confidentiality:** Respecting and maintaining the right of confidentiality of all persons served during clinical practice experience is expected of LSU Eunice radiography students and faculty. Sharing of confidential or offensive information in any form through any means of social media or personal communication is prohibited. Offensive information consists of false information or any communication with a personal or sexual reference directed toward any persons served during clinical practice experience. Violation of this policy will result in dismissal from the LSU Eunice Associate of Science in Radiologic Technology degree program. (Refer to the Social Media Policy).

Revised 3/19

A. Code of Student Conduct: LSUE enforces discipline on campus to protect the academic environment of the campus and the health and safety of all members of the University community. To accomplish this objective, the University enforces standards of conduct for its students. Students who violate these standards can be denied membership in the LSUE community through imposition of disciplinary sanctions. The LSUE Code of Student Conduct can be found on the LSUE website <http://www.lsue.edu/studentaffairs>). The “Code of Conduct” is located under the heading of Student Affairs.

Revised 4/4/22

### Outside Employment Policy

Outside employment is not encouraged because of the rigorous program structure. It is recognized that employment is necessary for some, but educational schedules and requirements MUST NOT be compromised because of this employment. Employment requiring a student to make diagnostic images will not be allowed by the program. Such employment may also deny the student the right to sit for the American Registry examination. Questions regarding this matter should be forwarded to the Louisiana State Radiologic Technology Board of Examiners (504) 838-5231. Reviewed 3/19

### Program Records Policy

Student records will be maintained on a digital platform using Pre-Check, Trajecsys, and the campus Learning Management System (Moodle). Records that are not in digital format are kept in the student active files located in the office of the Program Director. Note: Clinical orientation signed documents are located in Microsoft TEAMS for faculty access. The following records maintained are:

- A. Application records to the program including transcripts
- B. Entry physical exam and immunization records.
- C. Records of all courses required for graduation including the final grade for each course completed.
- D. Clinical Evaluations, attendance records, competency records, simulation records, contact data sheet, and exam logs.
- E. Counseling and Incident documents.
- F. All Signed Documents.
- G. Final exams.

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

Revised 8/19 Revised 5/20 Revised 4/22

### Radiologic Technology Awards

At the Radiologic Technology Pinning Ceremony, students in the graduating class are honored with awards from various companies and hospitals. Awards given are:

- A. Outstanding Clinical Student, Opelousas General Health System
- B. Outstanding Clinical Student, Our Lady of Lourdes Regional Medical Center
- C. Outstanding Clinical Student, Ochsner Lafayette General Health
- D. Outstanding Scholastic Student, sponsored by Wayne LeBleu & Associates
- E. Distinguished Senior Student (voted by classmates)
- F. Mayci Breaux Memorial Scholarship, (awarded at Bengal Excellence night)
- G. JRCERT Certificate of Excellence, (when applicable)

Revised 4/15 , 12/21, 4/22

### ETHICS AND CONFIDENTIALITY POLICY

All LSU Eunice Division of Health Science & Business Technology students share the responsibility of observing a Code of Ethics. This Code of Ethics requires truthfulness, honesty, and integrity in all patient care activities performed by the student.

Information regarding patients is highly privileged and confidential. Duplicating or replicating (including but not limited to photocopying, tape recording, scanning) any aspect of the patient's record is prohibited. Information about patients should never be discussed casually or released to anyone. Persons inquiring whether someone is a patient should be informed that you cannot release such information. Students are bound from releasing this information by Federal mandate. Breach of confidentiality will result in a recommendation of dismissal from the program to the LSU Eunice Committee on Student Conduct.

LSU Eunice Division of Health Science & Business Technology students must maintain a professional relationship with patients. Associating with or fraternizing (including exchanging phone numbers and addresses) with patients while they are in your care is unprofessional and strictly prohibited.

All students must adhere to the LSU Eunice Ethics and Confidentiality Policy. The document must be signed and placed into the students' active files. Failure to comply will result in a recommendation for dismissal from the program.

All students must adhere to the ARRT Standards of Ethics, which can be accessed at [www.rrt.org/pdfs/governing-documents/standards-of-ethics.pdf](http://www.rrt.org/pdfs/governing-documents/standards-of-ethics.pdf). The "Code of Ethics" included within these Standards is located in Appendix S.

Revised 4/11 Reviewed 12/19 Revised 4/22

## SEXUAL HARASSMENT POLICY

LSUE is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex and sexual misconduct. Sexual misconduct is any sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without consent of the other person(s), or that occurs when the person(s) is unable to give consent, or whose consent is coerced or obtained in a fraudulent manner.

Sexual misconduct includes, but is not limited to, dating violence, domestic violence, sexual assault, sexual discrimination, sexual exploitation, sexual harassment, and stalking.

Pursuant to Title IX, LSUE does not discriminate and prohibits discrimination on the basis of sex and sexual misconduct. Such protection extends to both employees and students. Any questions or inquiries concerning the application of Title IX should be referred to the Campus Title IX Coordinator, Jacqueline Lachapelle, LSU Eunice P.O. Box I 129 Eunice, LA 70535: phone (337) 550-1283.

For more information on the policy governing sexual misconduct, please see P.S. 30 (Appendix U).

Revised 7/19

## GRIEVANCE POLICY

It is the University's policy to provide students with well established appeal procedures for questioning the validity of any regulation, rule, policy, requirement, or procedure as it applies to the individual student. It is recognized that student dissatisfaction, which will result in an appeal, may range from a simple disagreement over the interpretation and application of a departmental rule, to a more severe dispute over the application of a particular University regulation to the student's own situation, to a very serious charge of discrimination or violation of constitutionally guaranteed rights. Although recognizing the wide range of possible complaints, and varying degrees of seriousness of complaints, the University has developed a uniform appeal procedure to be followed for all appeals, except those challenging traffic or parking summons or citations and grievances growing out of student employment. It is the University's basic philosophy that student appeals can best be, and, hence, should be, settled at the lowest possible administrative level and settled as quickly as practicable.

All Grievances will follow LSUE PS 8:  
<https://www.lsue.edu/policy-statements/documents/NO08.pdf>

Revised 9/23

## **Failure to follow protocol:**

If the student does not comply with all applicable steps in the Grievance Procedure,(PS 8 appendix V2) 29 the student has failed to uphold their responsibility in exercising Student Due Process. If the student's performance in the course violates the LSU Eunice Code of Student Conduct, the student will be referred to the Dean of Student Affairs.

## **For Clinical Settings:**

If the student is asked to leave the clinical setting, the Clinical Instructor must contact the Program Director regarding the incident prior to the student leaving the clinical setting. A meeting will be arranged to document and discuss the clinical incident. Program dismissal policies will be followed, and the incident will be documented on a student clinical incident form. Students may request to appeal using PS 8 in order to evaluate the information presented in relation to the course expectations.

The following are examples of established student appeal procedures, accompanied by sources of information on appeals procedures:

### **I. Academic Appeals**

**Academic Suspension Appeals.** See the Registrar's Office Website at <https://www.lsu.edu/registrar/index.php> and click the "Academic Appeals Form" under the "Academic Forms" block.

### **II. Non-academic appeals**

**Equal Opportunity.** See LSU Eunice Policy Statement 11: Equal Opportunity available at <https://www.lsu.edu/policy-statements/documents/NO11.pdf>.

**Financial Aid Appeals.** See the Financial Aid Website at click on the "Download a Financial Aid Appeals Form" button.

**Parking & Traffic Ticket Appeals.** See the Regulation of Vehicular Traffic Website at <https://www.lsu.edu/policy-statements/regulation-vehicular-traffic.php>. For Traffic Ticket Appeals, see <https://www.lsu.edu/studentaffairs/documents/Traffic-Ticket-Appeal.pdf>.

**Sexual Misconduct.** See the Title IX Website at <https://www.lsu.edu/titleix/>.

**Violations of the Code of Student Conduct.** See the Student Affairs Webpage at <https://www.lsu.edu/studentaffairs/index.php> or the Student Code of Conduct directly at <https://www.lsu.edu/studentaffairs/documents/Code%20of%20Student%20Conduct.pdf>



### Program Complaint Resolution Policy

Students are to follow the following procedure if they wish to file a complaint about the program to the Joint Review Committee on Education in Radiologic Technology (JRCERT). The following are important notes for reporting allegations against a program:

1. The JRCERT cannot advocate on behalf of any student(s). An investigation into allegations of noncompliance addresses only the program's compliance with accreditation standards and will not affect the status of any individual student.
2. The investigation process may take several months.
3. The JRCERT will not divulge the identity of any complainant(s) unless required to do so through legal process.

#### Process

1. Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an informational document such as a catalog or student handbook. (Standard One, Objective 1.1)
2. If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

Chief Executive Officer  
Joint Review Committee on Education in Radiologic  
Technology 20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182 Ph: (312) 704-5300  
Fax: (312) 704-5304 e-mail: mail@jrcert.org

3. The Allegations Reporting Form must be completed and sent to the above address with required supporting materials. All submitted documentation must be legible.
4. Forms submitted without a signature or the required supporting material will not be considered.
5. If a complainant fails to submit appropriate materials as requested, the complaint will be closed.

The Higher Education Opportunities Act of 2008, as amended, provides that a student, graduate, faculty<sup>32</sup> or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

The allegations reporting form can be reached at:

<https://www.jrcert.org/wp-content/uploads/2022/12/Allegations-Reporting-Form.pdf>

Revised 8/23

### Professional Liability Insurance Policy

Student Professional Liability Insurance required by the clinical settings is provided by LSU Eunice. (Refer to Appendix S2 for LSU's position on this issue).

Revised 5/17 Reviewed 3/19

### Medical Insurance Policy

LSU Eunice DOES NOT provide medical insurance for students in the clinical settings. It is required that students purchase health insurance coverage to be maintained throughout the duration of the program. Some healthcare agencies require it to participate in clinical practice at their locations. Additionally, students may incur a cost of care if an exposure to bodily fluids or injury occurs, which can require follow up for multiple months.

Revised 5/24

### Student Trip Policy

A Student Trip Travel form must be filled out by the Program Director for those students who wish to attend the LSRT (Louisiana Society of Radiologic Technologists) and other conference meetings. This is by the order of the Office of Risk Management.

Revised 3/19

### Communicable Disease and Exposure Policy

A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission including direct physical contact, air (through a cough, sneeze, or other particle inhaled), a vehicle (ingested or injected), and a vector (via animals or insects). The state of Louisiana has listed those diseases, which are reportable as communicable diseases. The current list of reportable

diseases is as follows (2020):			
Chlamidia	Cholera		
Giardiasis	Gonorrhea	Guillain-Barre'	Hemophilus
Hepatitis A, B, C, D, & E	HIV/AIDS	Influenza	
Legionella	Listeriosis	Lyme disease	Malaria
Measles	Meningococcal Infections	Mumps	Norovirus
Pertussis	Plague		Psittacosis
Q fever	Rabies	Rubella	Salmonellosis

Severe acute respiratory syndrome-associated Coronavirus disease (SARS)(Covid19)	Shigellosis	Smallpox	Spotted fever rickettsiosis
Staphylococcal Invasive Disease (MRSA)	Streptococcal Group A & B	Syphilis	Tetanus
Toxic-shock syndrome	Trichinellosis	Tuberculosis	Tularemia
Typhoid fever	Vancomycin resistant Enterococcus (VRE)	Varicella	Vibriosis
Viral Hemorrhagic Fever	West Nile virus	Yellow Fever	NA

The program provides students enrolled information regarding the possibility of occupational exposure to communicable diseases, including Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) and Covid 19. Students receive instruction on the OSHA guidelines for bloodborne pathogens and infection control prior to the first Fall semester and as another in-service prior to the second Fall semester of the program. All students will be taught and will practice Universal/Standard Precautions in accordance with the current Centers for Disease Control and Prevention (CDC) guidelines. In addition, students are expected to adhere to the policies of the clinical affiliates. Students must report communicable illnesses/infections to the Program Director and Clinical Coordinator. The student must provide recommended time restrictions from school from their physician. Physician clearance after a period of infection is necessary before returning to school.

Students understand that the use of universal precautions is essential to protect themselves, significant others, family members, patients/clients, and other health care workers from communicable diseases. Students understand that radiologic technology involves the study and care of people throughout the life span and that these people may be at any point along the wellness/illness continuum. By participating in caregiving activities, students understand that they may be exposed to communicable diseases, including Hepatitis B ("HBV"), Tuberculosis ("TB"), Human Immunodeficiency Virus ("HIV") and Coronavirus.

Communicable diseases vary in their virulence, duration, mode of infection, and affects. In order to fully protect students, patients, and clinical staff, the student should do the following:

- Clinical students should wear a surgical mask when interacting with patients, or follow the guidance of the clinical preceptor. Cloth masks are not allowed at clinic.
- Each day, prior to your clinical assignment, check your temperature must be less than 100.4 to attend clinicals. If you have fever, cough, shortness of breath and any **two** of the following: Headache, chills, repeated shaking with chills, muscle pain, sore throat, new loss of taste or smell, **do NOT go to clinic**. You should follow the normal call-in procedure.
- Students suspecting exposure or contraction of any of the diseases (conditions) listed as a reportable disease by the State of Louisiana and the CDC must see a physician immediately.
- Students diagnosed with any diseases (conditions) stated above and as determined by their physician to be of short duration which may be transferred by air or contact, may **not** attend class and/or clinical, depending on physician's recommendations.
- Students diagnosed with communicable diseases that are of relatively long duration may **not** attend class and/or clinical, depending on physician's recommendations, and must present a written diagnosis to program officials.
- Students may return to clinical assignments once 24 hours have passed since recovery defined as a. Resolution of fever without the use of fever-reducing medications AND b. Improvement in respiratory symptoms (cough, shortness of breath), AND at least five (5) days have passed since symptoms first appeared.
- After returning to clinicals, the student should:
  - Wear a surgical facemask at all times while in the healthcare facility until all symptoms are completely resolved or until 5 days after illness onset, whichever is longer
  - Be restricted from contact with severely immunocompromised patients (e.g., transplant, hematology oncology) until 5 days after illness onset
  - Adhere to hand hygiene, respiratory hygiene, and cough etiquette (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles)
  - Self-monitor for symptoms, and seek re-evaluation if respiratory symptoms recur or worsen.
- Depending on the severity of the disease, the type of the disease and the student's physician, the student may be required to submit documentation for an "I grade, Withdrawal, or Resignation." The student must initiate the appropriate process following the University guidelines. The student must submit a letter of intent to reenter the LSU Eunice Radiologic Technology Program to the Program Director by July 15 for re-entry in the fall semester, December 1 for the spring semester, and May 1 for the summer term.

Readmission will be dependent upon current student/faculty ratio and/or program resources. Note: Length of stay out of the Program may NOT exceed 2 years.

PPE- Video on how to don and doff

PPE <https://utmb.ensemblevideo.com/hapi/v1/contents/permalinks/Nk9n7Q6H/view>

Additional information can be found at: <http://publichealth.lacounty.gov/ACD/>

The student's confidentiality will be protected.

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

Revised 3/21,8/22

### Medical Emergencies and Student Health

The Office of Student Affairs and Enrollment Services (Acadian Center) and Campus Security (MX2) coordinate first aid services for students, faculty, and staff. All buildings on campus are equipped with emergency first aid response kits. Emergencies can be reported to any administrative office. The Office of Student Affairs also periodically offers training, seminars, and workshops regarding health and health-related issues of general interest to students.

Revised 3/19

## Drug Free Campus Policy

It is the policy of LSU Eunice to maintain a drug-free campus environment. Both the workforce and students shall remain drug-free and free of other substance abuse. The illegal use, possession, dispensation, manufacture, or sale of controlled substances and alcohol abuse by students while on campus is prohibited. Students who are convicted of violating the policy will be subject to disciplinary action within 30 days, which could lead to suspension or expulsion from the campus. Anyone found to have violated the policy is also subject to referral to civil authorities as appropriate. LSU Eunice will assist employees and students seeking rehabilitation by providing names, addresses, and telephone numbers of substance abuse facilities. Alcohol and drug awareness programs will also be presented. For the complete policy, including provisions affecting all employees, inquire in the Office of Student Affairs.

All students must adhere to the LSU Eunice Substance Abuse & Drug-Free Campus Policy (Appendix F). The signature document must be signed and returned to the Program Director's office.

Revised 5/19

## Student Substance Abuse Policy

### Purpose

The intent of this policy is to promote a safe environment for students, faculty, and individuals who come in contact with Nursing and Allied Health Program students. Substance abuse testing is also a requirement of many affiliating clinical agencies. This policy is a supplement to the LSU Eunice Substance Abuse and Drug-Free Campus Policies. Further, students are required to comply with the drug testing/substance abuse policies of the clinical education sites to which they are assigned. This policy applies to all applicants and students of any LSU Eunice Health Sciences & Business Technology Nursing and Allied Health Programs ("Nursing and Allied Health Programs"). Nursing and Allied Health Programs are defined as those programs with a clinical component such as but not limited to Nursing, Respiratory Care, Radiologic Technology, and Diagnostic Medical Sonography.

### Policy Statement

The unauthorized use of, possession of, or being under the influence of alcohol and the illegal use, abuse, possession, manufacture, dispensation, distribution of, or being under the influence of controlled or illegal drugs is prohibited while on campus; at a clinical site; travelling to or from a clinical site; or while engaged in any related activity of any Nursing and Allied Health Program on or off campus. This includes prescription drugs possessed or used in a manner inconsistent with a valid prescription. Compliance with this policy is a condition of your enrollment and participation in any Nursing and Allied Health Programs. Application to or enrollment in the Nursing and Allied Health Programs is deemed consent to the terms and conditions of this policy.

### Schedule of Substance Abuse Testing

The Nursing and Allied Health Programs require all applicants for admission as well as students in its programs to submit to substance abuse testing under any or all of the following circumstances:

- Pre-admission and/or Final Selection Decision
- Random
- Reasonable Suspicion/For Cause
- After any accident or injury

#### Pre-Admission and Final Selection Decision

Substance Abuse testing is required for all applicants seeking admission to any of the Nursing and Allied Health Programs and admission is conditioned on a negative test. Testing will be conducted prior to a final admission decision and the applicant is responsible for the expense of the test. A pre-admission positive test will result in denial of admission. An applicant who tests positive in a pre-admission test may re-apply the following year.

#### Random Testing

Once admitted to a Nursing and Allied Health Programs, students may be subject to random substance testing at any time during the semester. The student is responsible for the expense of the test. Periodic testing of all or large groups of students of an Allied Health Program may be conducted; in such case, the order of testing will be randomly selected.

#### Reasonable Suspicion/For Cause Testing

A student may be subject to drug/alcohol testing if suspected of being under the influence of alcohol and/or drugs (including prescription drugs). Suspicion may be based on, but not limited to, any of the following:

1. Abnormal, aberrant or erratic behavior and/or physical symptoms
2. Evidence of drug tampering or theft
3. Individualized suspicion that you may be under the influence of alcohol and/or drugs
4. A report of drug/alcohol use or possession while in class or at a clinical site
5. Arrest or summons for a drug or alcohol related offense
6. Being identified as the subject of a criminal investigation regarding drugs/alcohol.
7. The appearance of impairment or intoxication

#### Procedure for Reasonable Suspicion/For Cause Testing:

The Program Director will review the basis for reasonable suspicion/cause testing and decide whether a student or students will be subjected to testing. A student tested based on reasonable suspicion/for cause will be suspended from all clinical activities pending the outcome of the test. If the test is negative, the student will be allowed to return to class and clinical activities. The student must make arrangements to make up missed work on the first day back to class or clinical rotation.

If the Program Director feels that a student is unable to transport himself/herself to the testing laboratory center for the substance abuse test, the Program Director will discourage the student from driving and



contact a name from the student's emergency contact list on the student's Contact Information Data Sheet. Once the emergency contact name has been notified, he/she will be asked to pick up the student and transport him or her to the testing laboratory center within 24 hours to conduct the test. Failure to be timely tested shall be considered as a refusal to test.

#### Post-Accident or Injury Testing

Students injured or otherwise involved in any accident or injury while participating in any activity related to a Nursing and Allied Health Program are subject to testing at the discretion of the Program Director.

#### Testing Facility

The program will use a certified testing laboratory center (Lab Corp) as a screening agency for collection, testing, and analysis. The student will be notified of the agency being used to perform all substance abuse testing.

#### Sample Collection

The testing agency will establish procedures for all specimen collections which will be performed in accordance with applicable federal and state regulations and guidelines to ensure the integrity of the specimens and proper chain of custody.

#### Test Procedure

- Student will pay the cost of all tests
- Student will be notified by the Program of the date and time for testing
- Student must provide photo proof of identification upon arriving at the specimen collection site
- The testing laboratory will report results to its Medical Review Officer
- Positive results will be reported to the student, the Program Director, and the Program Division Dean

#### Incomplete Test/Test Refusal

If the student does not complete a test in accordance with this policy and/or the procedure of the testing facility, the student will be denied admission to the program or, if already in the program, will be subject to discipline, including removal from the program under the provisions of the Code of Student Conduct. All LSU Eunice policies and practices affecting progression in the Nursing and Allied Health Programs will apply. Refusal to submit to testing in any category (preadmission, random, reasonable suspicion/for cause, post-accident) is grounds for denial of admission or discipline, including dismissal from the program, in accordance with the provisions of the Code of Student Conduct. Refusal to complete required documentation or information associated with testing is grounds for denial of admission, discipline or dismissal from the program.

### Altered Samples

Attempting to tamper with, contaminate, or switch a sample or sample labels or documentation will be grounds for disciplinary action, including dismissal from the program in accordance with the provisions of the Code of Student Conduct.

### Positive Test

If, during participation in the Nursing and Allied Health Programs, a student has a positive test report, the student will be suspended from all clinical activity and referred for possible discipline, up to and including removal from the program, in accordance with the provision of the Code of Student Conduct. A positive test is not necessary to discipline a student for violation of this Policy.

### Request for a Re-Test

If a test result is positive, the student may request a re-test of the original sample. A student who desires to have the original sample re-tested must report to the designated screening agency within 72 hours following notification of a positive test result. The student will be responsible for all costs of the re-test. For good cause, the Program Director may request a re-test or follow up test.

### Readmission

After a positive test, the student may apply for readmission to a program. Admission will be based on current admission requirements and space availability. Any subsequent positive result will constitute grounds for permanent disqualification for admission to the Nursing and Allied Health Programs.

### Confidentiality

All testing information, interviews, reports, statements, and test results are confidential, but may be used by the University for purposes of student disciplinary proceedings and/or academic decisions. All test results will be sent from the lab to the Program Director and the Program Division Dean. Records will be maintained in a safe, locked cabinet and access to the records will ordinarily be granted to the Program Director, Medical Review Officer, and Vice Chancellor for Student Affairs and Enrollment Services.

Revised 10/13 Reviewed 3/19

### Pregnancy Policy

A student is given the option of whether or not to inform program officials of pregnancy. If the student chooses to voluntarily inform officials of the pregnancy, it must be in writing. In the absence of this voluntary written disclosure, a student cannot be considered pregnant. However, due to the sensitivity of the unborn child to radiation, it is necessary to inform applicants of the possible health risks involved as a result of occupational exposure during pregnancy.

1. Pregnant students may notify the Program Director (PD) and the Radiation Safety Officer (RSO) as soon as pregnancy is suspected/determined so that appropriate radiation safety

measures can be instituted. Even though this written notification is voluntary, the Division of Health Science & Business Technology encourages the pregnant student to perform this measure.

1.1 If the student chooses to voluntarily inform officials of the pregnancy, a physician statement verifying the pregnancy shall be submitted by the student. This statement must include a medical release, which allows the student to continue with clinical assignments. If, for medical or personal reasons, the student is unable to complete the clinical assignments, she may initiate a request for authorization of an "I grade" through the office of Academic Affairs and Services. The student must subsequently remove the "I grade" following the regulations in the University catalog. Should the student choose to withdraw from a clinical course, the "Withdrawal" guidelines in the University catalog must be followed. Should the student choose to resign from the program, the "Resignation" guidelines in the University catalog must be followed.

2. The Declared Pregnant Student is a student who has voluntarily informed their Program Director and Radiation Safety Officer (RSO) in writing of the pregnancy and the estimated date of conception is considered a declared pregnant student. A student has the right to declare the pregnancy and follow the precautions listed below.

2.1 The student understands that the radiation limit is 0.5 rem for the remainder of the gestation period, not to exceed 0.05 rem in any given month. In order to insure compliance with these standards the student will request one of the following options:

a) Request continuance in the program with modification

- Issued the use of a lead apron specially designed for the pregnancy
- Wear a fetal radiation monitoring device
- Limit cases in fluoroscopy during clinical experience
- Change the declared student's clinical rotation schedule (e.g., no fluoro and/or surgery during the first 3 months of pregnancy). Note: The program requires the declared student to submit a medical release to continue with clinical assignments. In addition, the Title IX coordinator can assist with providing additional modifications.

b) Request continuance in the program without modification

2.2 Notify appropriate radiology personnel of the expectant status of the student in order to insure proper clinical education experience while maintaining the standards of radiation safety.

2.3 The student will be directed to the following documents to review:

- A. NRC Regulatory Guide 8.13 (Instruction Concerning Prenatal Radiation exposure) <https://www.nrc.gov/docs/ML0037/ML003739505.pdf>
- B. NRC Regulatory Guide 8.36 (Radiation Dose to the Embryo/Fetus) <https://www.nrc.gov/docs/ML0037/ML003739548.pdf>

2.4 Changes in the clinical assignments may be instituted in order to insure compliance with the recommended Effective Dose Equivalent standards upon completion of the declared pregnancy form (Appendix C1).

Upon verification of pregnancy (Declaration Pregnancy Form), the PD will review all appropriate and applicable principles of proper radiation safety with the student.

A student also has the right to not declare their pregnancy, in which case, the student will be treated as though she was not pregnant. Once a student has declared the pregnancy, the student also has the right to undeclare the pregnancy in writing at any time. This is in accordance with Federal and State laws as well as the most current NRC Regulations. The student will need to submit a medical release which allows continuance with the clinical assignments. If a student needs to, they can initiate authorization from an "I" grade through the Office of Academic Affairs.

3. Following completion of the declared pregnancy form, the Effective Dose Equivalent to the fetus from occupational exposure of the expectant mother should not exceed 0.5 rem during the remaining gestation period. The monthly exposure shall not exceed 0.05 rem. The student will be furnished an OSL fetal radiation monitoring device. This device must always be worn at waist level at all times and underneath the protective lead apron during fluoroscopy.

4. If the student is unable to fulfill the required didactic and/or clinical objectives, the student may request authorization of an "I grade" through Academic Affairs for the clinical course or resign from the program. The student may submit a request to re-enter the same semester of the following year if guidelines for removal of the "I grade" have been followed and a letter of intent to re-enter the program is turned in to the Program Director by the appropriate due date. Should the student choose to withdraw from a clinical course, the "Withdrawal" guidelines in the University catalog must be followed. Should the student choose to resign from the program, the "Resignation" guidelines in the University catalog must be followed.

**Exception:** If a student has to resign from the program due to health reasons, he or she would be allowed to apply for re-entry based upon the semester withdrawn and availability in the clinical setting. All Pregnancy Forms and related documentation are kept in the student's active file located in the Program Director's office.

Revised 5/19, 5/20, 3/22

## Cardiopulmonary Resuscitation



American Heart Association (AHA)

Students enrolled in the program are required to hold a current certification in cardiopulmonary resuscitation (CPR). This certification should be kept current for the duration of the program. CPR certification must be obtained prior to the start of clinical rotations. A copy of the students' CPR card must be on file with Pre-Check.

5/20

## Social Media

Social networking websites and applications (apps) provide unique opportunities for students to get to know one another, share experiences, and keep in contact. As with any public forum, it is important that users of these sites are aware of the associated risks and act in a manner that does not embarrass the students, the Division of Health Sciences and Business Technology, and LSUE. It is also important to ensure patient information is not made publicly available. Everyone is expected to be respectful of the views and opinions of others in the program and the University. This rule extends to interactions through forums, email, phone conversations, texting, social media, and all other methods of communication. No foul or inappropriate language will be tolerated.

Students are expected to check emails daily for announcements and other program information. All correspondence with program faculty must be through use of your LSUE email account. You are expected to use proper English and grammar when writing papers, sending emails, posting to forums, and all other forms of communication.

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

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

The Radiologic Technology Program has adopted the following guidelines to assist students in safely using these sites.

#### A. Personal Privacy

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

#### B. Protection of Patient Information

1. Comments made on social networking sites should be considered the same as if they were made in a public place in the hospital.
2. HIPAA rules apply online, and students may be held criminally liable for comments that violate HIPAA.
3. Remember that simply removing the name of a patient does not make them anonymous. Family members or friends of that patient or of other patients you are caring for may be able to determine whom you are referring based on the context.

#### C. Professionalism.

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

## Patient Confidentiality

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

In accordance with Health Insurance Portability and Accountability Act (HIPAA) of 1996, all patient information will be confidential. Students will maintain the privacy of protected health information by: limiting discussion of protected health information to private areas and conference rooms; not discussing health information outside the health care facility unless such discussion is with an appropriate faculty member and in private; not discussing protected health information with other students; refraining from copying any part of the medical record for use outside of the health care facility; refraining from putting any personal identifier on any paperwork associated with the Radiologic Technology Program; client initials may be used as an identifier, however, no room number or health care facility name/unit.

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

Reviewed 5/20

## Disciplinary Policy

Students are expected to display a professional attitude and demeanor. If a student breaches the professional conduct policy, disciplinary action will be taken. Disciplinary procedures are outlined below and are strictly enforced. All disciplinary actions remain in the student's file for the duration of their time in the program. Note: infractions are cumulative.

**Level 1 Infractions: Verbal warning, Written warning, Letter grade drop, Dismissal from the program.**

- Unprofessional language and/or conversation . (Ex. Talking about faculty, preceptors, technologists, gossiping, bullying, disrespect, making others uncomfortable or creating a hostile environment).
- Failure to comply with "Standard (Universal) Precautions."
- Failure to report communicable illness/infection to the PD, CC, CI and/or obtain physician clearance to re-enter the classroom or clinical setting.
- Failure to comply with any part of the Professional Appearance Policy. (See Program handbook p. 22)
- Failure to complete any daily clinical duties.
- Having a cell phone in possession during clinical hours.

**Level 2 Infractions: Written warning, Letter grade drop, Dismissal from the program.**

- Displaying unprofessional behavior upon which the student conducts themselves in an inappropriate manner (verbal and nonverbal), or is unsupportive towards colleagues and/or instructors, or is unresponsive to patient needs in providing quality patient care.
- Failure to notify the CC/CI directly by phone/email or in person of tardiness as stated in the *Clinical Dependability/Attendance Requirements* (p. 51) in this Handbook. The student is also responsible for notifying the scheduled clinical site within 30 minutes of their scheduled time.
- Failure to bring approved “Right” and “Left” lead markers and a OSL radiation monitoring device to clinical/laboratory assignments. (see Note)
- Improper handling of equipment.
- Insubordination.

**NOTE:** If a student forgets to bring their OSL badge or lead markers to the clinical setting, he or she must leave the facility to get them, i.e., at home, or their lab badge on campus. The student will be required to make up the time missed retrieving the badge and will receive a one (1) point deduction from the final clinical grade.

**Level 3 Infractions : Letter grade drop, Dismissal from the program**

- Leaving the clinical education setting without the CC’s/CI’s permission.
- Improper clinical practice as identified by the CC/CI.
- Falsification of ANY program documents or misleading information regarding a competency evaluation.
- Incorrect recording of time in/out in Trajecsys. (Falsifying time for time exceptions or clocking in or out from an unapproved geolocation (ex. Hwy, roads, home, etc)
- Theft.
- Failure to comply with clinical affiliates policies and procedures, LSU Eunice Ethics and Confidentiality Policy and/or ASRT Code of Ethics
- Repeating an imaging procedure and/or examination without direct supervision of an RT/CI/CC/PD present.
- Performing an imaging procedure on the wrong patient.
- Performing an imaging procedure on the wrong anatomy.
- Failure to report any incidents at any clinical site to the CC/CI on the day it occurred.
- Failure to notify the CC/CI directly by phone/email or in person of absence as stated in the *Clinical Dependability/Attendance Requirements* in this Handbook. The student is also responsible for notifying the scheduled clinical site within 30 minutes of their scheduled time.

**Infractions Resulting in Dismissal from the Program**

- Violation of Social Media Usage and Patient Confidentiality: Respecting and maintaining the right of confidentiality of all persons served during clinical practice experience is expected of LSU Eunice radiography students and faculty. Sharing of confidential or offensive information in any form through any means of social media or personal communication is prohibited.



Offensive information consists of false information or any communication with a personal or sexual reference directed toward any persons served during clinical practice experience. Violation of this policy will result in dismissal from the LSU Eunice Associate of Science in Radiologic Technology degree program. (Refer to the Social Media Policy p. 43).

- Violation of Health Insurance Portability and Accountability Act (HIPAA). In 1996, federal legislation was passed to improve the efficiency and effectiveness of the health care system by mandating confidentiality of health information. This included the privacy, security, and establishment of standards and requirements for the electronic transmission of certain health information. More specifically, this law governs access and usage of patient-identifiable information. Student radiographers must become knowledgeable of this Health Insurance Portability and Accountability Act (HIPAA) and follow confidentiality mandates. Confidentiality of patient information is an ethical standard that must be maintained by the student during the student's education. Failure to abide by these mandates will result in dismissal from the program.

\* Failure to complete fifty two (52) comps by the end of the fourth clinical semester of the program (Second Fall Semester).

\* Note: The PD will be notified of any disciplinary actions taken on any student. See Appendix V Counseling Form/Remedial Study Form.

Revised 7/19

### Radiation Protection Policy

Each student will be issued two Luxel OSL (optically stimulated luminescent) dosimeters. One dosimeter will remain with the student to wear during their clinical assignments. The other dosimeter will remain at LSU Eunice for the student to wear during their performance in the energized labs. This method is to reduce unnecessary radiation exposure to the OSLs. In addition, the clinical dosimeters will be exchanged every quarter and the energized lab badges will be exchanged yearly by the Clinical Instructor/Coordinator at each facility and by the Program Director at LSU Eunice.

Dosimeters must not be exposed to excessive heat or moisture. If the dosimeter is taken home, never leave it in the car, place it in the washer or dryer, or in close proximity of a television set. Students must wear dosimeters in the proper position (outside the protective lead apron, on the collar). Results of the radiation monitoring will be available quarterly immediately upon receipt of the report. It is the responsibility of students to track their own radiation exposure.

The Radiation Safety Officer (RSO) will evaluate each report thoroughly. Any exposure will be investigated for cause and necessary corrective measures taken where applicable. The occupational dose equivalent limits for adults are:

1. Annual Limit

- a. Total effective dose equivalent being equal to 50 mSv (5 rem).
- b. The sum of the deep dose equivalent and the committed dose equivalent to any individual organ or tissue other than the lens of the eye being equal to 0.5 Sv (50 rem).

2. Annual Limit to the lens of the eye, skin, and extremities

- a. Eye dose equivalent of 150 mSv (15 rem).

b. Shallow dose equivalent of 500 mSv (50 rem) to the skin or any extremity.

A Student Exposure Report (APPENDIX I) will be completed by the RSO on any student who receives more than 2.5 mSv (250 mrem) in one calendar quarter. Students should not receive more than 10 mSv (1000 mrem) in **ONE YEAR**. Students must employ safe radiation protection techniques for the patient, self and others during imaging exposures.

Students assisting in fluoroscopic examinations must wear lead aprons. Lead gloves must be worn if the hands must lie in the primary beam. Students are responsible for ensuring that lead aprons are available for all persons involved in fluoroscopic procedures. Aprons must be worn during mobile imaging and mobile fluoroscopy. Gonadal shields must be used on patients of reproductive age or younger when the presence of the shield does not obscure clinically significant data. Collimation must be used to restrict the primary beam to the area of clinical interest.

The program assures that students are instructed in the utilization of imaging equipment, accessories, optimal exposure factors, and proper patient positioning to minimize radiation exposure to patients, selves, and others. These practices assure radiation exposures are kept as low as reasonably achievable (ALARA).

Students must understand basic radiation safety practices prior to assignment to clinical settings. Students must not hold image receptors during any radiographic procedure. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care. As students progress in the program, they must become increasingly proficient in the application of radiation safety practices.

#### Radiation Protection in the Lab

The program also assures radiation safety in energized laboratories. Students utilization of energized laboratories is under the supervision of a program faculty member who is readily available. During a lecture or lecture/lab course, a student performing in the lab will be under direct supervision. Outside of lecture or lecture/lab course, a student practicing in the lab will be under indirect supervision. However, NO EXPOSURES are to be made in the lab without an LSUE faculty member present. If a program faculty member is not readily available to provide supervision, the radiation exposure mechanism will be disabled. (JRCERT) The Program Director and faculty members of the Radiologic Technology Program are responsible for the supervision of all students enrolled in the program. The Program Director and faculty members are responsible for personnel who enter the energized labs at all times.

Safety guidelines for the energized labs include the following:

- The OSL radiation monitoring device shall be worn during any operation of the energized unit.
- Close all doors to the energized lab before making any exposure.
- Ensure that there is no one in the lab during exposures.
- Observe low hanging and projecting equipment while manipulating the unit.
- Ensure that all doors are locked when the lab is not in use.
- The lab shall be used only with permission of the radiography faculty.
- Students shall practice all standard radiation safety practices while operating the equipment.

- A professional demeanor shall be practiced at all times.
- A copy of the LSU System Radiation Protection Program (PM-30) regarding radiation safety is located in the lab.
- **Note:** It is the responsibility of all students to abide by these rules and operating methods. Any misuse of equipment or deliberate failure to follow rules will result in disciplinary action.

Revised 12/16 Reviewed 3/19 Revised 5/20

### Safety Policy for MRI

The purpose of this policy is to ensure the safety of the Radiologic Technology students before entering a Magnetic Resonance Imaging (MRI) scanning room/field. As students could have potential access to the magnetic resonance environment at the beginning of clinical rotations, students should be screened and prepared for magnetic resonance safe practices prior to entering the clinical setting. If the status of the student should change, the student **must** be screened AGAIN to ensure the health and safety of the student is maintained (JRCERT).

The following policy assures appropriate MRI Safety screening has been completed prior to beginning clinical rotations MRI clinical elective rotation.

**POLICY:** All students will be instructed on MRI Safety upon entering the clinical phase of the Radiologic Technology program. They will be screened at the beginning of each summer semester prior to the start of their clinical assignment. Students may also be subject to additional screenings at MRI facilities. MRI scanners generate a very strong magnetic field within and surrounding the MR scanner. As this field is always on, unsecured magnetically susceptible (ferromagnetic) materials, even at a distance, can accelerate into the bore of the magnet with a force significant enough to cause severe injury or damage to the equipment, patient, and/or any personnel in its path. Anyone entering the MR environment without being thoroughly screened by qualified MR personnel may potentially compromise his/her safety and/or the safety of everyone in the MR environment. It is the MRI technologist's responsibility to control all access to the scan room. Radiologic Technology program students become part of this safety team adhering to all MRI safety policies and procedures. An MRI Technologist or Radiologist should be consulted if a student has a doubt at any point. Students will be responsible for reporting any changes which impact this screening and may thus compromise safety.

Although there is no definitive evidence that occupational exposure to MRI is harmful to a pregnant student or her fetus, pregnant students will try to limit her exposure to the MR field. She will not enter the MRI room during active scanning to reduce the exposure to higher level of static magnetic fields and time-varying (RF) fields. \*source (<http://mri-q.com/personnel-exposure.html>).

Revised 1/24

## CLINICAL EDUCATION PLAN

### The Clinical Environment

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

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

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

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

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



### ARRT National Registry

The American Registry of Radiologic Technologists (ARRT) is the only examining and certifying body for radiographers in the United States.

To become a Registered Technologist in Radiography, RT(R)(ARRT), you will have to successfully complete the ARRT examination.

The Program Director provides applications during March of the final semester. Students completing the program in May are eligible to take the ARRT examination the first business day after graduation. The Registry begins accepting applications three months prior to the students' graduation date. It is the student's responsibility to submit their application early to ensure securing the desired testing appointment time (see ARRT Certification Handbook and Application Materials). The completed application must be signed by the Program Director before it can be submitted to the ARRT. The appropriate fee must be submitted with the application. It is recommended that you take the examination as soon as you graduate, or preferably within two months of your graduation. Examination dates will be scheduled on an individual basis.

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

ARRT 1225 Northland Dr.

St. Paul, MN 55120-1155

Tel: (651) 687-0048

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

Revised 5/20

### Clinical Dependability/Attendance Requirements

Clinical is regarded as an obligation as well as a privilege, and all students are expected to attend regularly and punctually. Failure to do so may jeopardize a student's scholastic standing. Clinical attendance is required for a student to meet the objectives of the course and to meet the required hours of clinical participation.

The following policies will be enforced in addition to the requirements for class attendance as stated in the University catalog.

- A. Students are responsible for reporting to the assigned radiology department at the scheduled time. The student's Clinical Instructor (CI) or Clinical Coordinator (CC) must be directly notified by phone or in person of tardiness or absence within 30 minutes of scheduled time. The student is also responsible for notifying the scheduled clinical site within 30 minutes of their scheduled time. This time must be logged into Trajecsyst.

**NOTE: Three tardies will result in 5 points off of the clinical grade in the semester it occurred.** In addition, the student's name will be turned into the Program Director and the Dean for Student Affairs.

- B. Students are responsible for signing in/out on Trajecsyst at every clinical site on any given day. Students should not ask to leave early and are not allowed to be dismissed more than 30 minutes early by anyone other than their Clinical Instructor (CI) or the Clinical Coordinator (CC). If the student leaves before scheduled time, that time must be recorded and confirmed by the CC/CI/CP with the reason stated under comments.

**Failure to sign in/out will result in a 1-point deduction from the final grade. Students must allow geolocation access. Failure to allow will result in a 1-point deduction from the final grade. Incorrect recording or falsification of time in/out will result in a level 3 infraction (see disciplinary policy).**

- C. Students are allowed one absence per semester in their first year, two absences in the second year, and one absence per summer semester.

- **Students are required to make up the missed absence(s) within 15 business days. A 5 point deduction will occur if the time is not made up within the allocated time. Students must complete the makeup time form in Trajecsyst.**
- **Allowed absences cannot be carried over into another clinical semester**

For each absence missed beyond the allowance:

- A 5-point deduction from the final clinical grade will occur

If the day(s) are not made up:

- An additional 5-point deduction from the final clinical grade will occur.

Absences beyond the allowance will result in a referral to the Clinical Coordinator for documentation. If extenuating circumstances occur (surgery, car accident, etc.), the Clinical Coordinator will make arrangements on an individual basis. In the event that physician imposed extended physical restrictions occur, please refer to the program technical standards or communicable disease policy and consult with the Program Director and/or Clinical Coordinator immediately.

**Note:** Excessive absences or tardies may warrant dismissal from the program if the course objectives are not met.

1. The student must make up the absence(s) in the same clinical rotation area within the same semester. Make up time request must allow for at least a 24 hour notice.
2. Arrangements for make-up time MUST be scheduled through the Clinical Instructor/Clinical Coordinator prior to returning to the clinical setting. (Makeup time form-Trajecsys) Makeup time must be a minimum of 2 hour increments.
3. Special circumstances or physical restrictions will be considered by the PD/CC on an individual basis.
4. Sick Leave Due to a Disability; Special situations will be under advisement and in compliance with the ADA.
5. Bereavement Leave; Upon notification to the program faculty members and presentation of documentation, the student will be allowed a maximum of two consecutive days leave of absence for death in the immediate family. The immediate family is considered parents, grandparents, spouse, siblings, or child. The time missed does not have to be made up and points will not be deducted from the student's grade.
6. Student lunch breaks are 30 minutes. The appropriate time a student goes to lunch will be regulated by the CC/CI, RT in charge, or both. Lunchtime will be monitored. If the student does not return from lunch within 5 minutes beyond their allotted time, the student will be considered tardy and appropriate action will be taken.
7. Students are encouraged to attend State level Radiologic Technology Society meetings when student travel and leave is approved by LSU Eunice. Since Continuing Education is a requirement to remain registered by the American Registry of Radiologic Technologists and by the State of Louisiana upon graduation, this program finds attendance at these meetings a vital part of the student's educational experience. Assignments will be required when individual attendance to these professional meetings is not possible. Financial assistance will be provided equally to all RADT students from the Radiology Club (Chi Sigma Tau) when available.
8. Students may use Professional Development Conference hours for makeup time. Students must clock in and out in Trajecsys.

Revised 8/19 Reviewed 5/20, 5/22

The student is responsible for attending all classes on a regular and punctual basis.

- Absence or tardiness on a Class Date: Class will begin promptly at the scheduled time. If tardy or absent, it will be the responsibility of the student to catch up on the material missed. Students must notify the instructor of tardy or absence.
  - If the student is absent on a test or quiz date, he/she will be given a “0” for the test or quiz unless permission has been granted by the instructor for a new assessment date. Failure to take the final exam will result in a “0” for the final exam grade, unless the student requests and is granted an “incomplete” from Academic Affairs as outlined in the LSUE Catalog. **Students are allowed only 1 excused makeup test per semester. Extenuating circumstances will be reviewed by the PD.**
  - *Any failed exams will require remediation. Students must retest prior to the next scheduled exam. Only 3 attempts are allowed. Only original test scores are utilized for test grades.*
  - All simulation laboratory activities must be completed. The student will receive a grade of “0” for missed simulation laboratory activities if not performed on the date assigned by the instructor.
  - Accommodating services: Students must report to the testing center by 8:00AM. Exams will start promptly at 8:05. Revised 7/19, 5/22

### Trajecsys Reporting System



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

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

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



The Trajecsyst Reporting System website can be found at <https://www.trajecsyst.com>.

Using Trajecsyst; All users must first register in the system by selecting the "Registration" link. Once this has been entered, the Clinical Coordinator will add each Registrant to the system. Following this step, complete access will be granted. Orientation for this system will be completed prior to attending clinic during the first semester.

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

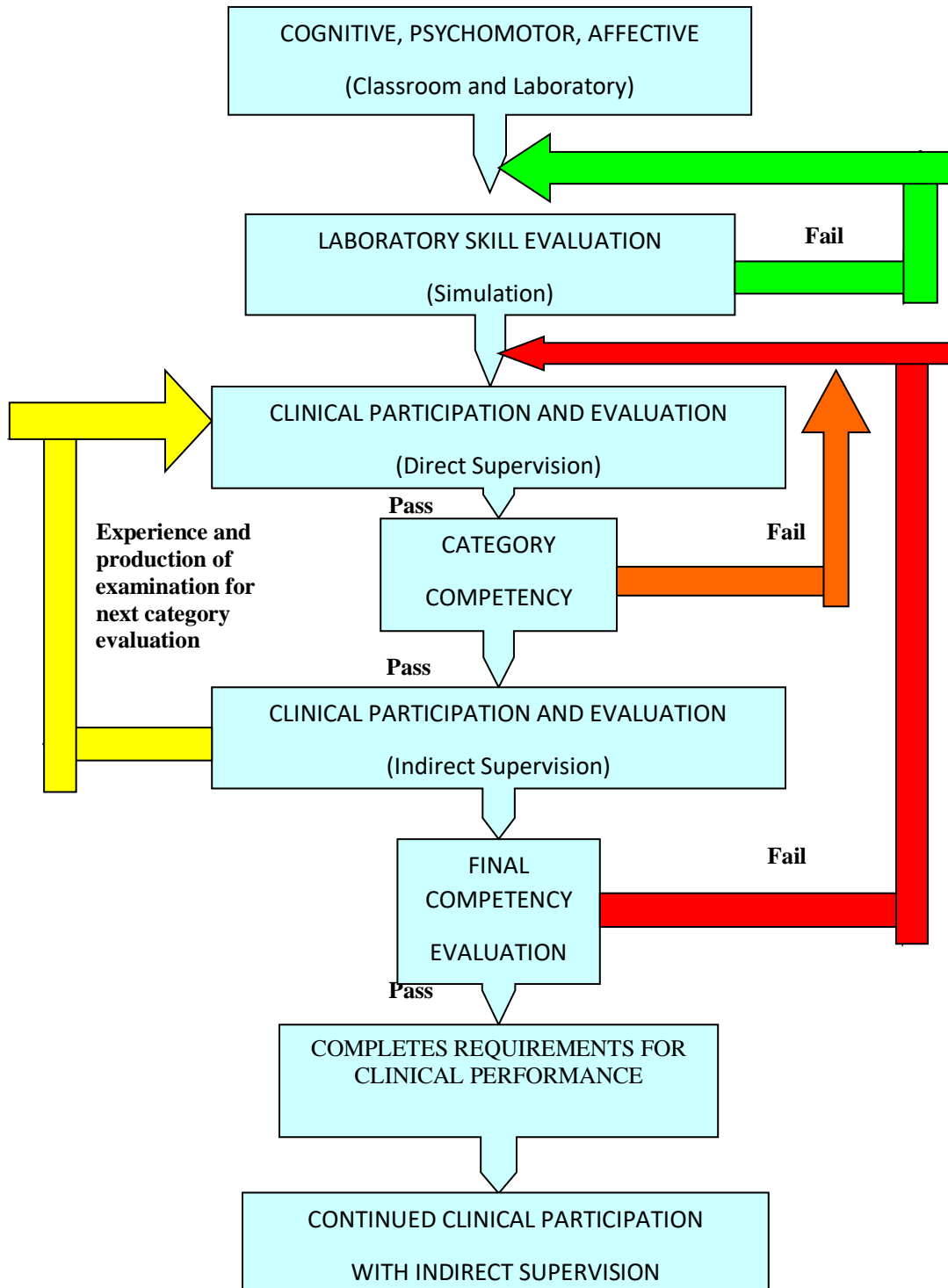
Clocking In/Out; Clinical attendance will be completed through the Trajecsyst Reporting system. Students are required to log-in to the system and clock in/out. The system will permanently record students' times at Clinical Education sites (verified by CES IP Address), and these times will be used to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

Clocking in/out from an unauthorized site (by cell phone, home, etc.; recognized by IP address), will constitute deliberate falsification of records, resulting disciplinary action (drop in letter grade).

The student must turn on the "Location" feature setting on their smartphone as to demonstrate the actual location on Trajecsyst system maps. If the Trajecsyst system is down all together, the student may call or email the Clinical Instructor/Clinical Coordinator and leave a message.

Daily Log Sheets: Students are required to enter all exams performed at clinic in the Daily Log Sheet section of Trajecsyst. Students are encouraged to maintain an unofficial log sheet so that entries can be made at a later time. Students are advised to complete this immediately following clinic. When completing these log sheets, students are also required to enter supervising technologist for repeats. Instances of entering false data will be considered falsification of records, resulting in disciplinary action.

Clinical Education Flowchart  
 Developing Clinical Proficiency



## Clinical Competency Plan

The Clinical Competency Plan consists of the integration of all aspects of the curriculum including lecture, demonstration, simulation, and clinical participation. Specific objectives, including cognitive, psychomotor, and affective competencies for clinical courses, are outlined in each course syllabus.

Clinical skills can be developed by following a systematic step-by-step approach. The following sequence is recommended:

- **Classroom and Laboratory Practice**  
Students complete this step by studying radiographic physics, radiographic principles and techniques, anatomy and physiology, radiographic positioning, etc., in didactic course work. Lab is available for practice to build knowledge and confidence.
- **Lab Simulation**  
Students are required to simulate categories of radiographic exams.
- **Clinical Participation-Observation and Performance**  
Students are given an opportunity to assist the radiologic technologist in performing radiographic procedures. As students develop confidence and proficiency, they will be given the opportunity to complete entire examinations under the direct supervision of a registered radiologic technologist. The technologist will observe, assist, and step in whenever the need arises.
- **Competency Evaluation Performance**  
When students feel confident that they are able to do a particular examination independently, a Clinical Preceptor/CI will perform a competency evaluation. Student performance will be documented on a Clinical Competency form in Trajecsys. If competency is achieved, it will be counted toward the requirement for that semester. If competency is not achieved, a remedial lab must be completed and the competency must be repeated until competency has been achieved. The final approval of competency evaluations will be completed by the LSUE Clinical faculty.

## Laboratory Simulation

Students will be given instruction and demonstration of imaging procedures followed by simulated practice sessions in the laboratory. The CC/CI will complete the Laboratory Skills Evaluation Form on each examination. This will be used as a simulation assessment tool to assist students in identifying weak positioning skills prior to actual evaluations in the clinical setting. Students' comprehension of course materials will be evaluated by written examination and by these simulations in the laboratory. The criteria and grading guidelines for a laboratory skills evaluation and a sample laboratory skills evaluation form are found in Appendices D2 and E2 respectively.

Students must perform all required lab skill evaluations with a minimum mastery level of > 85%. The lab skill evaluations are averaged and count for a percentage of the course grade. When the student successfully completes the lab skill evaluation for a given examination, they will be allowed to perform the imaging procedure under direct supervision. Completed laboratory skill evaluations must be documented and signed by the CC, CI or PD.

If a student does not achieve the passing grade of > 85%, or automatically fails (50%) in the same category on any of the required lab skill evaluations, the student will be allowed to challenge the lab skill again upon completion of remediation. The student will be required to obtain additional laboratory practice under direct supervision in the category which has not been successfully completed. The second lab skill evaluation must be performed within five (5) days of the first attempt and pass with an > 85%. The two grades will be averaged.

If the student is unsuccessful after two lab skill attempts within the same category, the student will be required to see the Program Director along with the course instructor for a conference within 7 days of the second attempt to discuss remediation (supervised by an instructor) within a specified time. A student is allowed only three (3) attempts on a simulation per category in the semester taught. If the student fails a third time within the same category, then the student will not be allowed to return to class or clinical assignment. The student will be required to see the Program Director along with the course instructor for a conference within five (5) days of the third attempt regarding program dismissal. A counseling form (Appendix V) will document all conferences given with the student.

## Competency Evaluations

This evaluation process is used to determine student progress in meeting clinical participation objectives and the level of student achievement. A sample of the imaging procedures requiring competency evaluation is provided in Appendix M. Students must demonstrate competence in all 36 of the mandatory imaging procedures set by the ARRT. Procedures should be performed on patients; however, up to 10 mandatory procedures may be simulated in the fifth semester only if demonstration on patients is not feasible. Competency evaluations by simulation are used only for infrequent or limited volume examinations.

Upon successful completion of the clinical participation objectives and lab simulation skills, the student is allowed to perform a competency examination, under the direct supervision of the CC/CI/Preceptor. The CC/CI/Preceptor must be present during the conduct of the examination and must review and approve the diagnostic images prior to the dismissal of the patient.

The criteria and grading guidelines for a clinical competency evaluation and a sample competency evaluation form are found in Appendices G2, H2, I2 respectively.

Competency exams are to be performed by the student with no assistance. The student must critique the images with the CC/CI/Preceptor for a grade.

Students must perform all required competency evaluations with a minimum mastery level of > 85%. The competency evaluations are averaged and count for a percentage of the clinical course grade. When the student successfully completes the competency evaluation for a given examination, he/she will be recognized as clinically competent for that particular exam and will then be allowed to perform that examination with indirect supervision. Completed competency evaluations must be validated by the Clinical Instructor.

If a student does not achieve the passing grade of > 85%, or automatically fails (50%) the competency, the student will be allowed to challenge the comp again upon completion of remediation. The student will be required to obtain additional laboratory practice and clinical participation with direct supervision in the category which has not been successfully completed, as well as re-simulation of the projection failed with the Clinical Instructor. The second comp evaluation must be performed within the same semester of the first attempt and pass with an > 85%. The two competency grades will be averaged. If the student is unsuccessful after two comp attempts within the same category, the student will be required to see the Program Director along with the course instructor for a conference within seven (7) days of the second attempt to discuss remediation within a specified time.

A student is allowed only three attempts on a comp per category in the semester taught. If the student fails a third time within the same category, the student will not be allowed to return to class or clinical assignment. The student will be required to see the Program Director along with the course instructor for a conference within five (5) days of the third attempt regarding program dismissal. A counseling form (Appendix V) will document all conferences given with the student.

The sequence of examinations requiring competency that may be successfully completed during each clinical course is found in Appendix L2. Any of these exams over the required number per semester will be carried over to meet the required number for the following semester. The number of assigned clinical competencies **MUST** be completed by the end of each semester. There will be a "0" grade given for each competency evaluation missed.

Although a student may successfully complete some competency evaluations in preceding clinical courses, the student should continue to aggressively perform those examinations in order to excel in the final competency evaluation.

### Final Competency Evaluation

Upon successful completion of all required competency evaluations within every category, students are re-evaluated in the form of a final competency evaluation. Final competency evaluations are performed during the final (sixth) semester of the program. These final competency evaluations are to be evaluated and documented by the CC/CI and the results will become a part of each student's clinical record.

Successful completion of all final competency examination evaluations completes the requirements for the Clinical Competency Plan.

The procedure for final category competency evaluations is similar to the competency evaluations with the exception that it is a cross section of all categories and will include image examinations from each area. The CC/CI will randomly select one examination from each category on the final competency evaluation roster (Appendix M2) and evaluates student performance using the final competency evaluation form (Appendix J2).

Students are expected to complete 13 final category competencies (one from each major category) with a minimum mastery level of > 85% on each examination. A numerical grade is given for final competency evaluations. Final category competency evaluations represent a percentage of the student's course grade.

If a student does not achieve the passing grade of > 85%, or automatically fails (50%) a final comp, the student will be allowed to challenge the final comp again upon completion of remediation. A student is allowed only two attempts on a final comp per category in the final (6th) semester. The second final comp evaluation must be performed and passed with an > 85%. If the student is unsuccessful after two final comp attempts within the same category, the student will not be allowed to return to class or clinical assignment. The student will be required to see the Program Director along with the course instructor for a conference within three (3) days of the second attempt to discuss remediation within a specified time. A counseling form (Appendix V) will document all conferences given with the student. This completes the requirements for the Clinical Education Plan.

### Clinical Supervision

During the professional curriculum, the students are under direct supervision of an ARRT registered technologist. Once a student has successfully performed a specific competency evaluation, the student is under indirect supervision of a radiographer.

### Direct Supervision

- Must occur for students before documented competency of any procedures.
- The clinical instructor or radiologic technologist will:
  1. Review request in relation to the student's achievement.
  2. Evaluate the condition of the patient in relation to the student's knowledge.
  3. Be physically present during the examination.
  4. Review and approve the procedure and/or image.

\* Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

### Indirect Supervision

- Supervision provided for students after documentation of competency for any given procedure.

- The clinical instructor/preceptor/radiologic technologist will:

Review, evaluate, and approve the procedure as indicated above. Indirect supervision is provided by an RT who is immediately available to assist a student regardless of the level of their achievement. “Immediately available” is interpreted as the presence of a qualified imaging practitioner adjacent to the room or location where an imaging procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

**Note:** If an image needs to be repeated, the student must perform it under direct supervision regardless of their level of learning.

### Repeat Radiograph Policy

When repeat exposures are necessary, the student must perform it under direct supervision regardless of their level of learning. Students are not allowed to repeat a radiograph unless a Clinical Preceptor or a licensed staff technologist is present in the radiographic room. This applies to all examinations.

Failure to comply will result in:

A drop in the clinical course grade and a meeting with the PD.

It is the student’s responsibility to ensure the proper clinical supervision prevails before performing a specific exam. To document that a radiographer was present during the repeat exposure, the student should report all repeated exams in the Trajecsys system along with the technologist who directly supervised the repeats. The self-reported repeat records will be checked by the faculty as they visit the clinic sites and verify supervision of repeats with reported technologists. Students will be subject to dismissal from the program if this policy is not strictly followed.

Revised 12/21, Reviewed 5/24

### Clinical Rotations

Students enrolled in clinical courses are assigned to area hospitals that serve as Clinical Education Settings. Clinical assignments are based on a semester basis. Course assignments, including both clinical and didactic courses, shall not exceed 40 hours/week or 10 hours/day. Students may be required to travel up to approximately 65 miles from campus to a clinical education setting. Students are required to attend orientation for each clinical education setting assigned. Students may be subject to random drug testing.

While assigned to the clinical education setting, the student will rotate through the various areas of the Radiology Department. Clinical rotation assignments take place during daytime and evening hours,

Monday through Friday. Clinical rotation assignments are given to each student at the beginning of each semester and posted at each clinical education site. Students are not permitted to attend clinic in an area they are not assigned. In addition, students are not allowed to attend clinic beyond their scheduled time, without prior approval from the clinical instructor.

#### Required Clinical Rotations

Diagnostic Radiography	Surgery
Fluoroscopy	Trauma
Portables	Emergency Room

During the last semester of the program (Spring), students may rotate through 2 elective specialty rotations. The following rotations are strictly voluntary based on students interests. The student must meet with the Clinical Instructor to discuss their interests and determine if a rotation through these areas can be added into their rotations.

#### Elective Specialty Rotations

Special Procedures/Cath Lab	Mammography
Ultrasound	CT
Nuclear Medicine	MRI
Radiation Oncology	Bone Densitometry

Reviewed 5/20 Revised 5/24

#### Goals of the Clinical Education Plan

- A. To provide two years of clinical education experience at JRCERT approved clinical education settings.
- B. To provide a sufficient number and variety of clinical learning experiences in equitable learning environments.
- C. To provide modern imaging equipment by which students can become proficient in clinical skills.
- D. To permit students to learn by providing qualified personnel.
- E. To provide performance objectives and simulated laboratory practice assigned to aid students in successfully completing clinical courses.



F. To provide clinical experiences that complement course work.

G. To provide standards against which the competencies, skills and attributes of students can be measured.

H. To provide a comprehensive Competency Evaluation Plan in which student performance can be evaluated and documented.

I. To provide a professional atmosphere in which students may achieve the desired values and characteristics of a competent imaging practitioner.

J. To maintain a student-to-radiography clinical staff ratio of 1:1 at all times, regardless of the level of supervision the student has achieved. However, if an uncommon procedure is performed (e.g., skull imaging), it is acceptable that more than one student may be temporarily assigned to one technologist.

Revised 3/19

### Clinical Rotation Plan

# of Weeks	# of Comps	Session	Course
7.5 weeks	10 (Patient Care)	1st Summer	RADT 1001
15 weeks	10	1st Fall	RADT 1092
15 weeks	11	1st Spring	RADT 1093
7.5 weeks	15	2nd Summer	RADT 2091
15 weeks	15	2nd Fall	RADT 2092
15 weeks	13 Final Comps	2nd Spring	RADT 2093

At the conclusion of the 2nd Fall, the student shall have accrued the following:

A. Ten mandatory general patient care activities.

B. Thirty-six mandatory imaging procedures.

C. Fifteen elective imaging procedures to be selected from a list of 34 procedures which includes:

1. At least one elective imaging procedure from the head section.
2. At least two elective imaging procedures from the fluoroscopy studies section, one of which must be either an Upper GI or a Contrast Enema.

NOTE: Junior Students may not complete more than 2 carryover comps per semester. Senior Students may carryover any number of mandatory competencies.

Revised 5/24

### Clinical Documentation

The following electronic forms should be completed in Trajecsys within one week after each clinical assignment:

1. Student Clinical Rotation Evaluation (completed by the technologist)
2. Daily Procedure and Repeat Exposure Log
3. Daily Attendance log – Time clocked in and out

### Student Clinical Rotation Evaluation

The student will be evaluated at the end of each rotation by the radiographer to whom they are assigned. It is the student's responsibility to ensure the evaluation has been completed by the technologist. A mid semester and end of semester evaluation will be performed by the Clinical Instructor to discuss strengths and deficiencies of the student's clinical performance.

### Patient/Repeat Exposure Log

The student is to maintain a log of exams performed daily in Trajecsys.

The student is required to report repeated exams and the registered technologist who directly supervised the repeated exam while present in the examination room. Clinical instructors will check the repeat exposure log.

### Clinical Education Setting Evaluation

Students will evaluate Clinical Education Settings to which they were assigned at the end of the Spring semester. (See Appendix Q2.)

### Incident Reporting

Any clinical incident must be reported to the Clinical Instructor/Clinical Coordinator on the day of the occurrence. Failure to report will result in a letter grade drop.

## APPENDIX A

### Acknowledgement of Receipt and Understanding of the Radiologic Technology Program Student Handbook

My signature below indicates that I have received, read, and understand the Radiologic Technology Program Handbook at Louisiana State University Eunice. I agree to abide by the policies and procedures outlined in this handbook. I understand that failure to adhere to these policies and procedures could result in dismissal from the program.

---

 Student Signature

---

 Date

## APPENDIX B

### Academic Honesty Attestation Statement

I understand that Louisiana State University Eunice and the Division of Health Sciences and Business Technology have academic honor codes. The academic work I submit will be my own and I will not receive any unauthorized assistance with any work I submit for this program.

---

 Student Signature

---

 Date

## APPENDIX C

### Consent for Release of Information

I, \_\_\_\_\_, agree to allow Louisiana State University Eunice and the Division of Health Sciences and Business Technology to release my health information and/or criminal background investigation to clinical agencies, as requested. I understand this information is confidential, will be kept secure at all times, and is shared with faculty only as appropriate. I further understand that refusal to sign this consent will result in my inability to participate in clinical courses.

## APPENDIX D

## Waiver and Release of Medical Liability

I hereby agree and acknowledge that my participation in the Clinical experience may involve a risk of injury or illness, including COVID-19. I hereby indemnify and hold harmless LSUE from any and all claims, suits, liability, judgments, and costs, arising from and/or related to any personal injuries, damage to personal property and the results therefrom, ensuing from my participation in the Clinical experience.

I further agree to indemnify and hold LSUE harmless for any injury or medical problem I may acquire, including Dx of COVID-19, during my participation in the Clinical Experience. I agree to pay my own medical costs related to any injuries or illnesses that I incur during my participation in the Clinical Experience. I further agree that LSUE shall not be responsible for payment of needed medical services.

By checking this box and providing my student ID and Name Below, I acknowledge that I have read the above waiver and release in its entirety and affirm this waiver voluntarily. I intend my submission of this form to be a complete and unconditional release of LSUE's liability to the greatest extent allowed by law.

---

Student's Full Name / Signature

---

Student's School/ Student ID

---

Date

---

School Representative

---

Date

APPENDIX E

Ethics and Confidentiality

All LSUE Nursing & Allied Health students in the Division of Health Science & Business Technology share the responsibility of observing a Code of Ethics. This Code of Ethics requires truthfulness, honesty, and integrity in all patient care activities performed by the student.

Information regarding patients is highly privileged and confidential. Photocopying any aspect of the patient’s record is prohibited. Information about patients should never be discussed casually or released to anyone. Persons inquiring whether someone is a patient should be informed that you cannot release such information. Students are bound from releasing this information by Federal mandate. Breach of confidentiality will result in a recommendation of dismissal from the program to the LSUE Committee on Student conduct.

LSUE Nursing & Allied Health students must maintain a professional relationship with patients. Associating with or fraternizing (including exchanging phone numbers and addresses) with patients while they are in your care is unprofessional and strictly prohibited.

I have read the Policy on Ethics and Confidentiality and agree to abide by this policy. Failure to comply will result in a recommendation for dismissal from the program.

\_\_\_\_\_

Student’s Full Name

\_\_\_\_\_

Date

\_\_\_\_\_

Student’s Printed Name

\_\_\_\_\_

Student ID

\_\_\_\_\_

Faculty Signature

\_\_\_\_\_

Date

## APPENDIX F

## Substance Abuse and Drug-Free Campus

I hereby certify that I have received a copy of the Louisiana State University at Eunice Student Substance Abuse and Drug-Free Campus Policy. I realize that the illegal use, possession, dispensation, distribution, manufacture or sale of controlled substances and alcohol is prohibited when I am in classes, or at any other time on campus. I understand that violation of this policy may result in disciplinary action up to and including suspension or expulsion from the University as specified by the LSUE Code of Conduct. I acknowledge my responsibility to notify the Office of Student Affairs within five (5) days if I am convicted of violating any criminal drug statute on the campus. I further realize that the University may be required by law to give notice of such conviction to federal agencies from which it receives grants or contracts, and I hereby waive any and all claims that may arise from the conveying of this information to any such federal agency.

All students **must** adhere to the **LSU Eunice Substance Abuse & Drug-Free Campus Policy**. **The signature document must be signed and returned to the Program Director's office.**

Revised 3/22

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student ID

## Communicable Disease

I understand that radiologic science involves cognitive learning, affective values, and clinical performance standards. I recognize the need to care for persons with communicable diseases. I understand and agree that I cannot, as a LSUE Radiologic Technology student, ethically and morally refuse to care for patient/clients with HIV, HBV, TB, Coronavirus, or any other communicable disease. If I am uncomfortable with caring for patients with communicable diseases, I will discuss my concerns with the program director. If, after discussion, I am unwilling to care for patients with communicable diseases, I understand that my clinical rotations may be adjusted which may delay graduation.

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

\_\_\_\_\_  
Date

APPENDIX G  
MRI SCREENING FORM

STUDENT \_\_\_\_\_ CLASS \_\_\_\_\_

DATE \_\_\_\_\_

General Questions: Do you have any of the following?

Yes No Cardiac pacemaker. Implanted Cardioverter Defibrillator (ICD)/Heart valve/Heart surgery: Date/type \_\_\_\_\_

Yes No Shunts/Stents/Intravascular coil: Date/type \_\_\_\_\_

Yes No Ear or eye implants/surgery: Date/type \_\_\_\_\_

Yes No Injury to eye involving metal or metal shavings

Yes No Brain or brain aneurysm surgery: Date/type \_\_\_\_\_

Yes No Any electrical, mechanical, magnetic pumps, stimulators, and/or implants? Date/type \_\_\_\_\_

Yes No Any body piercing jewelry?

Yes No Any breast tissue expanders? Date/type \_\_\_\_\_

Yes No Shrapnel or metal fragments in skin or body? Specify: \_\_\_\_\_

Yes No Dentures/Hearing aid/Wig: Please circle which applies.

Yes No Any type of prosthesis? Date/type \_\_\_\_\_

All other surgeries: Date/type \_\_\_\_\_

If at any time your status changes, it is mandatory to notify the Program Director or Clinical Coordinator.

I understand that this confidential information will be shared with the MRI technologist/clinical site approving this screening for safety.

\_\_\_\_\_  
MRI Technologist

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

## APPENDIX H


 DIVISION OF HEALTH SCIENCES AND BUSINESS TECHNOLOGY  
 RADIOLOGIC TECHNOLOGY

## DECLARED PREGNANCY FORM

At the date of my signature I Jane Smith, am voluntarily declaring myself pregnant and understand that my radiation limit is **0.5 rem** for the remainder of the gestation period, not to exceed **0.05 rem** in any given month. Also, changes in my clinical assignments may be instituted in order to insure compliance with these standards.

Please mark one of the following options for your continuance in the program.

X  I request continuance in the program with modification. Modifications include the following:

- Issued the use of a lead apron specially designed for the pregnancy
- Wear a fetal radiation monitoring device
- Limit cases in fluoroscopy during clinical experience
- Change the declared student's clinical rotation schedule (e.g., no fluoro and/or surgery during the first 3 months of pregnancy).

Note: The program requires the declared student to submit a medical release to continue with clinical assignments. In addition, the Title IX coordinator can assist with providing additional modifications.

       I request continuance in the program without modification.

The estimated date of conception is July 1, 2019 (month and year).

- I understand the responsibilities as stated in the "Pregnancy Policy" of the LSUE RADT Program Handbook.



- I have been advised of radiation protection measures, and have received a copy of the most recent NRC regulatory guide 8.13 (Instruction Concerning Prenatal Radiation Exposure) and regulatory guide 8.36 (Radiation Dose to the Embryo/Fetus).
- I agree to abide by the regulations and policy set forth concerning pregnancy and radiation safety.
- I understand that I may undeclare my pregnancy at any time, and must notify the appropriate personnel in writing.

<u>Jane Smith</u>	<u>Jane Smith</u>	<u>August 30, 2019</u>
Student (Print)	Student Signature	Date

<u>Mary Ellen Smith</u>	<u>Mary Ellen Smith, BSRT (R)</u>	<u>August 30, 2019</u>
Clinical Coordinator (Print)	Clinical Coordinator Signature	Date

<u>Albert Jones, M.A., R.T.(R)</u>	<u>Albert Jones, M.A., R.T.(R)</u>	<u>August 30, 2019</u>
Program Director/RSO (Print)	Program Director/RSO Signature	Date

Revised May 2019

## APPENDIX I

## STUDENT EXPOSURE REPORT FORM –RADIATION PROTECTION POLICY

Student Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student Social Security Number \_\_\_\_\_ Date OSL Issued \_\_\_\_\_

Date OSL Read \_\_\_\_\_ OSL Reading \_\_\_\_\_

The above reading exceeds the recommended dose equivalence for one calendar quarter set forth in the Student Clinical Handbook under the Radiation Protection Policy, and by the LSU System Radiation Safety Committee.

The object of our ALARA program is to maintain radiation exposure at the lowest possible levels. This program is based on the premise that radiation exposure is not free of risk and therefore, radiation exposure should be kept to levels well below the limits allowed by the Nuclear Regulatory Commission, the state of Louisiana and other regulatory agencies. The state dose equivalent limit for an occupational imaging technologist is 5,000 mrem/yr. or 5 rem/yr. For students in clinical education experience of a diagnostic imaging program, the administrative dose equivalent limit is 1,000 mrem/yr or 1 rem/yr. Therefore, investigational action levels set by the Radiologic Technology Program at LSU Eunice are as follows:

A student who receives more than 250 mrem per calendar quarter or 0.250 rem/calendar quarter.

Your dose is below the NRC and State limits but exceeds the limit recommended for student clinical education experience at a clinical site. This behavior indicates a need to review imaging procedures performed during a specific clinical assignment in order to reduce your exposure. Apply the basic rules of radiation protection (time, distance and shielding) to lower your radiation exposure.

Please provide (in the space below) a written explanation as to why you believe this level was exceeded. Please be specific.

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Program Director (RSO) Signature

Student Signature

\_\_\_\_\_

\_\_\_\_\_

Date

Clinical Coordinator

\_\_\_\_\_

\_\_\_\_\_

APPENDIX J  
RE-ENTRY RADT APPLICATION

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

Address: \_\_\_\_\_ Ph.# \_\_\_\_\_

Last LSU Eunice RADT Course Successfully Completed: \_\_\_\_\_

Date last Enrolled in an LSU Eunice RADT Course: \_\_\_\_\_

Date Last Enrolled at LSU Eunice: \_\_\_\_\_

Have you attended another school subsequent to the date specified above? \_\_\_\_\_

If yes, specify school: \_\_\_\_\_

Are you currently attending school? \_\_\_\_\_

Current Overall GPA: \_\_\_\_\_

DEADLINES FOR APPLICATION

For Reentry Into:      Fall – July 15

Spring – December 1 Summer – May 1

I understand that decisions on reentry applications are determined as soon as student attrition for the previous semester can be validated. I furthermore understand that re-entry students are accepted on a competitive basis and must meet the requirements for readmission to the program as stated in the LSU Eunice Catalog. By submitting this application and written request, it does not guarantee acceptance into the Radiologic Technology program.

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

## APPENDIX K

## Mayci Breaux Memorial Scholarship

This award is offered annually during the spring semester to a current LSU Eunice Radiologic Technology clinical student with adverse financial circumstances and is in good academic standing. Preference will be given to students who are not currently receiving scholarships.

## Submission Requirements:

1. A copy of your most current college transcript.
2. Two letters of recommendation (in sealed envelope) from a non-related adult, such as a coach, teacher (RADT faculty not included), employer, mentor, or clergy member.
3. A typed letter answering the application questions. (see below)

TO BE COMPLETED BY THE STUDENT APPLICANT (please print)

STUDENT Name \_\_\_\_\_

Last First M.I.

Student Address \_\_\_\_\_

Number and Street, City, State, and Zip Code

Student Contact Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Student Date of Birth \_\_\_\_\_

Student E-mail Address \_\_\_\_\_

Current Cumulative GPA \_\_\_\_\_

Please answer the following questions on a separate sheet of paper (typed):

1. What life experiences have shaped who you are today and what challenges have you overcome in achieving your education (i.e. financial, personal, medical, etc.)?
2. Explain why you need financial assistance.
3. Describe any extracurricular activities (clubs, school, or community volunteer efforts, work experience).
4. Award and Honors (received during high school/college)
5. Describe an event in which you took a leadership role and what you learned about yourself.
6. Additional information you would like to have the selection committee consider.

**All documents must be returned by March 1st**

All documents must be submitted by the deadline. Once your completed application is accepted, adjustments are not possible.

Selection and Award Process : The Mayci Breaux Scholarship will be awarded to the student who meets the eligibility criteria and best fits the award's vision. All applications will be reviewed by a selection committee comprised of the LSU Eunice Radiologic Technology faculty in addition to other Allied Health faculty within the Health Technology Division. Once the recipient has been determined, a letter will be sent notifying him/her of their award. The Scholarship is awarded yearly.

## APPENDIX N

DIVISION OF HEALTH SCIENCES AND BUSINESS TECHNOLOGY  
RADIOLOGIC TECHNOLOGY PROGRAM

## PROGRAM COURSES

**RADIOLOGIC TECHNOLOGY (RADT)**

All radiologic technology courses are scheduled in blocks by semester. Under normal circumstances, withdrawal from one course will require withdrawal from all scheduled radiologic technology courses. In radiologic technology courses, one (1) credit hour is equal to 1 hour of lecture, 2 hours of lab, or 3 hours of clinical experience.

- RADT 1000 Introduction to Radiologic Technology. Lec. 1; Cr. 1.**  
A survey of basic principles and practices of radiologic technology.  
*Prerequisites: Completion of English 1001 and MATH 1015 or 1021. A grade of C or better must be earned for eligibility of selection into the Radiologic Technology Program.*
- RADT 1001 Patient Care and Education. Lec. 1; Lab. 2; Cr. 2.**  
A study of basic patient care procedures, including venipuncture and pharmacology, as they apply to Radiologic Technology. Ethical and legal aspects and human diversity are also covered.  
*Prerequisites: Selective admission to the Radiologic Technology Program.*  
*Co-requisite: Radiologic Technology 1091.*

- RADT 1011     Imaging and Equipment. Lec. 3; Cr. 3.**  
A study of the principles of radiation physics, and imaging equipment to include x-ray production, target interactions, x-ray generators and transformers, grids, and accessories.  
*Prerequisites: Radiologic Technology 1001 and 1091.*  
*Co-requisites: Radiologic Technology 1021 and 1092.*
- RADT 1012     Image Acquisition and Evaluation. Lec. 2; Lab. 2; Cr. 3.**  
A study of image production, image characteristics, radiographic exposure technique, scatter control, image receptors, automatic exposure control, and additional equipment.  
*Prerequisites: Radiologic Technology 1011, 1021, and 1092.*  
*Co-requisites: Radiologic Technology 1022 and 1093.*
- RADT 1021     Imaging Procedures I. Lec. 4; Lab. 2; Cr. 5.**  
A study of imaging procedures related to the upper and lower extremities, shoulder girdle, pelvis and upper femora, vertebral column, and bony thorax. Course includes content on professional behavior and cultural diversity in imaging procedures.  
*Prerequisites: Radiologic Technology 1001 and 1091.*  
*Co-requisites: Radiologic Technology 1011 and 1092.*
- RADT 1022     Imaging Procedures II. Lec. 4; Lab. 2; Cr. 5.**  
A study of imaging procedures related to the GI and GU tract, cranium and facial bones, venipuncture, reproductive system, pediatrics, trauma and surgical concepts. Introduction to advanced imaging procedures.  
*Prerequisites: Radiologic Technology 1011, 1021, and 1092.*  
*Co-requisites: Radiologic Technology 1012 and 1093.*
- RADT 1091     Applied Imaging I. Lec 1; Lab 2; Cr. 2.**  
Freshman positioning lab. Supervised lab practice of basic skills related to patient management and the radiology department. A study of imaging procedures related to the chest and abdomen are covered. An introduction to mobile radiography, pediatric imaging, and geriatric radiography will also be covered. *Prerequisites: Selective admission to the Radiologic Technology Program.* *Co-requisite: Radiologic Technology 1001.*
- RADT 1092     Applied Imaging II. Clin. 12; Cr. 4.**  
Freshman clinical rotation. Supervised clinical practice of basic skills related to imaging procedures with emphasis on chest, abdomen, extremities, vertebral column, and bony thorax.  
*Prerequisites: Radiologic Technology 1001 and 1091.*  
*Co-requisites: Radiologic Technology 1011 and 1021.*
- RADT 1093     Applied Imaging III. Clin. 12; Cr. 4.**  
Freshman clinical rotation. Supervised clinical practice of basic skills related to imaging procedures with emphasis on bony thorax, GU/GI systems, fluoroscopic studies, and skull.  
*Prerequisites: Radiologic Technology 1011, 1021, and 1092.*  
*Co-requisites: Radiologic Technology 1012 and 1022.*

- RADT 2031      *Advanced Imaging Procedures. Lec. 2; Cr. 2.***  
An introduction to the advanced imaging procedures with emphasis on equipment and accessory devices, procedure protocol, radiation protection, and patient care.  
*Prerequisite: Completion of all first-year Radiologic Technology courses and Radiologic Technology 2091. Co-requisites: Radiologic Technology 2033 and 2092.*
- RADT 2033      *Radiobiology and Radiation Protection. Lec. 2; Cr. 2.***  
A study of radiobiology with emphasis on cellular components, radiation effects, and protective measures; with federal regulations governing radiation protection.  
*Prerequisite: Completion of all first-year Radiologic Technology courses and Radiologic Technology 2091. Co-requisites: Radiologic Technology 2031 and 2092.*
- RADT 2036      *Radiographic Pathology. Lec. 2; Cr. 2.***  
A study of pathologic conditions of the body systems with emphasis on anatomy and physiology, imaging considerations, types of disease, imaging technique, and treatment.  
*Prerequisite: Radiologic Technology 2031, 2033, and 2092.  
Co-requisites: Radiologic Technology 2038 and 2093.*
- RADT 2038      *Registry Review. Lec. 2; Cr. 2.***  
A study of topics and techniques chosen for their relevance to contemporary imaging practices and the American Registry of Radiologic Technologists Examination.  
*Prerequisite: Radiologic Technology 2031, 2033, and 2092.  
Co-requisites: Radiologic Technology 2036 and 2093.*
- RADT 2091      *Applied Imaging IV. Clin. 15; Cr. 5.***  
Sophomore clinical rotation. Continued performance of supervised clinical practice with emphasis on trauma and surgical procedures, and an introduction to the advanced imaging procedures.  
*Prerequisites: Completion of all first-year Radiologic Technology courses.*
- RADT 2092      *Applied Imaging V. Clin. 24; Cr. 8.***  
Sophomore clinical rotation. Continued performance of supervised clinical practice with emphasis on advanced imaging procedures.  
*Prerequisite: Completion of first-year Radiologic Technology courses and Radiologic Technology 2091. Co-requisites: Radiologic Technology 2031 and 2033.*
- RADT 2093      *Applied Imaging VI. Clin. 24; Cr. 8.***  
Sophomore clinical rotation. Continued performance of supervised clinical practice with emphasis on advanced application of clinical skills involving management of all aspects of the imaging process.  
*Prerequisite: Radiologic Technology 2031, 2033, and 2092.  
Co-requisites: Radiologic Technology 2036 and 2038.*



## RADIOLOGIC TECHNOLOGY CURRICULUM

### Prerequisites

RADT	1000	Introduction to Radiologic Technology	1
ALLH	1013	Medical Terminology	2
MATH	1015	Applied College Algebra	3
	(or) 1020	College Algebra (5 credits)	
	(or) 1021	College Algebra (3 credits)	
BIOL	1160	Human Anatomy	3
BIOL	1161	Human Anatomy Lab	1
ENGL	1001	English Composition	3
PSYC	2070	Developmental Psychology	3
PHYS	1001	Principles of Physics	3
	(or) 2001	General Physics (3 credits)	
BIOL	2160	Human Physiology	3
BIOL	2161	Human Physiology Lab	1
			23

### First Year

<b>Course Number</b>	<b>Description</b>	<b>Sem. Hrs.</b>
<b>Summer Session</b>		
RADT 1001	Patient Care and Education	2
RADT 1091	Applied Imaging I	2
Total		4
<b>Fall Semester</b>		
RADT 1011	Imaging & Equipment	3
RADT 1021	Imaging Procedures I	5
RADT 1092	Applied Imaging II	4
ENGL 1002	English Composition	3
Total		15
<b>Spring Semester</b>		
RADT 1012	Image Acquisition and Evaluation	3
RADT 1022	Imaging Procedures II	5
RADT 1093	Applied Imaging III	4
General Education mathematics course above the level of college algebra		3
Total		15

**Second Year**

<b><i>Course Number</i></b>	<b><i>Description</i></b>	<b><i>Sem. Hrs.</i></b>
<b>Summer Session</b>		
RADT 2091	Applied Imaging IV	5
Total		5
<b>Fall Semester</b>		
RADT 2031	Advanced Imaging Procedures	2
RADT 2033	Radiobiology and Radiation Protection	2
RADT 2092	Applied Imaging V	8
General Ed. Fine Arts Elective		3
Total		15
<b>Spring Semester</b>		
RADT 2036	Radiographic Pathology	2
RADT 2038	Registry Review	2
RADT 2093	Applied Imaging VI	8
General Ed. Humanities Elective		3
Total		15
<b>Grand Total</b>		<b>92</b>

**APPENDIX O****DIVISION OF HEALTH SCIENCES AND BUSINESS TECHNOLOGY  
RADIOLOGIC TECHNOLOGY PROGRAM****STUDENT LOAD IN RADIOGRAPHY COURSE WORK****FIRST YEAR****Summer Semester I**

RADT 1091    MTWR    9:00 – 11:50 (Applied Imaging I)

Preliminary Steps in Radiography, General Anatomy and Radiographic Positioning Terminology, Radiography of the Chest and Abdomen. Orientation to the Clinical Setting.

RADT 1001    MTWR    9:00 – 11:50 (Patient Care and Education)

A study of basic patient care procedures, including venipuncture and pharmacology, as they apply to Radiologic Technology. Ethical and legal aspects and human diversity are also covered.

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**Note:** The program limits required clinical and academic involvement for students to not more than 40 hours per week and not more than 10 clinical hours per day.

### Fall Semester I

168 Clinical Hours (6 hours per day; 2 days a week for 15.0 weeks)

**Note:** Fall Break and Thanksgiving are Holidays

RADT 1092 TTh 8:00 – 2:00 (Applied Imaging II)

Opelousas General Health System, Mercy Regional Medical Center, Acadian Medical Center, University Hospital & Clinics, OLOL Heart Hospital, Acadia General Hospital

Our Lady of Lourdes Regional Medical Center, Our Lady of Lourdes Women's & Children's Hospital, Our Lady of Lourdes Imaging, and Iberia Medical Center, Iberia Medical Center North Campus, University Hospital & Clinics

Lafayette General Medical Center, Lafayette General Orthopedic Hospital, Lafayette General Imaging, University Hospital & Clinics, (Iberia Medical Center, Iberia Medical Center North Campus)

Rotations: Fluoro/Routine Diagnostic Rooms, Emergency Room, and Portables

RADT 1021 M 9:00 – 12:50 (Imaging Procedures I)

W 8:00 - 9:50, or 10 -11:50 or 1-2:50(Imaging Procedures I)

RADT 1011 F 9:00 – 11:50 (Imaging and Equipment)

### Spring Semester I

174 Clinical Hours (6 hours per day; 2 days a week for 15.0 weeks)

**Note:** (Mardi Gras) is a Holiday

RADT 1093 TTh 8:00 – 2:00 (Applied Imaging III)

Opelousas General Health System, Mercy Regional Medical Center, Acadian Medical Center, and University Hospital & Clinics, Lafayette General Orthopedic Hospital, Our Lady of Lourdes Imaging

Our Lady of Lourdes Regional Medical Center, Our Lady of Lourdes Heart Hospital, Iberia Medical Center, Iberia Medical Center North Campus, University Hospital & Clinics, Acadia General Hospital

Lafayette General Medical Center, Lafayette General Imaging, University Hospital and Clinics, Womens and Children's (Iberia Medical Center, Iberia Medical Center North Campus)

Rotations: Fluoro/Routine Diagnostic Rooms, Portables/Surgery, and Emergency Room.

RADT 1022 M 9:00 – 12:50 (Imaging Procedures II)

W 8-9:50, 10-11:50, or 1-2:50 (Imaging Procedures II)

RADT 1012 F 9:00 – 12:50 (Image Acquisition and Evaluation)

## SECOND YEAR

### Summer Semester II

232 Clinical Hours (7.5 hours per day; 4 days a week for 8 weeks)

**Note:** 4<sup>th</sup> of July is a Holiday

RADT 2091 M – Th 7:00 – 2:30; 8:00 – 3:30; 12:30 – 8:00 Trauma (Applied Imaging IV)

Opelousas General Health System, Mercy Regional Medical Center, Acadian Medical Center, and , University Hospital & Clinics, Our Lady of Lourdes Women’s & Children’s Hospital

Our Lady of Lourdes Regional Medical Center, University Hospital & Clinics and Iberia Medical Center, Iberia Medical North Campus, Lafayette General Orthopedic Hospital, Our Lady of Lourdes Imaging

Lafayette General Medical Center, Lafayette General Imaging, Acadia General, University Hospital and Clinics, Our Lady of Lourdes Heart Hospital, (Iberia Medical Center, Iberia Medical Center North Campus)

Rotations: Fluoro/Routine Diagnostic Rooms, Portables/Surgery, Emergency Room and Trauma.

### Fall Semester II

320 Clinical Hours (8 hours per day; 3 days a week for 15.0 weeks)

**Note:** Labor Day, Fall Break, and Thanksgiving are Holidays

RADT 2092 MWF 7:00 – 3:00/8:00 – 4:00 (Applied Imaging V) 12:00-8:00 Trauma (Applied Imaging V)

Opelousas General Health System, Mercy Regional Medical Center, Acadian Medical Center, University Hospital & Clinics, Acadia General, Our Lady of Lourdes Imaging, Our Lady of Lourdes Heart Hospital

Our Lady of Lourdes Regional Medical Center, Our Lady of Lourdes Women’s & Children’s Hospital, and Iberia Medical Center, Iberia Medical North Campus, University Hospital & Clinics

Lafayette General Medical Center, Lafayette General Orthopedic Hospital, Lafayette General Imaging, and University Hospital and Clinics, (Iberia Medical Center, Iberia Medical Center North Campus)

Rotations: Fluoro/Routine Diagnostic Rooms, Emergency Room, Portables/Surgery, Computed Tomography (if competencies are met) and Trauma.

RADT 2031:	Tu	9:00 – 10:50 (Advanced Imaging Procedures)
RADT 2033:	Th	9:00 – 10:50 (Radiobiology & Radiation Protection)

## Spring Semester II

328 Clinical Hours (8 hours per day; 3 days a week for 15.0 weeks)

**Note:** Dr. Martin Luther King's Birthday and Mardi Gras are Holidays. Grad Picture Day and Career Expo for Health Care Science programs are clinical days that are spent on campus-attendance required.

RADT 2093    MWF    7:00 – 3:00/8:00 – 4:00 , 12:00-8:00 Trauma (Applied Imaging VI)

Opelousas General Health System, Mercy Regional Medical Center, Acadian Medical Center, University Hospital & Clinics, Lafayette General Orthopedic Hospital

Our Lady of Lourdes Regional Medical Center, Our Lady of Lourdes Imaging, , and Iberia Medical Center, Iberia Medical North Campus, Iberia Medical Center, Acadia General, Our Lady of Lourdes Heart Hospital

Lafayette General Medical Center, Lafayette General Imaging, University Hospital and Clinics, Our Lady of Lourdes Women's & Children's Hospital, (Iberia Medical Center, Iberia Medical Center North Campus)

Rotations: Fluoro/Routine/Diagnostic Rooms, Emergency Room, Portables/Surgery, Computed Tomography, Optional Rotation in Advanced Imaging Modalities, and Trauma.

**Note: Optional Rotations include Bone Densitometry, Computed Tomography, Magnetic Resonance, Special Procedures/Cath Lab, Radiation Oncology, Mammography, Ultrasound, and Nuclear Medicine**

RADT 2036:    Tu        9:00 – 10:50 (Radiographic Pathology)

RADT 2038:    Th        9:00 – 10:50 (Registry Review)

## APPENDIX P


 DIVISION OF HEALTH SCIENCES AND BUSINESS TECHNOLOGY  
 RADIOLOGIC TECHNOLOGY PROGRAM

## CHI SIGMA TAU CONSTITUTION

**Article I: Name**

This organization shall be known as Chi Sigma Tau.

**Article II: Objectives**

The objectives of this organization shall be:

- Section 1:** To promote student interest in the field of radiology.
- Section 2:** To help finance the expenses of future radiology conventions and/or seminars.

**Article III: Membership and Responsibilities**

- Section 1:** Membership shall be open to any student who is in the LSU Eunice radiologic technology program regardless of age, sex, creed, race, or national origin.
- Section 2:** Members shall be responsible for participating in at least two activities per academic year.
- Section 3:** Members shall uphold and abide by the rules and regulations that govern LSU Eunice.

**Article IV: Officers and Duties**

- Section 1:** The elected officers shall consist of a (a) president, (b) vice-president, (c) historians, (d) secretary, (e) treasurer, and (f) projects managers. **All students must participate.**
- Section 2:** The president shall attend all general meetings. The president shall preside at all Radiologic Technology Advisory Board meetings as Liaison Officer for the students of the program.
- Section 3:** The vice-president shall assume all responsibilities of the president in the absence of the president.
- Section 4:** The secretary shall be responsible for the issuing of notices of meetings to all members and record the minutes of all meetings for future review.

**Section 5:** Under the supervision of the faculty advisors, the treasurer will collect and disperse all funds upon approval of the president and faculty advisors.

Treasurers will keep an accurate account of all receipts and balances of their respective class and issue a report to their members at each general meeting.

**Section 6:** The historians shall be responsible for maintaining the Chi Sigma Tau photos of their class.

**Section 7:** The Project Managers shall be responsible for all aspects of any fund raising event.

#### **Article V: Elections**

**Section 1:** To be eligible to run for a respected office, a candidate must be a student in their second semester of the radiologic technology program.

**Section 2:** All officers shall be elected by majority vote.

**Section 3:** Officers shall be elected for a term of two (2) years beginning the first fall semester.

**Section 4:** In the event any elected officer cannot uphold their official duties, the faculty advisors will fill the vacancy with any member in good standing.

#### **Article VI: Meetings**

Board Members of Chi Sigma Tau shall hold a minimum of one (1) general meeting per month, usually before or after class meets. Additional meetings may be called with at least forty-eight (48) hours prior notice to all members.

#### **Article VII: Committees**

Board Members of Chi Sigma Tau will form committees as the need arises through the direction of the Project Managers.

#### **Article VIII: Amending the Constitution**

The constitution may be amended at any time by a two-thirds majority vote of members in good standing.

Revised 5/19, 5/20



**APPENDIX Q****DIVISION OF HEALTH SCIENCES AND BUSINESS TECHNOLOGY  
RADIOLOGIC TECHNOLOGY PROGRAM****CLINICAL AFFILIATES**

**Primary sites:** Opelousas General Health System, Opelousas, LA

Our Lady of Lourdes Regional Medical Center, Lafayette, LA

Ochsner Lafayette General Medical Center , Lafayette, LA

**Additional sites:** Acadian Medical Center, Eunice, LA

Iberia Medical Center, New Iberia, LA

Iberia Medical Center, New Iberia LA North Campus

Ochsner University Hospital & Clinics , Lafayette, LA

Ochsner Lafayette General Orthopedic Hospital , Lafayette, LA

Mercy Regional Medical Center, Ville Platte, LA

Our Lady of Lourdes Women's & Children's Hospital, Lafayette, LA

Our Lady of Lourdes Imaging Medical Office Building

Ochsner Acadia General- Crowley, LA

Ochsner Lafayette General Imaging, Lafayette, LA

LOL Heart Hospital, Lafayette, LA

# Code of Ethics

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

- 1 The radiologic technologist acts in a professional manner; responds to patient needs, and supports colleagues and associates in providing quality patient care.
- 2 The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
- 3 The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
- 4 The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
- 5 The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
- 6 The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
- 7 The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
- 8 The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
- 9 The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
- 10 The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
- 11 The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.



THE AMERICAN REGISTRY  
OF RADIOLOGIC  
TECHNOLOGISTS®



**POLICY STATEMENT 41  
SUBSTANCE ABUSE AND DRUG-FREE CAMPUS POLICY**

**POLICY DIGEST**

Primary Monitoring Unit: Chancellor's Office  
Initially Issued: June 8, 1998  
Last Revised: April 12, 2017 (format updated March 19, 2022)

**I. INTRODUCTION**

The following is written in accordance with the U.S. Department of Education and State of Louisiana Employee Substance Abuse and Drug-Free Workplace Policies. These policies conform with the U.S. Drug Free Schools and Campuses Act of 1989 and 1990.

**II. POLICY**

It shall be the policy of Louisiana State University at Eunice to maintain a drug-free campus environment. Both the workforce and students shall remain drug-free and free of other substance abuse. Thus:

- A. Employees (administrators, faculty, staff, and student employees) are prohibited from reporting to work or performing work for the State while under the influence of or while impaired by illegal drugs or alcohol.
- B. The illegal use, possession, dispensation, distribution, manufacture, or sale of controlled substances and alcohol by employees while at the work site, and while engaged in official business, on duty, or on call for duty is prohibited.
- C. The illegal use, possession, dispensation, manufacture or sale of controlled substances and alcohol abuse by students while on campus is prohibited.
- D. Employees who exhibit such conduct as described in A and B, and students who exhibit such conduct as described in C, and who are convicted of violating the University's Substance and Drug Abuse Policy will be subject to the following within thirty (30) days after conviction:
  - 1. employees - appropriate personnel disciplinary action up to and including termination of employment or mandatory participation in a rehabilitation program approved for such purposes by a Federal, State, or local health or law enforcement agency or other appropriate agency.
  - 2. students - disciplinary action including suspension or expulsion from the University as specified by the LSU Eunice Code of Student Conduct.

- 39 3. employees and students - referral to civil authorities as appropriate for violation of  
40 local, state, or federal regulations.
- 41 E. All employees and students will be given a copy of the University's Substance Abuse  
42 and Drug-Free Campus Policy on an annual basis. As a condition of employment for  
43 administrators, faculty, staff, and student employees, and as a condition of enrollment for  
44 all students, the attached document must be signed which attests that they will:
- 45 1. abide by the terms of the University's Substance Abuse and Drug-Free Campus  
46 Policy.
- 47 2. notify the Office of the Chancellor (employees) or Office of Student Affairs(students)  
48 in writing of any criminal drug statute conviction for a violation occurring in the  
49 workplace no later than five (5) days after such conviction.
- 50 Signed employee certification sheets will be filed in the Office of Personnel Records.  
51 Student certification sheets will be filed in the Office of Student Affairs.
- 52 F. The University will report any such criminal drug statute convictions of employees,  
53 including student employees, where employment is funded through a federal grant or  
54 contract to the agency or agencies from which that grant or contract is received within  
55 ten (10) days after receiving notice from the employee or student or otherwise receiving  
56 actual notice of such conviction.
- 57 G. The University will assist those employees and students seeking rehabilitation by  
58 providing names, addresses, and telephone numbers of substance abuse facilities.
- 59 H. The University will present an alcohol and drug awareness program(s) to inform  
60 employees and students of the following:
- 61 1. the dangers of substance and alcohol abuse in the work place;
- 62 2. the University's policy of maintaining a drug-free workplace;
- 63 3. any available drug and alcohol abuse counseling, rehabilitation, and employee  
64 assistance programs;
- 65 4. the penalties that may be imposed upon employees for drug or alcohol abuse  
66 violations occurring in the workplace; and
- 67 5. the penalties that may be imposed upon students receiving financial assistance for  
68 drug or alcohol abuse occurring within the classroom or elsewhere on the campus.
- 69 The Office of Student Affairs will coordinate implementation of this policy.



**POLICY STATEMENT 30  
POLICY ON SEXUAL HARASSMENT**

**POLICY DIGEST**

**Primary Monitoring Unit: Title IX Coordinator**  
**Initially Issued: May 14, 1998**  
**Last Revised: June 11, 2023 (Title of PM 73 and Section Numbers Updated)**

**I. PURPOSE**

To comply with Section 703 of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Executive Order No. BJ 2014-14, the Louisiana Board of Regents, Louisiana State University Permanent Memorandum 73 ([PM-73](#)) Prohibiting Power-based Violence, including Sex- and Gender-based Harassment and Discrimination, and Sexual Misconduct (updated January 19, 2022), and the Permanent Memorandum ([PM-55](#)) Equal Opportunity Policy (updated July 10, 2006). Sexual harassment is a violation of Title IX of the Education Amendment of 1972, which prohibits discrimination based on sex in educational institutions receiving federal financial assistance.

In order for productive learning and the support thereof, members of the LSU Eunice campus community, i.e. faculty, students, administrators, and staff, should pursue their responsibilities guided by a strong commitment to principles of mutual trust and confidence and professional codes of conduct. Sexual Misconduct violates an individual's fundamental rights and personal dignity and will not be tolerated. LSU Eunice prohibits and is committed to an environment free of discrimination based on sex and Sexual Misconduct. This policy affirms these principles and provides recourse for individuals whose rights have been violated.

See LSU Permanent Memoranda [PM-55](#) (Equal Opportunity Policy), and [PM-73](#) (Prohibiting Power-based Violence, including Sex- and Gender-based Harassment and Discrimination, and Sexual Misconduct) for further information.

**II. DEFINITIONS**

Sexual harassment consists of unsolicited and unwelcome sexual behavior. It is coercive or offensive conduct in a non-reciprocal relationship.

- A. "Quid pro quo" sexual harassment consists of requests for sexual favors, either implied or explicit, when submission to such requests is made a condition of continued employment, advancement, improved grades, or participation in a University activity.
- B. "Hostile environment" sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexual flirtation, graphic or degrading comments or gestures of a sexual nature, and the display of sexually offensive objects or pictures. Sexual harassment does not refer to occasional compliments of a socially acceptable nature; it

41 refers to repeated behavior which is unwelcome and personally offensive.

42 C. "Sexual assault" consists of unwelcome physical contact of a sexual nature. It includes  
43 kissing, stroking, fondling, coerced sexual intercourse, and rape or attempted rape.

44 D. A "responsible party" is defined in [PM-73](#) as any employee who has the authority to take  
45 action to redress sexual violence or who has been given the duty of reporting incidents of  
46 sexual violence or any other misconduct by employees or students to the Title IX  
47 Coordinator or designee; or whom an employee or student could reasonably believe has  
48 the authority or duty; or any student employees.

49 Further definitions associated with sexual harassment are contained in [PM-73](#).

50 Sexual harassment can occur between members of the same sex as well as members of the  
51 opposite sex. It can occur between peers as well as between people who are in a superi-  
52 or/subordinate relationship. It can occur between any members of the LSU Eunice campus  
53 community, including faculty, staff, and students. An incident of sexual harassment can also  
54 occur between a member of the LSU Eunice community and a visitor, patron, client, or  
55 contractor working for LSU Eunice.

### 56 **III. GENERAL POLICY**

57 It is the policy of LSU Eunice that all members of the campus community should be able to enjoy a  
58 work and/or educational environment free from sexual harassment. Such conduct as described  
59 above – whether committed by supervisors, non-supervisors, faculty, staff personnel, students,  
60 visitors, contracted personnel, or others – is prohibited. All members of the university must be  
61 aware of sexual harassment, whether intended or inadvertent, and take a proactive stand against  
62 it.

63 Supervisors shall take a proactive role in preventing sexual harassment. They must understand  
64 LSU Eunice policy and procedure on sexual harassment and enforce acceptable behavior among  
65 faculty, staff, and students; observe and be aware of potential sexual harassment behaviors in and  
66 out of the classroom; model appropriate behavior; and alert the Title IX Coordinator and AA/EEO  
67 Officer or designee should an incident occur.

68 The Title IX/AA/EO Officer or designee shall promote awareness and sensitivity of sexual  
69 harassment issues across the campus. Should an incident occur, the Title IX Coordinator and  
70 AA/EEO Officer or designee shall take the appropriate steps outlined in the procedure section to  
71 resolve the incident in an expeditious and impartial manner.

### 72 **IV. PROCEDURE**

#### 73 Initial Action(s) by Harassed Party:

74 An individual who feels harassed shall immediately tell the harasser (through face-to-face contact,  
75 in writing, or through a third party) to stop what the individual feels is offensive behavior. The  
76 individual who feels harassed should also keep records of the incidents.

77 An individual who wishes to make a complaint may use either formal or informal procedures.  
78 Complaints must be filed with the Title IX Coordinator and AA/EEO Officer or designee. A person  
79 may make a complaint to any member of campus considered to be a "responsible employee".

80 Any complaints made about a member of the university community who uses verbal/physical  
81 abuse directed toward an individual or a group based on their sex or who creates a sexually  
82 intimidating, hostile working/learning environment shall be addressed immediately. The person  
83 shall be told that such behavior is not acceptable and not tolerated at the university.

#### 84 Reporting Misconduct

##### 85 Informal Procedure:

- 86 A. Within 180 days the complainant shall contact someone whom he/she/they trusts, e.g., a  
87 counselor, advisor, faculty member, administrator, or campus security.
- 88 B. Under all circumstances, this university member must notify the Title IX Coordinator and  
89 AA/EEO Officer or designee on campus. If the Title IX Coordinator and AA/EEO Officer  
90 is charged with sexual harassment, the complaint shall be filed with the Office of Human  
91 Resources.
- 92 C. The Title IX Coordinator and AA/EEO Officer or designee shall refer to [PM-55](#) and/or  
93 [PM-73](#) to investigate the allegations and attempt to resolve the complaint using informal  
94 discussion and negotiation. It is important that all communications be kept confidential.

95 Note: If during the informal investigation, it is determined that the violations committed were  
96 intentional and/or part of a behavioral pattern, more formal procedures may be initiated at any time  
97 by the Title IX Coordinator and AA/EEO Officer or designee.

##### 98 Formal Procedure

99 For a formal complaint, the following procedure shall be taken (See [PM 73](#) for formal complaint  
100 process).

- 101 A. A sexual harassment complaint, in compliance with federal regulations, shall be filed no  
102 later than 180 days after the incident occurs.
- 103 B. The complaint shall include complainant's name and the name of the accused, a  
104 description of the alleged incident(s), location, date, and times, names of witness(es), if  
105 available, and the desired resolution by the complainant. The formal complaint must  
106 have an electronic or handwritten signature (or other designation that the Complainant is  
107 the individual choosing to file a Formal Complaint).
- 108 C. The complaint shall be filed with one of the following:
- 109 1. LSU Eunice Title IX Coordinator or Deputy Coordinator
  - 110 2. Dean of Students
  - 111 3. A "responsible employee" of the University
  - 112 4. Campus police department
  - 113 5. Local law enforcement.
  - 114 6. Office of Human Resource Management

115 7. Confidential Advisors (on campus support services)

116 D. Upon notice of a possible complaint, the Title IX Campus Coordinator will provide the  
117 Complainant information on reporting options, pursuing criminal charges, health care,  
118 counseling, and supportive measures available.

119 Anyone, other than the Title IX Coordinator and AA/EEO Officer, receiving a formal  
120 complaint alleging sexual harassment must report the complaint to the Title IX  
121 Coordinator and AA/EEO Officer or designee immediately or within 24 hours. The Title  
122 IX Coordinator and AA/EEO Officer or designee shall refer to [PM-55](#) and/or [PM-73](#) to  
123 initiate Title IX procedures detailed in PM-73. The Complainant shall have the discretion  
124 and right to decide whether or when to file a Formal Complaint, as the individual's  
125 discretion. The Respondent shall have the right to be presumed not responsible of all  
126 allegations until found responsible for the alleged conduct by a hearing panel under this  
127 policy.

128 E. The Title IX Coordinator and AA/EEO Officer or Deputy Coordinator shall inform the  
129 Respondent when an investigation commences through written notice. Refer to PM-73  
130 for Notice and Investigation, Formal Resolution/Panel Hearing, and Determinations and  
131 Sanctions procedures.

132 It is strongly suggested that individuals who have been accused of sexual harassment  
133 contact any of the following persons for assistance and advice:

134 1. Deans

135 2. Supervisor

136 3. Appropriate Vice Chancellor

137 4. Title IX Coordinator and AA/EEO or Deputy Coordinator

138 5. Legal counsel

139 6. Campus police department

140 7. Office of Human Resources Management

141 F. During the entire process, confidentiality must be maintained. Thus, dissemination of  
142 information relating to the case shall be limited in order that the privacy of all individuals  
143 involved is protected as fully as possible.

144 G. The complainant and any witnesses shall be protected from any intimidation or  
145 retaliatory action by those named in the complaint.

## 146 **V. APPEALS PROCEDURE**

147 Any party may appeal a Hearing Panel determination. Notice of Appeal must be in writing and  
148 shall be forwarded to the Title IX Campus Coordinator within 10 business days of email  
149 notification of the Hearing Panel decision. The Notice of Appeal shall contain the following  
150 information:



- 151 A. Name of the Complainant and Respondent,
- 152 B. Identify the ground(s) for appeal, and
- 153 C. If the appeal is based upon discovery of new information, a description/documentation of  
154 the new information and reason it was not discoverable prior to the Hearing Panel  
155 hearing.

156 Upon receipt of the Notice of Appeal, the Title IX Coordinator, within two business days of  
157 receipt of the Notice of Appeal, shall:

- 158 A. Confirm receipt of the Notice of Appeal to the appealing party,
- 159 B. Notify any other party of the appeal, and
- 160 C. Contact the LSU Title IX Coordinator (if appeal went to a campus coordinator)

161 The LSU Title IX Coordinator, or designee, and the LSU Eunice Title IX Campus Coordinator  
162 shall, within 10 business days of notice, review the Notice of Appeal. If the required elements for  
163 the appeal exist, the LSU Title IX Coordinator shall:

- 164 A. Appoint reviewer(s) (no more than three),
- 165 B. Notify the parties of the identity of reviewer(s), and
- 166 C. Provide the parties five business days to challenge the reviewer(s) for conflict of interest  
167 or bias.

168 The Title IX Campus Coordinator shall forward the appellate record to the reviewer. The record  
169 shall include, but is not limited to:

- 170 A. All evidence introduced at the hearing,
- 171 B. Any pre-hearing determinations from the Hearing Panel Chair,
- 172 C. The written findings of the Hearing Panel, and
- 173 D. The recording of transcript of the formal hearing

174 Within 10 business days of receipt of the appellate record, the reviewer(s) shall render a written  
175 decision including finding and rationale and forward to the LSU Title IX Coordinator. The LSU  
176 Title IX Coordinator shall notify the LSU Eunice Title IX Campus Coordinator who shall then  
177 notify the parties and Advisors within two business days of receipt of the decision.

178 Appeal decisions are final. In the event of remand for rehearing, the subsequent Hearing Panel  
179 outcome may be appealed in accordance with the provisions herein. Any appeal right exercised  
180 under this policy shall complete the process.

**DIVISION OF HEALTH SCIENCES AND BUSINESS TECHNOLOGY****RADIOLOGIC TECHNOLOGY PROGRAM****LAB SIMULATION PROCEDURES**

The following procedures are to be followed by all students when performing simulation and competencies in the RADT laboratories at LSUE. Refer to the Clinical Handbook for Radiologic Technology Students for the competency flow chart.

1. Each student will work independently to complete his or her simulation projections.
2. Textbooks, handouts, and class notes MAY NOT be used to aid in positioning and centering during a simulation procedure.
3. Each projection may only be attempted ONCE during the simulation.
4. The faculty member will evaluate the procedure in the appropriate areas.
5. The faculty member that observed and evaluated the procedure will complete the evaluation in Trajecsys.
6. Students are not permitted to handle the DR detectors. The faculty member will assist the student with placing the DR detector in the bucky or on the tabletop as is appropriate.
7. Exposures will not be made unless the student is wearing a radiation monitoring device and under the direct supervision of a RADT Instructor. NO EXCEPTIONS! A set of students' OSLs are kept in the RADT viewing room for laboratory experiences.
8. Exposures during surgery simulation require the student to wear a lead apron and thyroid shield.

\*Note: Students simulating on a partner (not phantom), must abide by the professionalism and code of conduct standards. Partners must not assist the student simulating in any way. No exposures will be made on the partner.

## Clinical Competency Routines

### Abdomen

Abdomen	Routine	Mandatory	Elective
Abdomen Supine (KUB)	<ul style="list-style-type: none"> <li>AP/PA</li> </ul>	✓	
Abdomen Erect	<ul style="list-style-type: none"> <li>AP/PA</li> </ul>	✓	
Abdomen Decubitus (Horizontal Beam)	<ul style="list-style-type: none"> <li>Left or Right</li> </ul>		✓
Intravenous Urography	<ul style="list-style-type: none"> <li>Scout</li> <li>Timed Images (<i>per Radiologist</i>)</li> </ul>		✓

### C-Arm Studies

C-Arm Studies	Routine	Mandatory	Elective
C-Arm Procedure (Requiring Manipulation to Obtain More Than One Image)	<ul style="list-style-type: none"> <li>AP/PA</li> <li>Lateral</li> </ul>	✓	
Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)	<ul style="list-style-type: none"> <li>Sterile AP/PA</li> </ul>	✓	

### Chest & Thorax

Chest & Thorax	Routine	Mandatory	Elective
Chest Routine	<ul style="list-style-type: none"> <li>PA</li> <li>Lateral</li> </ul>	✓	
Chest AP (Wheelchair or Stretcher)	<ul style="list-style-type: none"> <li>AP</li> </ul>	✓	
Ribs	<ul style="list-style-type: none"> <li>AP/PA</li> <li>AP/PA Obliques</li> </ul>	✓	
Chest Lateral Decubitus (Horizontal Beam)	<ul style="list-style-type: none"> <li>Right or Left</li> </ul>		✓

Sternum	<ul style="list-style-type: none"> <li>• RAO</li> <li>• Lateral</li> </ul>		✓
Upper Airway (Soft-Tissue Neck)	<ul style="list-style-type: none"> <li>• Lateral</li> </ul>		✓
Sternoclavicular Joints	<ul style="list-style-type: none"> <li>• PA</li> <li>• LAO</li> <li>• RAO</li> </ul>		✓

### Fluoroscopic Studies

<b>Fluoroscopic Studies</b> ( <i>Select 2 procedures from this section</i> )	<b>Routine</b> ( <i>Student is responsible for preparing contrast, room/fluoro setup, and assisting radiologist</i> )	<b>Mandatory</b>	<b>Elective</b>
Upper GI Series, Single or Double Contrast	<ul style="list-style-type: none"> <li>• Per site protocol</li> </ul>		✓
Contrast Enema, Single or Double Contrast	<ul style="list-style-type: none"> <li>• Per site protocol</li> </ul>		✓
Small Bowel Series	<ul style="list-style-type: none"> <li>• Per site protocol</li> </ul>		✓
Esophagus ( <b>NOT</b> Swallowing Dysfunction Study or MBS)	<ul style="list-style-type: none"> <li>• Per site protocol</li> </ul>		✓
Cystography/Cystourethrography	<ul style="list-style-type: none"> <li>• Per site protocol</li> </ul>		✓
ERCP	<ul style="list-style-type: none"> <li>• Per site protocol</li> </ul>		✓
Myelography	<ul style="list-style-type: none"> <li>• Per site protocol</li> </ul>		✓
Arthrography	<ul style="list-style-type: none"> <li>• Per site protocol</li> </ul>		✓
Hysterosalpingography (HSG)	<ul style="list-style-type: none"> <li>• Per site protocol</li> </ul>		✓

Geriatric Patient

<b>Geriatric Patient</b> ( <i>≥65 years of age AND physical or cognitive impairment</i> )	<b>Routine</b>	<b>Mandatory</b>	<b>Elective</b>
Chest Routine	<ul style="list-style-type: none"> <li>• PA</li> <li>• Lateral</li> </ul>	✓	
Orthopedic	<ul style="list-style-type: none"> <li>• AP</li> <li>• Lateral</li> </ul>	✓	
Hip or Spine	<ul style="list-style-type: none"> <li>• AP</li> <li>• Lateral</li> </ul>		✓

Head

<b>Head</b> ( <i>Select 1 from this section</i> )	<b>Routine</b>	<b>Mandatory</b>	<b>Elective</b>
Skull	<ul style="list-style-type: none"> <li>• PA/AP</li> <li>• Towne's</li> <li>• Lateral(s)</li> </ul>		✓
Facial Bones	<ul style="list-style-type: none"> <li>• Caldwell</li> <li>• Waters</li> <li>• Lateral</li> </ul>		✓
Mandible	<ul style="list-style-type: none"> <li>• PA</li> <li>• Towne's</li> <li>• Lateral</li> <li>• Right Axialateral Oblique</li> <li>• Left Axialateral Oblique</li> </ul>		✓
Temporomandibular Joints	<ul style="list-style-type: none"> <li>• AP Axial</li> <li>• Axialateral Obliques (Open)</li> <li>• Axialateral Obliques (Closed)</li> </ul>		✓
Nasal Bones	<ul style="list-style-type: none"> <li>• Waters</li> <li>• Right Lateral</li> <li>• Left Lateral</li> </ul>		✓
Orbits	<ul style="list-style-type: none"> <li>• Waters</li> <li>• Right Rhese</li> <li>• Left Rhese</li> </ul>		✓

Paranasal Sinuses (Horizontal Beam)	<ul style="list-style-type: none"> <li>• Caldwell</li> <li>• Waters</li> <li>• Lateral</li> </ul>		✓
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### Lower Extremity

Lower Extremity	Routine	Mandatory	Elective
Toes	<ul style="list-style-type: none"> <li>• AP</li> <li>• AP Oblique</li> <li>• Lateral</li> </ul>		✓
Foot	<ul style="list-style-type: none"> <li>• AP</li> <li>• AP Oblique</li> <li>• Lateral</li> </ul>	✓	
Ankle	<ul style="list-style-type: none"> <li>• AP</li> <li>• AP Oblique</li> <li>• Lateral</li> </ul>	✓	
Knee	<ul style="list-style-type: none"> <li>• AP</li> <li>• Lateral</li> </ul>	✓	
Tibia/Fibula	<ul style="list-style-type: none"> <li>• AP</li> <li>• Lateral</li> </ul>	✓	
Femur	<ul style="list-style-type: none"> <li>• AP Upper &amp; Lower</li> <li>• Lateral Upper &amp; Lower</li> </ul>	✓	
Patella	<ul style="list-style-type: none"> <li>• Tangential (Sunrise)</li> </ul>	✓	
Calcaneus	<ul style="list-style-type: none"> <li>• Axial (Plantodorsal)</li> <li>• Lateral</li> </ul>		✓
<b>Trauma:</b> Lower Extremity	<ul style="list-style-type: none"> <li>• AP</li> <li>• Lateral</li> </ul> <p><i>(Note: Trauma requires modification in positioning due to injury with monitoring of patient's condition)</i></p>	✓	

### Pediatric Patient

Pediatric Patient (≤6 years of age)	Routine	Mandatory	Elective
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Chest Routine	<ul style="list-style-type: none"> <li>• Axial (Plantodorsal)</li> <li>• Lateral</li> </ul>	✓	
Abdomen	<ul style="list-style-type: none"> <li>• AP/PA</li> </ul>		✓
Orthopedic	<ul style="list-style-type: none"> <li>• AP</li> <li>• Lateral</li> </ul>		✓
Portable (Mobile) Study	<ul style="list-style-type: none"> <li>• AP/PA</li> </ul>		✓

### Portable (Mobile) Radiographic Studies

Portable (Mobile) Radiographic Studies	Routine	Mandatory	Elective
Chest	<ul style="list-style-type: none"> <li>• AP</li> </ul>	✓	
Abdomen	<ul style="list-style-type: none"> <li>• AP</li> </ul>	✓	
Orthopedic	<ul style="list-style-type: none"> <li>• AP/PA</li> <li>• Lateral</li> </ul>	✓	

### Spine & Pelvis

Spine & Pelvis	Routine	Mandatory	Elective
Cervical Spine	<ul style="list-style-type: none"> <li>• Lateral</li> <li>• AP Open-Mouth Odontoid</li> <li>• AP Axial</li> <li>• AP Obliques</li> </ul>	✓	
Thoracic Spine	<ul style="list-style-type: none"> <li>• AP</li> <li>• Lateral</li> <li>• Swimmers <i>(if needed)</i></li> </ul>	✓	
Lumbar Spine	<ul style="list-style-type: none"> <li>• AP</li> <li>• AP Obliques</li> <li>• Lateral</li> <li>• L5-S1 Spot</li> </ul>	✓	

Cross-Table (Horizontal Beam) Lateral Spine (Patient Recumbent)	<ul style="list-style-type: none"> <li>• Lateral</li> </ul>	✓	
Pelvis	<ul style="list-style-type: none"> <li>• AP</li> </ul>	✓	
Hip	<ul style="list-style-type: none"> <li>• AP</li> <li>• Lateral</li> </ul>	✓	
Cross-Table (Horizontal Beam) Lateral Hip (Patient Recumbent)	<ul style="list-style-type: none"> <li>• Lateral</li> </ul>	✓	
Sacrum and/or Coccyx	<ul style="list-style-type: none"> <li>• AP Axial (Sacrum and/or Coccyx)</li> <li>• Lateral</li> </ul>		✓
Scoliosis Series	<ul style="list-style-type: none"> <li>• AP <i>and/or</i> Lateral</li> </ul>		✓
Sacroiliac Joints	<ul style="list-style-type: none"> <li>• AP Axial</li> <li>• AP Obliques</li> </ul>		✓
Geriatric: Hip or Spine	<ul style="list-style-type: none"> <li>• AP</li> <li>• Lateral</li> </ul>		

### Upper Extremity

Upper Extremity	Routine	Mandatory	Elective
Thumb or Finger	<ul style="list-style-type: none"> <li>• PA</li> <li>• PA Oblique</li> <li>• Lateral</li> </ul>	✓	
Hand	<ul style="list-style-type: none"> <li>• PA</li> <li>• PA Oblique</li> <li>• Lateral</li> </ul>	✓	
Wrist	<ul style="list-style-type: none"> <li>• PA</li> <li>• PA Oblique</li> <li>• Lateral</li> </ul>	✓	
Forearm	<ul style="list-style-type: none"> <li>• AP</li> <li>• Lateral</li> </ul>	✓	



Elbow	<ul style="list-style-type: none"> <li>• AP</li> <li>• AP Oblique</li> <li>• Lateral</li> </ul>	✓	
Humerus	<ul style="list-style-type: none"> <li>• AP</li> <li>• Lateral</li> </ul>	✓	
Shoulder	<ul style="list-style-type: none"> <li>• AP Internal</li> <li>• AP External</li> </ul>	✓	
Clavicle	<ul style="list-style-type: none"> <li>• AP</li> <li>• AP Axial</li> </ul>	✓	
Scapula	<ul style="list-style-type: none"> <li>• AP</li> <li>• Lateral</li> </ul>		✓
AC Joints	<ul style="list-style-type: none"> <li>• Bilateral AP w/ weights</li> <li>• Bilateral AP w/o weights</li> </ul>		✓
<b>Trauma:</b> Shoulder or Humerus	<ul style="list-style-type: none"> <li>• Scapular Y <b>or</b></li> <li>• Transthoracic <b>or</b></li> <li>• Axial</li> </ul> <p><i>(Note: Trauma requires modification in positioning due to injury with monitoring of patient's condition)</i></p>	✓	
<b>Trauma:</b> Upper Extremity (Non-Shoulder)	<ul style="list-style-type: none"> <li>• AP/PA</li> <li>• Lateral</li> </ul> <p><i>(Note: Trauma requires modification in positioning due to injury with monitoring of patient's condition)</i></p>	✓	

**The routine at the specific clinical sites differ and those should be followed for each procedure. They should not be altered for competency purposes. This list simply states the views that will be graded for competency. Each student should consult their Clinical Coordinator with any questions or clarification.**

**Note: trauma requires modifications in positioning due to injury with monitoring of the patients condition.**



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## POLICY STATEMENT 08 GENERAL APPEAL PROCEDURE AVAILABLE TO STUDENTS

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15

### POLICY DIGEST

Monitoring Unit: Office of Academic Affairs

Initially Issued: June 4, 2010

Last Revised April 20, 2023 (editorial)

16

## I. PURPOSE

17 To establish procedures that an individual student may use to formally question the application  
18 of any university regulation, rule, policy, requirement or procedure, unless the appeal is  
19 otherwise covered by another established procedure.

20

## II. DEFINITIONS

21 **Academic appeal:** an appeal (as defined below) related to matters concerned with instructional  
22 activities, grading procedures, or other incidents associated with academic affairs not including  
23 academic suspension (see [Appendix A](#)).

24 **Advisor:** an individual who accompanies the student or employee directly involved in the  
25 appeal to offer advice. **Note:** *The advisor shall not represent or speak for the advisee. In all  
26 cases throughout this policy, the concerned parties are required to speak for themselves, in all  
27 oral or written aspects of the appeal.*

28 **Appeal:** A request to determine if a grievance has merit and if so to arrive at an appropriate  
29 action by the University to address the situation.

30 **Business Day:** A day in which LSU Eunice is open to conduct operations. Hours vary by  
31 department; however, generally it is Monday through Friday from 8 am to 4:30 pm.

32 **Grievance:** a request by a student for reconsideration of an action or decision by a University  
33 employee, office, panel, or committee. This includes:

- 34       A. An action or decision on the part of an employee, faculty member, program director, or  
35       other administrator that a student perceives to be unfair or unreasonable, or  
36       B. Application of standards different from those that were applied to other students under  
37       similar circumstances.

38 **Hearing:** a formal procedure in which a duly appointed individual or panel considers evidence,  
39 facts, and arguments of both sides of an appeal in an effort to determine the facts of the case  
40 and make recommendations for appropriate action, if warranted. (see [Section IV-B: Use of  
41 University Wide Hearing Panels](#)).

38 **Non-Academic Appeals:** appeals (as defined above) that are not related to academic matters,  
39 such as but not limited to conduct appeals, parking ticket appeals, or student employment (see  
40 [Appendix A](#)).

41 **Written Student Complaint:** A written student complaint is any report submission by a  
42 prospective, current, or former student through the University's official web-based system using  
43 the Student Grievance Form, hosted on the LSU Eunice CARES webpage at  
44 <http://www.lsu.edu/care>.

45 Written student complaints are not meant to circumvent or replace existing LSU Eunice policies  
46 and procedures designed to address issues brought forward by students (See [Appendix A](#)).

### 47 **III. GENERAL POLICY**

48 It is University policy to provide students with an appeal procedure for questioning the  
49 application of any regulation, rule, policy, requirement, or procedure as it applies to the  
50 individual student in their capacity as a student. It is the University's basic philosophy that  
51 student appeals should be settled as quickly as practicable at the lowest possible administrative  
52 level having the authority to act definitively. Recognizing that no single appeals process can  
53 serve the wide range of possible complaints, different units within the University have developed  
54 specific appeals processes, subject to review by the Office of Academic Affairs.

#### 55 A. Provisions of the General Appeal Process

56 1. The decision to utilize an appeal procedure shall be voluntary on the part of the  
57 individual student. All students have the right to make good faith appeals without fear  
58 of coercion, harassment, intimidation, or reprisal from the University or its  
59 employees.

60 2. Appeals filed about grievances in bad faith may be subject to review under the [Code](#)  
61 [of Student Conduct](#).

62 3. The University recognizes the rights of all parties to impartial appeal decision-makers  
63 including the student filing an appeal, and employees against whose action the  
64 appeal is filed.

65 4. Students and employees involved in the appeal shall each have the right to have an  
66 advisor, but are expected to speak for themselves in all written and oral aspects of  
67 the appeal (see the [Definition of Advisor](#) in Section II above).

68 5. Privacy shall be maintained, where applicable, in all appeal proceedings in  
69 accordance with the provisions of the Family Educational Rights and Privacy Act of  
70 1974 and LSU Eunice Policy Statement 34: [Privacy Rights of Parents and Students](#).

71 B. The University provides specific guidelines for several different types of grievances and  
72 appeals. If a specific policy exists, the student must contact the office of primary  
73 responsibility involved with the situation in question for specific procedural guidelines  
74 which govern that appeal process (see [Appendix A](#)). However, if the area or function  
75 under question does not have specific procedures, the student should then follow the  
76 procedures outlined in this policy.

77 C. Appeals related to a student’s role as an employee are handled in accordance with this  
78 policy. The decision maker shall consult with Human Resources before a decision is  
79 reached or a meeting is held. Policies related to student employment are governed by  
80 LSU Eunice Policy Statement 24: [Student Employment](#)).

81 D. Note to Students and Employees: Students and employees of LSU Eunice should note  
82 that it is the student’s best interest to initiate and complete the steps in the appeal  
83 process as soon as possible. This is especially important for students in a health  
84 sciences clinical program appealing an action/decision that has an impact on the  
85 student’s continuation in the program.

## 86 IV. PROCEDURES

### 87 A. General Appeals Procedures

88 There may be up to three steps in the general appeal process (see [Appendix B](#)). In all  
89 cases, if the final decision requires changes in an official record of the University, the  
90 University employee must comply with all University regulations and procedures  
91 necessary to accomplish the change.

#### 92 1. Step One: Informal Appeal to Employee

93 For Step One, the student shall meet with the employee who carried out the action or  
94 made the decision that is being appealed to discuss the appeal and attempt to arrive  
95 at a solution. For academic appeals, the employee is the faculty member. For  
96 purposes of this policy, a “meeting” can be accomplished via face-to-face meeting or  
97 through other forms of communication, such as conference calls, video/web  
98 conferences, etc. Letters and emails may provide background information; however,  
99 they do not meet the definition of a “meeting”. In addition, no person may submit an  
100 appeal on behalf of the student; however, the student may contact the Office of  
101 Student Affairs at [stuaff@lsue.edu](mailto:stuaff@lsue.edu) if assistance is needed.

102 Step One is to be initiated by the student within ten (10) business days of the action  
103 or decision (see the [Note to Students](#) in Section III-D above). Appeals of final grades  
104 must be initiated by the student within 20 business days after the beginning of the  
105 next regular semester. A delay in the filing of the appeal may constitute grounds for  
106 rejection of the appeal.

107 If the student is unable to contact the employee, then the student should contact the  
108 office with oversight over the employee in question, and the Dean or Administrator  
109 will contact the employee. If the stated deadline cannot be met due to unavailability,  
110 then all parties are to be notified in writing by the Dean or Administrator and a  
111 mutually agreeable time should be identified.

112 While a written appeal does not apply during the Step One informal process, the  
113 student may wish to consider the following prior to meeting with the employee:

- 114 a. a description of the grievance (see the Definition of [Grievance](#)) including
  - 115 i. the action or decision on the part of an employee that a student perceives to  
116 be unfair or unreasonable, or

- 117                   ii. the application of standards different from those that were applied to other  
118                   students under similar circumstances,
- 119                   b. a description of the resolution sought, and
- 120                   c. any other information the grievant believes to be relevant.

121                   The meeting between the student and employee shall take place within ten (10)  
122                   business days from the time the employee receives the request for a meeting. To  
123                   maintain privacy, it is expected that the meeting will be held in an office or  
124                   conference room to minimize others hearing the conversation. The meeting at Step  
125                   One is informal; however, it is expected to be a candid discussion of items a-c above  
126                   in an attempt to arrive at a solution. The student and/or the employee may each have  
127                   an advisor present if either party wishes subject to the [Definition of an Advisor](#)  
128                   above.

129                   The employee may inform the student of the decision during the meeting. After  
130                   meeting with the student, the employee will respond in writing within ten (10)  
131                   business days of the decision to the student with a copy to the unit's Dean or  
132                   Administrator. The written notification to all parties' LSU Eunice email account is  
133                   required even if the decision was rendered and the student was informed at the  
134                   meeting. The written notification must also include the date and time the meeting  
135                   was held including whether the meeting was held face-to-face or by electronic  
136                   means. If the employee and student cannot reach a resolution, the student may  
137                   formally appeal the employee's decision through the formal appeals process (see  
138                   Step 2). If the matter is resolved, then the appeal has been concluded.

139                   2. Step Two: Formal Appeal to Administrator

140                   The Step Two Formal Appeal Process may take place only after the Informal Appeal  
141                   Process (detailed in Step One) has occurred per the lines of authority in the  
142                   department (see [Appendix B](#)). No person may submit the appeal on behalf of the  
143                   student; however, the student may contact the Office of Student Affairs at  
144                   [stuaff@lsue.edu](mailto:stuaff@lsue.edu) if assistance is needed.

145                   To initiate the Formal Appeal Process, the student or employee must submit the  
146                   online Complaint Form, hosted at [www.lsue.edu/care/](http://www.lsue.edu/care/) within ten (10) business days  
147                   upon receipt of the Step One employee's decision (see the [Note to Students](#) in  
148                   Section III-D above).<sup>1</sup> A delay in the filing of the appeal may constitute grounds for  
149                   rejection of the appeal.

150                   The electronic form from [www.lsue.edu/care/](http://www.lsue.edu/care/) is received and reviewed by the Office  
151                   of Student Affairs and is routed to the appropriate Step Two Administrator. The Step  
152                   Two administrator is the unit head of the area within which the grievance was  
153                   initiated. For academic appeals, the Step Two Administrator is the Academic Dean.  
154                   The name and title of the Step Two Administrator can be obtained from the

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<sup>1</sup> After landing on LSUE Cares website, please scroll down to the Student Complaint section and click on Submit a Report. The direct link to the form used to file a complaint is [https://cm.maxient.com/reportingform.php?LSUEunice&layout\\_id=3](https://cm.maxient.com/reportingform.php?LSUEunice&layout_id=3).

- 155 employee in Step One or from the Office of Student Affairs.
- 156 The submitted report should clearly identify the following:
- 157 a. the name of the person(s) against whom the grievance is initiated,
  - 158 b. Student's identification (name, student ID number, major, current address,  
159 telephone number, and email address),
  - 160 c. a description of grievance (see the [Definition of Grievance](#)) including
    - 161 i. the action or decision on the part of an employee that a student perceives to  
162 be unfair or unreasonable, or
    - 163 ii. the application of standards different from those that were applied to other  
164 students under similar circumstances,
  - 165 d. date of action or decision by the person that is to be reconsidered,
  - 166 e. a description of any informal attempts at resolution along with the date and result  
167 of the informal meeting from Step One,
  - 168 f. reason(s) for objections to the faculty or employee response in Step One,
  - 169 g. a description of the resolution sought,
  - 170 h. any other information the grievant believes to be relevant, and
    - 171 i. all supporting documentation (i.e. email communications, notes, etc. to support  
172 the student's claim),

173 Upon receipt of the form submission with all required information, the Step Two  
174 Administrator shall make a reasonable effort to arrange for a meeting within 10  
175 business days from the date that the report is received. For students in a health  
176 sciences clinical program appealing an action/decision that has an impact on the  
177 student's continuation in the program, the Dean shall try to arrange for a meeting  
178 sooner, if possible.

179 The Administrator shall investigate the situation and gather all documents from the  
180 parties involved. During the investigation, the Dean may hold discussions or request  
181 additional information to clarify issues with the student, Program Director,  
182 Department Chair, and/or the employee from Step One. The Administrator will  
183 impartially consider all information related to the issue and case.

184 The meeting may be held in person or through other forms of communication, such  
185 as conference calls or video/web conference. If the stated deadline cannot be met,  
186 then all parties are to be notified in writing and a mutually agreeable time identified.  
187 The meeting is formal, with a thorough and candid discussion of the grievance in an  
188 attempt to arrive at a solution. Meetings typically include the student, faculty  
189 member, and the Dean; however, additional University employees with information  
190 related to the appeal may be asked to attend at the discretion of the Dean. Both the

191 student and the employee may be accompanied by an advisor (see the [Definition of](#)  
192 [an Advisor](#)).

193 The Step Two Administrator may render an oral decision at the close of the meeting,  
194 or may take the matter under consideration. All parties shall be informed of the  
195 decision in writing within 10 business days of the meeting through their LSU Eunice  
196 email accounts. For students in a health sciences clinical program appealing an  
197 action/decision that has an impact on the student's continuation in the program, the  
198 Administrator (Dean) shall try to notify the student sooner, if possible. If a resolution  
199 is not reached, the student may appeal the decision to the next level administrator (see  
200 [Appendix B](#)). If the matter is resolved, then the appeal has been concluded.

### 201 3. Step Three: Appeal to the Next Level Administrator

202 A Step Three Appeal may only occur after the Step Two Appeal has occurred per the  
203 lines of authority (see [Appendix B](#)). If the student or employee wishes to appeal the  
204 outcome of Step Two, either may appeal to the administrator at the next level in the  
205 administrative structure of the University within ten (10) business days from the date  
206 of the written decision made after Step Two (see the [Note to Students](#) in Section III-  
207 D above). A delay in the filing of the appeal may constitute grounds for rejection of  
208 the appeal. No person may submit the appeal on behalf of the student; however, the  
209 students should contact the Office of Student Affairs at [stuaff@lsue.edu](mailto:stuaff@lsue.edu) if assistance  
210 is needed.

211 The name and title of the Step Three Administrator can be obtained from the  
212 employee in Step Two or from the Office of Student Affairs. For academic appeals,  
213 the Step Three Administrator is the Vice Chancellor for Academic Affairs and  
214 Provost.

215 A link to the appropriate form for submitting an appeal of the outcome of Step Two is  
216 included in the written decision letter sent by the administrator in Step Two. The  
217 student or employee's appeal must be in writing using the electronic form and shall  
218 include the following:

- 219 a. name of the person filing the appeal,
- 220 b. role in the appeal (i.e. student or employee of LSU Eunice),
- 221 c. name and title of the person who heard the Step One appeal, and
- 222 d. name and title of the person who heard the Step Two appeal,
- 223 e. a description of grievance (see the [Definition of Grievance](#)); this should match  
224 Step One item (a) and Step Two item (c)
- 225 f. a description of the resolution sought,
- 226 g. reasons that support the resolution sought, and
- 227 h. all documentation from the Steps One and Two.



228 If applicable, an appeal may be heard by a University Wide Hearing Panel if  
229 requested by the student or employee (see [Section IV-B: Use of University Wide](#)  
230 [Hearing Panels](#)).

231 Upon receipt of this appeal submission, the Step Three Administrator shall forward a  
232 copy of the written appeal to the employee and administrator involved in Step Two.  
233 Each party in turn has the opportunity to reply with individual written statements  
234 supporting the action(s) taken in Step Two. Copies of their replies, if submitted, must  
235 be forwarded to all parties.

236 Upon receipt of replies from the Step Two parties, unless a University Wide Hearing  
237 Panel has been requested, the Step Three administrator may take one of the  
238 following actions:

- 239 a. reach a decision on the basis of the written appeal and the replies;
- 240 b. hold a formal meeting in person, by conference call, or via video/web conference  
241 with all parties present and, after discussions, reach a decision; or
- 242 c. refer the appeal to a University Wide Hearing Panel for recommendation. If the  
243 student or University employee requested a University Wide Hearing Panel, the  
244 administrator shall refer the appeal to a University Wide Hearing Panel for a  
245 recommendation. If either party requests a University Wide Hearing Panel, the  
246 Step Three administrator shall name a University Wide Hearing Panel as  
247 prescribed in [Section IV-B: Use of University Wide Hearing Panels](#).

248 In all cases, the student and employee may be accompanied by an advisor (see the  
249 [Definition of an Advisor](#)). Regardless of the method used, the Step Three  
250 administrator will make every reasonable effort to decide within 10 business days  
251 from the date of receipt of the student's written appeal. For students in a health  
252 sciences clinical program appealing an action/decision that has an impact on the  
253 student's continuation in the program, the Administrator shall try to notify the student  
254 sooner, if possible. If the stated deadline cannot be met, then all parties are to be  
255 notified in writing and a mutually agreeable time identified. The decision of the Step  
256 Three administrator shall be in writing, with reasons supporting the decision, and  
257 copies shall be given to all parties through LSU Eunice email.

258 The decision of the administrator in Step Three concludes the appellate process.

## 259 B. Use of University Wide Hearing Panels

260 Step Three of the appeal procedure provides for the use of an impartial University Wide  
261 Hearing Panel upon request by any of the parties, or at the discretion of the  
262 administrator hearing Step Three. A University Wide Hearing Panel to hear appeals  
263 applicable to this policy will be appointed by the Step Three Administrator and shall be  
264 composed of

- 265 1. four (4) full-time faculty and/or staff members with one from the same program and  
266 one from a similar program. The faculty member named in the appeal may not be  
267 named to the University Wide Hearing Panel. In addition, no more than two  
268 faculty/staff members from the same department/program shall be named. One of

269 which will be named as the Chair (non-voting), and  
270 2. two (2) students appointed by the Student Government Association (SGA) President.  
271 One shall be from the same program and the second shall be from a similar  
272 program. In the event that a student from the same program cannot be named to the  
273 University Wide Hearing Panel, the two students from a similar program shall be  
274 named.

275 Under the direction of the Chair, the University Wide Hearing Panel will perform its due  
276 diligence and may hold meetings prior to the formal hearing to discuss the facts of the  
277 case, with or without the affected parties. The University Wide Hearing Panel may also  
278 request additional information in writing from the affected parties or speak with  
279 witnesses, if necessary. The University Wide Hearing Panel may also contact the Step  
280 Three Administrator for clarification on LSU Eunice Policies or Procedures as required.

281 Ultimately, the Chair shall coordinate a time and place to hold the formal hearing with the  
282 Step Two Administrator, the employee, and the student in attendance, all of whom may  
283 be accompanied by an advisor (see the [Definition of an Advisor](#)) within ten (10) business  
284 day from the day the Step Three Administrator received the notification. The Chair  
285 conducts the hearing reviewing the facts of the case and, if necessary, will ask those  
286 involved to testify if any of the facts are unclear. Meeting minutes will be taken.

287 After the hearing, the University Wide Hearing Panel will deliberate the facts of the case  
288 in private and conduct a vote to determine the outcome. Based on the outcome, the  
289 Chair will draft the University Wide Hearing Panel's recommendations and upon  
290 confirmation of the University Wide Hearing Panel will file the decision with the Step  
291 Three Administrator using the University's email within three (3) days. Copies of these  
292 recommendations along with the Hearing minutes and the final decision of the Step  
293 Three Administrator shall be given to all of the parties and the Chancellor for final  
294 disposition.

295 Some federal laws and administrative guidelines issued by the executive branch of the  
296 Federal Government for the administration of these laws require the use of hearing  
297 panels as a part of the student's appeal procedure. These laws include: Title VI and  
298 Title VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972;  
299 Section 503 and 504 of the Rehabilitation Act of 1973; and the Family Educational  
300 Rights and Privacy Act of 1974 (The Buckley Amendment). In all student appeals which  
301 allege a violation of these laws or guidelines issued to implement these laws, a  
302 University Wide Hearing Panel will always be used at Step Three. The University Wide  
303 Hearing Panel will be appointed by the Step Three administrator or, at their discretion,  
304 the administrator may request the Chancellor to appoint the University Wide Hearing  
305 Panel. The person appointing the University Wide Hearing Panel will designate one  
306 member to serve as chair.

### 307 C. Petition for Review

308 Any party who wishes a review of the process or alleges a serious procedural error, or  
309 believed that serious abuse of discretionary authority has occurred may file a petition for  
310 review with the Chancellor's Office within ten (10) business days after receiving the  
311 decision made at Step Three. A delay in the filing of the appeal may constitute grounds  
312 for rejection of the appeal. The petition for review must be submitted in writing via email to

313 the Chancellor's Office. The email address for the Chancellor's Office can be obtained by  
314 request from the Office of Student Affairs ([stuaff@lsue.edu](mailto:stuaff@lsue.edu)). The petition must contain the  
315 following:

- 316 1. a complete statement of the alleged serious procedural error or details of examples of  
317 abuses of discretionary authority being appealed,
- 318 2. the relief sought, and
- 319 3. reasons for the relief sought.

320 The petition must be accompanied by all documents produced at Step Three.

321 The Chancellor's Office shall make every reasonable effort to decide within ten (10)  
322 business days whether further action should be taken, and in reaching this decision the  
323 Chancellor may ask the other parties to make a written reply to the request for a review--  
324 or these parties, on their own, may make a written reply. If the stated deadline cannot be  
325 met, then all parties are to be notified in writing and a mutually agreeable time identified.

326 If the decision is that a review is not justified, the student and all other parties will be so  
327 notified through LSU Eunice email. If the decision is favorable to the petition for review,  
328 the Chancellor's Office will hold a formal meeting with the parties and reach a decision  
329 on the basis of this meeting and on all written materials furnished. The meeting may be  
330 held in person, by conference call, or via video/web conference with all parties present.  
331 All parties will be notified of the final decision in writing within ten (10) business days  
332 through LSU Eunice email. The decision by the Chancellor's Office shall conclude the  
333 matter.

## 334 **V. Source**

335 [LSU Policy Statement 48: General Procedures for Student Grievances, Complaints, and](#)  
336 [Appeals](#)

## Appendix A

The following are examples of established student appeal procedures, accompanied by sources of information on appeals procedures:

### I. Academic Appeals

Academic Suspension Appeals. See the Registrar's Office Website at <https://www.lsu.edu/registrar/index.php> and click the "Academic Appeals Form" under the "Academic Forms" block.

### II. Non-academic appeals

Equal Opportunity. See LSU Eunice Policy Statement 11: Equal Opportunity available at <https://www.lsu.edu/policy-statements/documents/NO11.pdf>.

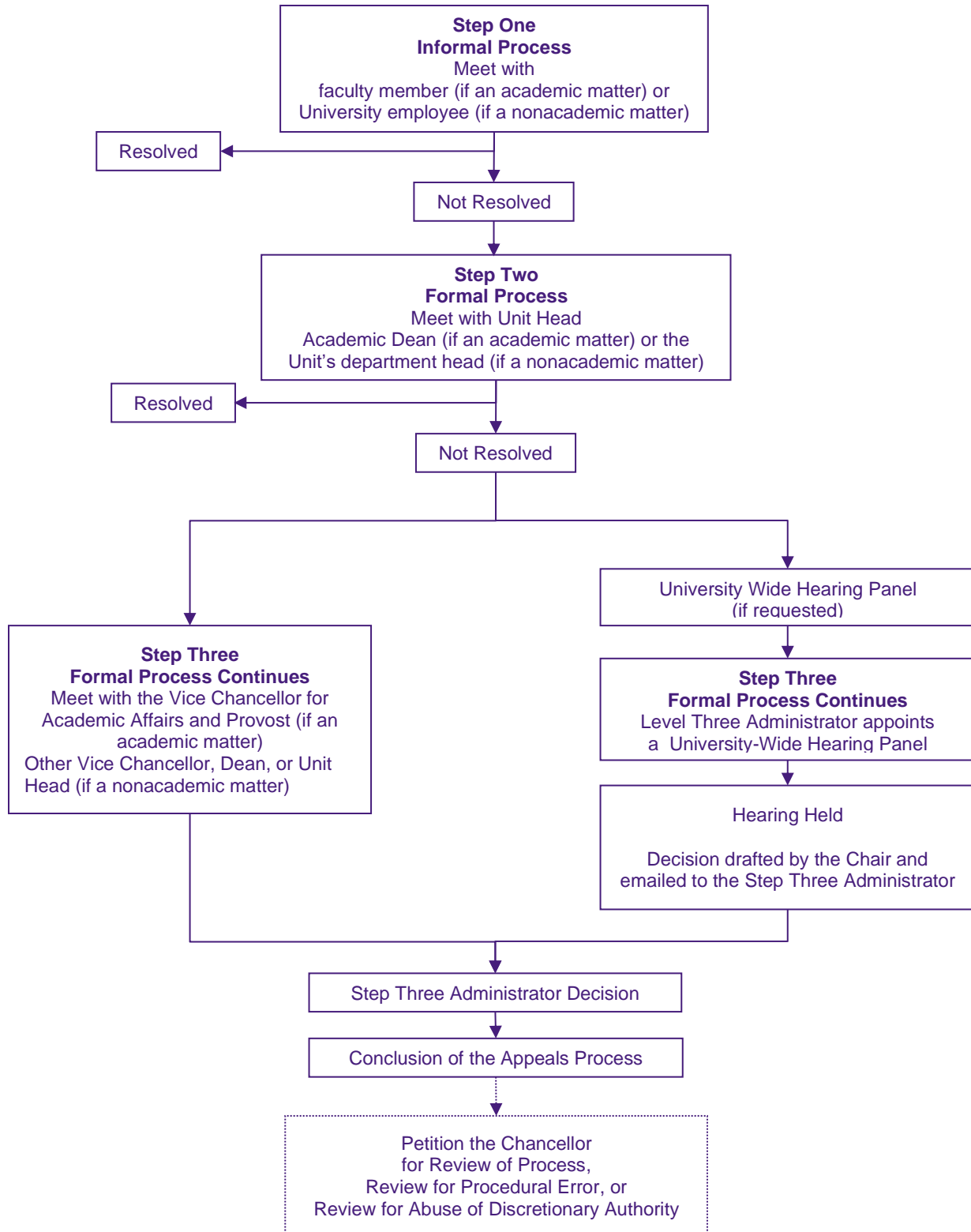
Financial Aid Appeals. See the Financial Aid Website at <https://www.lsu.edu/studentaffairs/finaidappeals.php> and click on the "Download a Financial Aid Appeals Form" button.

Parking & Traffic Ticket Appeals. See the Regulation of Vehicular Traffic Website at <https://www.lsu.edu/policy-statements/regulation-vehicular-traffic.php>. For Traffic Ticket Appeals, see <https://www.lsu.edu/studentaffairs/documents/Traffic-Ticket-Appeal.pdf>.

Sexual Misconduct. See the Title IX Website at <https://www.lsu.edu/titleix/>.

Violations of the Code of Student Conduct. See the Student Affairs Webpage at <https://www.lsu.edu/studentaffairs/index.php> or the Student Code of Conduct directly at <https://www.lsu.edu/studentaffairs/documents/Code%20of%20Student%20Conduct.pdf>.

## Appendix B Flowchart of Events





## COMPASS ECARE AT LSUE

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### OVERVIEW

Compass eCare provides **mental health counseling services** to the students of LSUE via telemedicine **free of charge**. Services will include:

- Mental Health Assessment and Evaluation
- Medication Management
- Individual, Couples, and Family therapy services

## Schedule an appointment today!

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### FIRST TIME USER

- Call **337-534-0490** to schedule your telehealth appointment. State that you are an LSUE student requesting to schedule a counseling appointment. A Compass Health team member will take your information & coordinate a date & time for your appointment.
- You will then receive a series of three emails from myTelehealth:
  - One with your username,
  - One with your temporary password, and
  - One with your appointment time
- You will be able to register and create your own unique password. *Save your login info!*

### CONNECTING

- 10-15 minutes prior to your appointment you can access your account via the **Netsmart Telehealth app** or via the myTelehealth URL (*ntstvirtualhealth.com*) from the comfort of anywhere on the planet with a reliable internet connection.
- You'll be prompted to "Enter the Waiting Room" and your provider will be notified of your arrival. Hang tight, and your mental health professional will connect with you shortly.

### SUBSEQUENT VISITS

- Call **337-534-0490** to schedule your telehealth appointment. A Compass Health team member will take your information and coordinate a date and time for your appointment.
- You'll receive a reminder email prior to your visit. Follow the same steps to connect.

### PRIVATE SPACE ON CAMPUS FOR ECARE

Student Affairs has dedicated a room inside the Office of Student Affairs (Acadian Center, Room 112) where students can connect for eCare appointments. This is a quiet, safe, confidential, and private room that is available upon request during your scheduled appointment. A computer and webcam is configured and ready to go!

## CERTIFICATE OF INSURANCE

Issue Date  
July 8, 2024

<b>PRODUCER</b> Office of Risk Management – DOA Post Office Box 91106 Baton Rouge, Louisiana 70821-9106	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION AND MAY CONFER RIGHTS UPON THE CERTIFICATE HOLDER BY AMENDING OR EXTENDING THE COVERAGE AFFORDED BY THE POLICIES BELOW AS STATED IN THE DESCRIPTION OF OPERATIONS SECTION.
<b>INSURED</b> State of Louisiana Louisiana State University – Eunice Post Office Box 1129 Eunice, LA 70535	<b>COMPANY AFFORDING COVERAGE</b>  Louisiana Self-Insurance Fund

CORP. NO:

**COVERAGES**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE	POLICY EXPIRATION	LIABILITY LIMITS		
						EACH OCCURRENCE	AGGREGATE
	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PERSONAL & ADVERTISING INJURY <input checked="" type="checkbox"/> CONTRACTUAL LIABILITY <input checked="" type="checkbox"/> PROFESSIONAL LIABILITY <input checked="" type="checkbox"/> PRODUCTS/COMPLETED OPERATIONS <input checked="" type="checkbox"/> FIRE DAMAGE (Any one fire) <input type="checkbox"/> MEDICAL EXPENSES	CGL20242025	07-01-2024	07-01-2025	BODILY INJURY		
					PROPERTY DAMAGE		
					BI & PD COMBINED	\$ 5,000,000	
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED <input type="checkbox"/> NON-OWNED <input type="checkbox"/> HIRED  <b>AUTOMOBILE PHYSICAL DAMAGE</b> <input type="checkbox"/> OWNED <input type="checkbox"/> SPECIFICALLY DESCRIBED <input type="checkbox"/> HIRED				BODILY INJURY		
					PROPERTY DAMAGE		
					BI & PD COMBINED	\$	
	<input checked="" type="checkbox"/> <b>WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY</b>	WC20242025	07-01-2024	07-01-2025	STATUTORY		
					\$ 5,000,000 (EACH ACCIDENT)		
					\$ 5,000,000 (DISEASE-POLICY LIMIT)		
					\$ 5,000,000 (DISEASE-EACH EMPLOYEE)		
	<input checked="" type="checkbox"/> <b>MEDICAL MALPRACTICE LIABILITY</b>	MMP20242025	07-01-2024	07-01-2025	\$5,000,000 PER OCCURRENCE SUBJECT TO R.S. 40:1237.1 ET SEQ		

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS**

Proof of coverage for faculty and students in the Nursing and Allied Health Program. Commercial General Liability and Workers' Compensation coverage for staff and faculty of Louisiana State University – Eunice only.

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICES SHALL IMPOSE NO OBLIGATIONS OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

**CERTIFICATE HOLDER** **AUTHORIZED REPRESENTATIVE**

Louisiana State University – Eunice  
 Post Office Box 1129  
 Eunice, LA 70535

  
 MARK JOSEPH, UNDERWRITING MANAGER

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and transfers between accounts.

The second part of the document provides a detailed explanation of the accounting cycle. It outlines the ten steps involved in the process, from identifying the accounting entity to preparing financial statements. Each step is described in detail, with examples provided to illustrate the concepts.

The third part of the document focuses on the classification of accounts. It explains how to distinguish between assets, liabilities, and equity accounts, and how to further subdivide them into current and non-current categories. This classification is essential for the preparation of the balance sheet and the statement of financial position.

The fourth part of the document discusses the recording of transactions. It covers the use of journal entries to record business events, the importance of debits and credits, and the rules for determining the correct account to debit and credit. Examples are provided to show how various transactions are recorded in the journal.

The fifth part of the document addresses the posting process. It explains how the journal entries are transferred to the ledger accounts, and how the ledger is used to summarize the financial activity of the business. The importance of maintaining a balanced ledger is also discussed.

The sixth part of the document discusses the preparation of financial statements. It outlines the steps involved in calculating the net income, preparing the income statement, the balance sheet, and the statement of cash flows. The importance of these statements in providing a clear picture of the business's financial performance is emphasized.

The seventh part of the document covers the closing process. It explains how the temporary accounts (revenues, expenses, and dividends) are closed to the permanent accounts (retained earnings) at the end of the accounting period. This process ensures that the financial statements for the next period start with a clean slate.

The eighth part of the document discusses the use of adjusting entries. It explains how these entries are used to correct errors and ensure that the financial statements accurately reflect the economic reality of the business. Examples are provided to show how adjusting entries are prepared and recorded.

The ninth part of the document covers the use of T-accounts. It explains how T-accounts are used to visualize the debits and credits for each account, and how they help in identifying errors and balancing the accounts. Examples are provided to show how T-accounts are set up and used.

The tenth part of the document discusses the use of the accounting equation. It explains how the accounting equation (Assets = Liabilities + Equity) is used to check the accuracy of the financial statements and to identify any discrepancies. Examples are provided to show how the accounting equation is applied in various situations.