

Lewis University

Radiography Program Handbook

Bachelor of Science in Imaging Technology

(Pre-Certification Track)

2024-2025

Lewis University

Lewis University, guided by its Catholic and Lasallian heritage, provides a diverse student population programs for a liberal and professional education grounded in the interaction of knowledge and fidelity in the search for truth. Lewis promotes the development of the complete person through the pursuit of wisdom and justice. Fundamental to its Mission is a spirit of association which fosters community in all teaching, learning, and service.

These distinctive values guide the university in fulfilling its mission:

Knowledge: The result of a lifelong pursuit of learning fostered through creative and critical interaction in a community of learners.

Fidelity: The spirit which recognizes God as ultimate reality, unifying the diverse forms of knowledge in the pursuit of fullness of truth, while recognizing the diversity of human experience.

Wisdom: The result of the integration of reflection and action developed through higher learning throughout all of life.

Justice: The affirmation of the equal dignity of every person and the promotion of personal and social responsibility.

(JRCERT)
20 N. Wacker Drive
Suite 2850
Chicago, Illinois 60606-3182
(312) 704-5300
www.jrcert.org

The Lewis University Radiography Program consistently strives to exceed the minimum requirements for compliance with all JRCERT Standards for an Accredited Educational Program in Radiography. If a student has cause for concern that the SOR program may not be following any standard(s), they are encouraged to report the allegation, in writing, to the Program Director. The report must be submitted within ten academic days of the alleged non-compliant event. The Program Director will work with the student and any other involved program member to clarify or resolve the issue of alleged non-compliance. If a satisfactory resolution cannot be attained, the student is encouraged to report the alleged issue of non-compliance directly to the JRCERT.

Lewis University is also accredited by the Higher Learning Commission (HLC) and the Illinois Board of Higher Education (IBHE).

JRCERT Standards (Effective January 2021)

Standard One: Accountability, Fair Practices, and Public Information

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: Institutional Commitment and Resources

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: Faculty and Staff

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

Standard Four: Curriculum and Academic Practices

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

Standard Five: Health and Safety

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.

Academic Program

Curriculum Overview

Radiologic Technology is the art and science of using x-rays to produce images of the bones, organs, and vessels of the human body. Students are educated in utilizing x-

selection, patient pathology, and radiation safety while using Patient and Family Centered Care is explored. Corequisite with Clinical Education IV. (3 credit hours)

RADT 42100 (BIOL 45801) Computer Applications in Radiography - This course gives the student a basic overview of

Academic Policies and Procedures

Attendance Policy

1. Holidays and Academic Attendance. Lewis University has posted the Academic Calendar on the University website. It details information regarding attendance for semester courses, including start and end dates of semesters and specific date when the University is closed. Students are not allowed to complete make-up clinical time on those scheduled University closure days.
2. Personal Time Off (PTO). It is an essential component of the preparation for this occupation that the student understands the different aspects of the profession. Absences or time late (tardiness) results in the student being unable to assume responsibility for the patient in the clinical setting. Students are not encouraged to attend the education setting when unhealthy; aillte

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A notification email must be submitted no later than 15 minutes before the beginning of the assigned shift. Failure to do so constitutes an unexcused absence and must be made up before the end of the clinical semester, with an additional grade reduction. Notification must be in the form of an email to the Clinical Preceptor. In special circumstances where a Clinical Preceptor is absent, the student will inform the Clinical Coordinator and Clinical Preceptor, as well.

Though the student may text to initially notify the Clinical Preceptor,

Health Insurance

Students must carry their own personal health insurance. All students are required to have and maintain health insurance while they are enrolled at the University. Documentation of health insurance coverage must be provided annually. Student Services can help with health insurance options. Visit <https://www.lewisu.edu/student-services/insurance.htm> for more information.

Professional Liability Insurance

Students are insured for professional liability by the Lewis University Insurance Program only while participating in clinical experiences as part of their University courses. Students are also insured during participation in any other University-sponsored events requiring a clinical experience.

Injuries Sustained During a Clinical Experience

A student who sustains any injury, e.g., a needle stick, while participating in class or clinical experiences should notify their Clinical Preceptor immediately. As soon as possible, an injury report must be completed and filed with the Clinical Coordinator. A student who sustains an injury while participating in a clinical experience should follow the protocols of the affiliating institution. The initial visit following the injury must be done at the institution where the incident occurred or the closest location. As soon as possible following the initial visit, the student should see their personal physician. All expenses associated with the injury are the student's responsibility to include follow-up treatment, regardless of where the incident occurred.

Medical Restriction

Students who have been medically restricted from performing tasks must submit a written statement from their primary care provider (Physician, Physician's Assistant or Nurse Practitioner) verifying the medical restriction to the Program Director. It will be placed in the student's file. If it is determined by the Program Director that the student will not be able to safely fulfill clinical requirements, a leave of absence from the clinical course will be required. Once the restriction is ended, the primary care provider must provide medical clearance documentation that the student may return to class and clinical without restrictions and this must be submitted to the Program Director and Clinical Coordinator.

Technical Standards Requirement

To perform as a Radiographer

Lewis University clinical education settings strive to provide a risk-free environment to its patients, employees, students, and visitors with regards to hazardous materials. Each Imaging Department has procedural manuals, infection control manuals, and access to all policies which cover the proper procedures required to provide the safest possible environments as determined through multiple accreditation standards for the clinical environments. The student has the authority and responsibility to work safely, to report unsafe conditions or equipment to their Clinical Preceptor and to know the safety procedures such as fire and disaster for each assigned clinical site as required. Orientation/Treasure Hunt forms for each clinical site are completed to confirm the student is aware of the proper protocols and procedures, safety requirements and location of key items in a Radiology Department or Clinic. Additionally, students will be instructed in the Introduction to Radiography and Patient Care courses regarding these pertinent matters.

disagreements sharpen critical thinking skills, deepen understanding, and reveal novel thoughts. All viewpoints are welcome and encouraged to create a more dynamic learning environment. Students should be actively engaged in their learning experience. Sleeping in the class or non-proof of participation (i.e. no video availability) demonstrates a lack of engagement and is disrespectful to fellow classmates, the professors, and the potential patients they care for. Failure to comply with any of the above practices could result in disciplinary action and/or reduction in course grade. Additionally, Lewis University's Code of Conduct can be found in the Student Handbook. Failure to comply with the Code of Conduct could result in disciplinary action (per University policy).

Travel

To Clinical Sites. Students are required to travel to all clinical sites. All clinical sites are located within the Chicagoland area. They are listed in the Clinical Section of this handbook. Students must have a valid driver's license and/or provide their own form of transportation. School schedules will not be modified to accommodate individual transportation needs.

To School

Clinical. There is no clinical makeup time allowed for clinical absences related to PTO. Makeup time for any clinical time off is only allowed for a medical leave of absence, unexcused absences, or extenuating circumstances granted only by the Program Director and/or Clinical Coordinator. Makeup time cannot exceed more than 10 hours per day or over 40 hours per week. The minimum allowed time is 30 minutes per day. All make up time must be approved by the Clinical Preceptor assigned to that specific clinical site. All makeup time must be recorded in Trajecsys. Makeup time must be completed prior to progression into the next clinical course.

Classroom (Didactic) Grading

Course grades have these specific components.

Classroom: Course Grades. Mid-semester reviews are given to students to identify progress and areas of concern to assist the student to successfully completing their coursework. Classroom course grades are calculated using the following breakdown:

Quizzes, discussion boards, and assignments are 15% of final grade

Tests are 85% of final grade

Tests

1. Tests are 85% of final grade in a majority of the courses (refer to each course syllabus for grading breakdown).
2. Quizzes and assignments are 15% of the final course grade.
3. The 80% Rule applies. This rule states that students must earn a 80% or greater cumulative average on all tests prior to taking the final exam. This level must be achieved before any other graded items are tabulated in the final course grade. The cumulative grade must also meet a minimum overall course average of 80%. Failure to achieve the 80% results in course failure.
4. Any grade achieved below an 80% will not be rounded up and must stand as permanent.
5. Any failed test must be repeated (with only the original grade figured into the cumulative test grade, but the comprehension of material must be proven). The student will be counseled and encouraged to go to the peer tutor and/or course professor before retaking the test for competency-based knowledge within 7 to 10 days of the original test date. The student may receive remedial work to be completed prior to retaking a failed test.
6. If that student cannot satisfactorily pass the test after three attempts, they will automatically fail the course and be dismissed from the program sequence.
7. A failed "final exam" requires remedial work completed prior to progression into the next semester. The student will receive an Incomplete until the work has been graded.
8. If a student does not take a test at the scheduled time it results in a 6% lower test grade. Each subsequent day of classroom attendance will result in an additional 6% reduction of the test grade each day that it is not completed.
9. It is the student's responsibility to meet with the course professor to reschedule the missed examination. Each professor will determine the way make-up examinations will be handled in their course. (See the specific course syllabus for additional details.)
10. A Code of Conduct investigation will be initiated should violation of academic integrity be suspected.

Tardiness (Late Occurrences)/Participation in Didactic Classes

1. Class expectations are that courses begin and end at designated times.
2. The fast pace of coursework requires student participation from the beginning.
3. Late occurrences will result in a percentage deduction in the final grade of that course.
4. Missing more than 10% of any single class time will be counted as an absence.
5. Specifics for late occurrence deductions can be found on each course's syllabus.

Didactic Class Assignments

1. All assignments/missed coursework must be completed as assigned by the professor.

4. If at any time apparel is worn that might be considered/perceived as an indication of gang affiliation or weapons, guns or anything that could cause bodily harm to any individual of the University, local law enforcement will be contacted. Such items are forbidden in Lewis University. Instructors and the Program Director are responsible for the appearance of students in their areas; therefore, they have the authority to set expectations for any additional dress code rules, consistent with any applicable administrative or facility policies.

This is ONLY permissible during scheduled clinical or classroom breaks. In an emergency, students should notify

- b. If the student continues to exceed the recommended dose limits, removal from the clinical area will occur.

Student Pregnancy

All students will review the Nuclear Regulatory Commissions (NRC) Regulatory Guide 8.13, which outlines prenatal exposure and risks. This document is reviewed during the Radiation Protection course and can also be found on the Internet. Written disclosure of a pregnancy is voluntary. The student also has the option for written withdrawal of declaration at any time. This document must be submitted to the Program Director/Dean and it will be placed in the student's file. Once declared, the student will meet with the Radiation Safety Officer and the Clinical Coordinator to help clarify questions and guidelines when selecting an option as well as to keep the radiation exposure to the fetus as low as reasonably achievable (no more than 500 mrem/5 mSv during the entire gestation period). Following the delivery or cessation of pregnancy, the primary care provider or obstetrician must document that the student may return to class and clinical without restrictions. This document must be submitted to the Program Director.

Option 1:

Transfer Credits

The Radiography Program accepts students attempting to transfer from another radiography program. Students desiring to attend this program must proceed through the normal application process and begin at the same program level as other students. The prospective student's knowledge and competency will be assessed, and a determination of placement will be made. Radiography programs vary in the sequencing of courses and curriculum. Therefore, the SOR program may not necessarily be an exact match as content previously delivered.

Campus Life

Location

The campus of Lewis University has 2 locations: 1 University Parkway, Romeoville, IL 60446 and 1111 W 22nd St, Oak Brook, IL 60523. The primary location for the BSIT program is Oak Brook.

Student Services

The Office of Student Services is responsible for administering the programs affecting student life. Specific areas within Student Services include academic services, bookstore, career services, student wellness center, and more. You can learn more about the Office of Student Services on the University website (<https://www.lewisu.edu/student-services/>). Additionally, the Lewis University Student Handbook contains the policies, regulations, services, and activities pertinent to student life at the university.

Lewis University Learning Resource Center/Library

The Learning Resource Center/Library at the Romeoville campus is available to assist the student in their educational process. Information regarding services and hours of operation can be found by visiting <https://www.lewisu.edu/academics/library/index.htm>.

SOR Academic Counseling

The Program Director serves to assist the students' navigation through the program. Counseling will always be confidential and conducted in a positive and constructive manner. Evaluation sessions are scheduled as needed to cover student's strengths, opportunities for growth, and progress in the program.

Wellness

Counseling services are provided at no cost to students by licensed mental health professionals and trained graduate counseling interns. Non-emergency counseling appointments are scheduled by calling the Student Wellness Center at (815) 836-5455 or by visiting <https://www.lewisu.edu/student-services/student-wellness-center/index.htm>.

Parking

Clinical Settings each have individual policies determining specifics regarding vehicle parking. Students and staff must adhere to the institution's policies. For the Romeoville campus, students are required to properly display a valid parking permit on the vehicle. Permits can be obtained at no cost online through PermitExpress accessed through the MyLewis portal. For the Oak Brook campus, students may park in the parking garage but must be mindful of reserved parking.

Campus Safety and Security

Security personnel are present at every clinical education setting. Upon request, security guards can be available to escort students to their vehicles. Security can be quickly notified in case of emergency by dialing the specific number for that facility. Each clinical education setting is responsible for giving information regarding contacting security. Students should contact the Oak Brook Police in the event of an emergency while on the campus.

Clinical Education

Clinical Education Settings

Clinical rotations will be assigned before the start of each semester at one of our clinical affiliate locations. Lewis University has made articulation agreements with clinical affiliates listed on page 38. As additional partners are identified, articulation agreements will be made, and students will be made aware of the new opportunities.

Clinical Obligations, Hours, and Rotations

To provide learning situations for a student to be clinically competent as well as having a general understanding of the many areas of diagnostic imaging, students will complete many clinical rotations during the 21-month program. Students will rotate to multiple clinical sites but not to all sites. Clinical and classroom classes will not exceed 40 hours per week.

The time of day and days of the week may vary upon the clinical semester. The hours vary as the student progresses through the clinical curriculum. Clinical hours are as follows unless religious accommodations are requested through the Clinical Coordinator.

Day Shift: Monday-Friday 8:00 am to 3:30 pm

Evening/Trauma Shift: 12:30 pm to 8:00 pm (occurs in third and fourth semesters only)

Weekend/Trauma Shift: Friday-Saturday 2:00 pm to 9:00 pm (occurs in the fourth semester only)

Optional observational rotations could include:

1. Nuclear Medicine
2. Ultrasound (US)
3. Magnetic Resonance (MRI)
4. Radiation Therapy
5. PET Scan
6. Mammography

General Plan of Clinical Education

The primary objective of this aspect of education is to enable the student to demonstrate competency in all phases of Radiography through a balanced clinical education. Competency-based instruction is believed to be the most effective method to achieve this objective. This type of instruction allows the student to progress in both the cognitive and psychomotor areas at a rate consistent with their individual ability and knowledge. Each clinical semester has learning objectives that need to be met with a specific quantity of hours in each of the key areas: patient contact hours, simulation, online learning and image evaluation and go-overs.

The student's clinical education will proceed as follows.

1. Orientation. Students will orient themselves to the Imaging Department during semester one. During this time, Radiography rooms, equipment, supplies, crash carts, bathrooms, dressing rooms, doctors' offices, administrative offices and all aspects of department operation will be identified and discussed. Policy and procedures, including health and safety of students, staff, and patients will be identified and reviewed. Check sheets are used to verify that each student is familiar with their site-specific equipment, protocols, codes and various departments.
2. Observation. Students will become oriented and familiar with the examinations and department daily operations. During this period, the student will rotate through the fluoroscopic rooms, general radiographic rooms and portable procedures. The students will become acq

Interprofessional Education (IPE)

In educating a well-rounded radiographer, Lewis University commits to educating students in Interprofessional Education (IPE). IPE education “occurs when two or more professions (students, residents, and health workers) learn with, about, and from each other” according to the World Health Organization (WHO). Students will gain IPE experience in classroom, simulation, and clinical settings. Each clinical setting offers unique IPE opportunities in the following four domains:

- Values and Ethics

- Roles and Responsibilities

- Communication

- Teamwork and Collaboration

Repeat Radiographs. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified radiographer must be physically present during the conduct of a repeat image and must approve the student's procedure prior to re-exposure. This is done under Direct Supervision. Repeat radiographs must be recorded on the student daily log.

a.

Semester Evaluations

Mid-Semester Evaluations. Mid-semester evaluation with the Clinical Preceptor allows both faculty and student to assess the student's progress at the midpoint of the semester. (Check-sheets need to be completed by the student at this point.)

1. Orientation, treasure hunt, mobile (portable) radiography, patient identification, general rooms
2. Review of all competencies
3. Self-

1. Checksheets:
 - a. General radiography
 - b. Fluoroscopy
 - c.** Orientation and treasure hunt
 - d. Portable
 - e. Surgical II
 - f. Pediatric rotation
 - g. Evening trauma
 - h. CT and case study (CT exam requirements)
2. Competencies:
 - a.

- a. General radiography
 - b. Fluoroscopy
 - c. Orientation and treasure hunt
 - d. Portable
 - e. Surgical IV
 - f. Optional rotation
2. Competencies:
- a. Complete cranial competencies
 - b. Complete all extremity work
 - c. Surgical non-orthopedic C-arm case
 - d. Completion of all clinical patient exams required by the ARRT needed to meet graduation requirements (<https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/39eed9b0-52ad-45e5-933d-e5ab51e37f6e/Radiography%20Clinical%20Competency%20Requirements%202022.pdf>)
 - i. Students not obtaining all of the clinical patient competencies to meet graduation requirements will be able to dry-comp on only two exams per program requirements in accordance with the ARRT competencies list. See link above.
3. Clinical Education
4. Personal goals - set and achieved
 5. Online assignments and discussion boards for Clinical Education IV
 6. Image presentation of previously learned material
 7. Bucket picks competency testing
 8. Simulation component
 9. Critical thinking and journal entries

Faculty Directory

PROGRAM DIRECTOR/Associate Professor/Radiation Safety Officer
Eric Fugate, M.S.H.A., RT(R)(ARRT)
Office: 815-836-7416
Mobile: 224-

UChicago Medicine
Desk: 773-702-8129
Pager: 91390
Mobile: 872-338-1351

CLINICAL PRECEPTOR
Caitlin Maher, RT(R)(CT)(ARRT)
UChicago Medicine
Office: 773-702-3927
Mobile: 312-241-7284

CLINICAL PRECEPTOR
Melissa Monrealy, RT(R)(ARRT)
New Lenox, IL 60451
Front Desk: 815-300-1099

Clinical Site Phone Numbers

Advocate Lutheran General Hospital Clinical Site: 847-723-7450
Ascension St. Francis Hospital Clinical Site: 847-316-2551 or 847-316-7582
Ascension St. Joseph Hospital Clinical Site: 773-665-6602 (Inactive)
Ascension St. Mary Hospital Clinical Site: 312-770-2171
Ascension Resurrection Medical Center Clinical Site: 773-990-5861
Community First Medical Center Clinical Site: 773-794-5082 (Inactive)
Edwards Elmhurst Health Center Clinical Site (Addison) 630-527-3645
Edwards Elmhurst Health Center Clinical Site (Hinsdale) 630-527-3645
Edwards Elmhurst Health Center Clinical Site (Lombard) 630-527-3645
Endeavor Health Elmhurst Hospital Clinical Site: 331-221-4207
Shriners Hospital for Children Clinical Setting: 773-622-5400 (Inactive)
Louis Weiss Memorial Hospital Clinical Site: 773-878-8700 (Inactive)
Illinois Bone and Joint (Des Plaines): 847-954-7685

Clinical Preceptors

Ensuring that our students always benefit from a quality education, Clinical Preceptors have been appointed at each clinical setting. The Clinical Preceptors will work with the preceptors to maintain a positive encouraging environment based upon the Lewis University Radiography Program's Technologist Guide to Student Clinical Policies. All preceptors and staff technologists acknowledge through their signature that they agree to adhere to the policies published therein.

These individuals are committed to providing a professional atmosphere that will enhance the educational experience for student learning outcomes. Additionally, the technologists, radiologists, residents, and other staff members at each clinical education setting will provide learning opportunities for our students.

Important Websites

1. U.S. Nuclear Regulatory Commission Instruction Concerning Prenatal Radiation Exposure: <https://www.nrc.gov/docs/ML0037/ML003739505.pdf>
2. ARRT Didactic and Clinical Competency Requirements: <https://www.arrt.org/arrt-reference-documents/by-document-type/didactic-and-clinical-competency-requirements>
3. ARRT Code of Ethics: <https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements>

The Lewis University Radiography Program reserves the right to make modifications as deemed necessary to maintain the quality of the program and its offerings. At minimum, the handbook will be revised each year.

Revision:
January 2025