

# **Student Handbook**

**Department of Radiation Sciences**

College of Health Professions

Virginia Commonwealth University

**Concentrations in**

*Nuclear Medicine Technology*

*Radiation Therapy*

*Radiography*

*Sonography*

**2021**

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## I. Welcome and Introduction

Welcome to the Department of Radiation Sciences of Virginia Commonwealth University. We are happy to have you with us and hope that your work here will be a help to you in achieving your personal goals.

To be successful in any educational program, you must be willing to accept the responsibility for your own learning. No one else can do this for you. Faculty, counselors, supervisors, and others are here to teach, guide, make resources available, and help as much as possible, but the ultimate responsibility for learning rests with you.

By selecting an educational program in the Department, you have indicated your intent to become a first rate radiologic technologist. You are here to obtain the knowledge and skills to earn a degree, prepare for a certification exam, and qualify for a job. A part of that preparation includes attention to the development of good professional habits - habits that will be with you for the rest of your life. As you become a member of the health care team, you acquire obligations to yourself, your patients, your professional colleagues, and the institutions here and where you will eventually work. Because of these obligations, you are expected to strive to put forth your best efforts at all times. The faculty will encourage you to do so throughout your educational experiences here.

This Student Handbook has been developed to assist you in understanding the faculty's expectations of you as a student. You should be familiar with the policies and procedures contained in this Handbook as well as those in the University's *Undergraduate Bulletin*. Please sign the "Acceptance of Responsibility" statement in the back of the Handbook to document that you've read and understand the Handbook.

We, the faculty, wish you much success and personal growth in your experiences here and are here to help you succeed.

The Faculty

Department of Radiation Sciences  
900 East Leigh Street Suite 3000  
Box 843057  
Richmond, Va. 23298  
(804) 828-9104

## **Welcome Letter from the Dean**

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Welcome to VCU's College of Health Professions, an international leader in promoting excellence in healthcare services. As Dean of the College, I am thrilled you have chosen to pursue your education with us. We are all absolutely committed to providing you with an exceptional experience that will prepare you to become the clinician, scientist, and/or leader you desire to be.

You are joining a diverse establishment built upon a strong foundation and history dating back more than 50 years. Our surrounding community has felt our impact as have other parts of the world, in which our students, faculty and staff have touched. As your presence will become part of the College's history, I am excited that your influence will also help shape our future.

In 2019, the College opened its new state-of-the-art building, where 9 departments were brought together under the same roof for the first time in the College's history. Our new building enables faculty, staff, and students to collaborate in ways that were never previously possible, and is a reflection of VCU's commitment to preparing students to be the very best in their chosen fields.

In addition, with the COVID-19 pandemic, we experienced firsthand how our College's important contribution to Virginia and to the nation – training health care professionals – has never been more imperative. I am incredibly proud of how our entire community collaborated to continue our educational mission through the crisis. Needless to say, being able to see our students graduate has been more rewarding than ever.

I invite you to take advantage of the many opportunities around you, whether within the College or throughout the community. I hope the relationships you create with faculty, staff, and your fellow classmates will be the start of valuable connections you develop and sustain in years to come.

Please use this student handbook as an information resource. The College's leadership team is committed to your success. We stand ready to support you throughout your educational journey.

Best wishes,

Susan L. Parish, PhD, MSW  
Dean and Professor  
VCU College of Health Professions

**College of Health Professions  
Department of Radiation Sciences  
Faculty and Staff**

Jeff Legg, PhD, RT(R)CT)(QM), FASRT  
Department Chair  
Associate Professor

Terri Paige  
Administrative Specialist

**Program in Nuclear Medicine Technology**

Mark Crosthwaite, MEd., CNMT, FSNMMI-TS  
Program Director  
Associate Professor

Paul Riley, MPH, CNMT  
Clinical Coordinator  
Assistant Professor

**Program in Radiation Therapy**

Melanie Dempsey, PhD, RT(R)(T), CMD, FAAMD  
Program Director and Assistant Chair  
Associate Professor

Timmerie Cohen, PhD, RT(R)(T), CMD  
Clinical Coordinator and Director of Clinical Education  
Associate Professor

**Program in Radiography**

Cherish Parham, MSRS, RT(R)(M)  
Program Director  
Assistant Professor

Jessica Koroma, BS, RT(R)(VI)  
Instructor

Staci King, RT(R)(CT)  
Clinical Coordinator  
Instructor

**Program in Sonography**

Yonella Demars, MSRS, RDMS (AB, OB/Gyn, PS), RVT  
Program Director  
Assistant Professor

Parker Stanley, MHA, RDMS (AB, OB/Gyn, PS), RVT, RMSKS, RT(S)  
Clinical Coordinator  
Assistant Professor

## II. Quest 2025 Themes Related to Student Success

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### VCU's Strategic Plan - Quest 2025: Together We Transform

VCU's new strategic plan, Quest 2025: Together We Transform, charts VCU's course over the next six years for its rise as a pre-eminent urban, public research university committed to equitable access to social, economic and health success. The plan identifies five themes and the first of these is *student success*.

Quest 2025 – *Theme I: Student Success* articulates VCU's goal of creating a “culture that transforms the lives of our distinctive and diverse student population; one that supports students through inquiry, discovery, innovation and creative expression. One that engages faculty, staff and administrators to create resources that help students navigate university experiences focused on increasing student success. One that addresses the rising cost of higher education and continually seeks to provide affordable access and support on-time completion.”

The three specific goals of this theme include to:

- Transform the undergraduate curriculum to ensure we offer a 21st century learning experience
- Prepare our students to be creative innovators and entrepreneurs who make a difference in an increasingly diverse and connected world, and
- Enhance the university culture supporting student success, including improved retention and graduation rates

The College of Health Professions takes seriously our role in helping VCU achieve Quest 2025. Our faculty, staff, and leadership work diligently to provide you with a world class education, and to ensure that you have the tools and support you need to succeed.

### **III. History and Mission Statement**

#### **History**

Radiologic technology education began at the Medical College of Virginia in the 1930's as a one-year certificate program in x-ray technology. The Department has evolved into a comprehensive unit which offers coursework in the following areas:

- Radiography. This program began as a one-year certificate program at the Medical College of Virginia in 1930. It was later lengthened into a two-year certificate program, became a three-year certificate program, became a three-year associate degree program, and was a two-year associate degree program when the last associate degree class graduated in 1996. It became a thirty-three-month baccalaureate degree program in 1996.
- Nuclear Medicine Technology. The Nuclear Medicine program began with the admission of the first class in the fall of 1984. It was originally a twenty-one-month baccalaureate degree program.
- Radiation Therapy. Radiation Therapy education began as a one-year certificate program at Medical College of Virginia Hospitals in 1971. The program became part of the Department of Radiation Sciences in 1990 and became a twenty-one-month baccalaureate degree program in 1993.
- Diagnostic Medical Sonography. The Sonography program accepted its first cohort of students Fall 2019 adhering to the department's eight semester program length.

All four concentrations are eight semesters in length which lead to the Bachelor of Science in Clinical Radiation Sciences degree.

The Department also offers a modified five semester curriculum in Nuclear Medicine Technology, Radiation Therapy and Sonography to individuals certified in Radiography. In addition, the Department has degree completion programs for individuals certified in the above fields.

#### **Mission Statement**

The mission of the Department of Radiation Sciences is to enable a diverse student body to develop its fullest potential; to graduate baccalaureate level radiologic health professionals who demonstrate outstanding technical, communication and critical thinking skills. Specific to sonography, we will graduate competent sonographers who demonstrate outstanding cognitive, psychomotor, and affective behaviors.

## Department of Radiation Sciences- Goals

### **1. For entry level and second modality programs, students/graduates will be clinically competent.**

#### *Student Learning Outcomes*

- Demonstrate proficiency in performing radiographic procedures. (radiography only)
- Demonstrate proficiency in delivering radiation therapy treatments. (radiation therapy only)
- Demonstrate proficiency in performing various ultrasound exams (sonography only)
- Demonstrate simulation skills. (Radiation Therapy only)
- Demonstrates proficiency in performing nuclear medicine procedures. (nuclear medicine only)
- Demonstrate appropriate handling and administration of radiopharmaceuticals. (nuclear medicine only)
- Demonstrate proper patient care skills.
- Practice appropriate methods of radiation safety (radiography, nuclear medicine and radiation therapy)

### **1A. For the diagnostic medical sonography program, we will prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.**

#### *Student Learning Outcomes*

- Demonstrate proficiency in evaluating clinical indications
- Demonstrate proficiency in the interpretation of ultrasound images
- Accurately formulate reports of their findings

### **2. Students/Graduates will communicate effectively.**

#### *Student Learning Outcomes*

- Demonstrate effective verbal communication.
- Demonstrate effective written communication.

### **3. Students will demonstrate critical thinking skills.**

#### *Student Learning Outcomes*

- Demonstrate the ability to problem solve.
- Critically analyze published research in the radiologic and medical imaging sciences.

### **4. Students/Graduates will model professionalism.**

#### *Student Learning Outcomes*

- Perform in an ethical manner.
- Demonstrate professional behavior.
- Broaden knowledge and awareness of service opportunities in the medical imaging and radiologic sciences.

### **5. Department will assure program effectiveness.**



## **IV. Diversity Statement**

### **Manifesting Diversity, Equity, and Inclusion in the Virginia Commonwealth University Department of Radiation Sciences\_(adopted 6/4/2021)**

#### **Definitions:**

- *Inclusion* refers to the respectful reception, treatment, and incorporation of all people with recognition of their individual and social identities and perspectives regardless of how they differ from yours.
- *Equity* refers to justice in practice with consideration of unequal access to resources and opportunities afforded to various communities, as well as the removal of structural and systemic barriers that limit potential and possibilities.
- *Diversity* refers to distribution of all members of the department (faculty, students, staff, University and Academic Professionals) who hold different social identities, backgrounds, belief systems, and experiences.

#### **Goals for Diversity, Inclusion, and Equity**

- Foster and sustain an environment of inclusion, equity, and diversity through training, recruitment, and peer support.
- Incorporate inclusion, equity, and diversity assertively into our research, teaching, practice, outreach, assessment, operations, and decision making at all levels.
- Challenge long held opinions and assumptions and act in order to change them.
- Educate our department members to be social justice advocates, creatively providing curricula, programs, and environments that reflect the diversity of our communities, and elevate cultural awareness.
- Evaluate and rectify organizational structures, policies, and practices that cause differential impact and limit access and opportunities for all members of our department.
- Foster a culture of respect and inclusion that values the experiences and perspectives of all members of our department.

#### **Promises Regarding Recruitment and Retention**

- Address intergroup disparities in representation and retention through consistent dialogue and training, and intentional efforts to make our environment welcoming to individuals from underrepresented groups.
- Support and advance a diverse department and make intentional efforts to recruit individuals from underrepresented groups.
- Provide resources and programs to promote individuals that enhance our ability to reach our goals of diversity, inclusion, and equity.
- Advance our workforce by attracting and developing talented faculty, staff, University and Academic Professionals from diverse backgrounds.
- Advance and build our workforce by assessing hiring practices and performance review procedures to attract, retain, and develop talented faculty, students, staff, University and Academic Professionals from diverse backgrounds.

## **V. Standards of Professional Behavior**

These standards describe behaviors expected from the faculty and students of the College of Health Professions. They are in addition to the standards of behavior and ethical conduct required by the college's departments and professional organizations, and are supplemental to the university statement regarding conduct in the classroom.

- Recognize one's position as a role model of your profession for other members of the health care team.
- Carry out academic, clinical and research responsibilities in a conscientious manner, making every effort to exceed expectations and demonstrating a commitment to lifelong learning.
- Treat patients, faculty and students with respect, demonstrating sensitivity to diversity regarding ethnicity, culture, age, gender, disability, social and economic status, sexual orientation, etc., without discrimination, bias or harassment.
- Maintain patient/client confidentiality.
- Respect the privacy of all members of the campus community and avoid promoting gossip and rumor.

## **VI. Admission and Progression**

### **Transfer Credits**

Transfer of credits earned at other institutions prior to matriculation in this Department is evaluated by the VCU Transfer Center: <http://www.transfer.vcu.edu/>

If you wish to take courses at another institution after matriculation into your program, you must have university approval before registering at the other institution.

In establishing academic standing in programs in this Department, only grades received in courses at this institution after matriculation into a particular program will be used in computing the departmental cumulative grade point average. VCU calculates a cumulative G.P.A. based on all courses taken at this institution. At graduation, honors are based on VCU's cumulative G.P.A. as well as for credits accepted for transfer at VCU. Recognition of graduation honors is made on the student's diploma and in the permanent record.

### **Registry-eligible Matriculants**

If you are admitted to a program in Registry-eligible status, you must submit verification of certification. If you fail to achieve certification or provide verification of it within two semesters of enrollment, you will be dismissed from your program.

## **Academic Advisors**

An academic advisor in the CHP Office of Student Success is assigned to each incoming student, and will serve as their sole advisor unless seeking another major or minor while at VCU. This person assists with course planning and other academic matters. You are required to schedule an appointment with your advisor at least once each semester, but you or the advisor may request additional conferences at any time deemed necessary to discuss your progress. Your program faculty continue to serve as advisors for CLRS courses and your professional development.

## **Prerequisite Courses**

Because of the professional nature of the curriculum, very little flexibility is available in the order in which courses can be taken. You are advised to check carefully to be sure you will have the necessary prerequisites for specific courses if you vary at all from your prescribed curriculum. You are encouraged to work closely with your advisor in completing the requirements for your curriculum and are required to discuss with him/her any add/drop changes considered.

## **Grades of Incomplete**

The University requires that incomplete grades be given only when circumstances beyond a student's control prevents completion of course requirements by the end of a semester. To request such a grade, you must meet with the faculty member. If the faculty member agrees that an incomplete grade is warranted, an Incomplete Grade Assignment form must be completed and signed by you and the faculty member. There are specific time requirements for removal of incomplete marks (please refer to the *Undergraduate Bulletin*); marks not removed by the deadline are automatically converted to grades of "F".

## **Academic Status**

1. Requirements for unconditional status/academic promotion are:
  - a. receive a passing grade in all courses ("C" or better for most professional courses - check *Undergraduate Bulletin* for a list);
  - b. maintain a 2.0 G.P.A. each semester and cumulatively; and
  - c. demonstrate the professional attitudes and skills necessary to function as a competent practitioner in your chosen field as assessed by the faculty.

Failure to meet any of the above criteria may result in disciplinary action and review of continuance in your program as described below.

2. If you receive less than a passing grade in any professional course (less than a "C" in most courses), you may be recommended for dismissal from your program. You may appeal dismissal by submitting a written request for reinstatement to the Department faculty within 14 days of dismissal notification. Each case is considered on its

individual merits.

3. If you receive less than a passing grade in a non-professional course or your semester or cumulative G.P.A. falls below 2.0, you will be placed on academic probation. If student's cumulative GPA falls below a 2.0 after being placed on academic probation, the student may be recommended for dismissal.
4. Failure to demonstrate professional attitudes and skills or lack of sufficient clinical progress may result in clinical or administrative probation and/or suspension, and subsequently, if improvement is not demonstrated dismissal may be recommended (see Clinical Handbook for details regarding clinical probation). Serious infractions that could jeopardize the health or safety of faculty, staff, patients, or students, will result in immediate action that may result in dismissal. If you, without prior advisor approval, take any course of action (e.g. withdrawing from a course) that would prevent graduation on schedule, you jeopardize your unconditional standing and may be dismissed from your program.
5. If you are dismissed, you may re-apply for admission. Consideration for readmission is dependent upon correction of academic deficiencies and/or other relevant factors, including availability of space.

## Appeals /Grievances

**The appeals process at VCU is a multi-tiered effort aimed to resolve student issues equitably and in a timely manner. Initial appeals/discussions are to take place with course faculty, then elevated to Department chair. If unresolved, the student may pursue within the [College of Health Professions](#) and finally, at the University level. Specifics are detailed below.**

1. If you feel that a final grade is inaccurate or unfair, you should first discuss the matter with the faculty member who assigned the grade within 5 working days of grade notification. If you and the faculty member are unable to reach agreement, you should submit a written appeal to the Chair of the Department within 5 working days of discussion with the faculty member. You will be notified of the Department Chair's decision regarding the appeal within 5 working days. Students who do not feel the issue has been resolved by the process at the department level may file a written appeal with the Dean of the College within 5 working days of being notified of the final department decision. The Dean of the College of Health Professions shall have final decision making authority in the matter and shall inform the appealing student and department chair of his/her decision in writing within 5 working days of the receipt of the report of the Appeal Committee.
2. If you feel that a dismissal or any other action is unfair, the same procedure as above should be followed. If it was a department decision, the appeal should begin at the level of the Department Chair within 5 days of notification of the dismissal or action.
3. If the complaint is not resolved at the Department level, the appeal is forwarded to the dean or dean's designee in the College of Health Professions.
4. If unresolved at the School level, the student may pursue at the University level. VCU has a general policy on procedures for making formal and informal complaints in the VCU Rules and

Procedures Policy. The rules and procedures for student complaints are published in the VCU Insider for which there is a print and an online version available to all students. Informal and formal complaints must be reported in writing as outlined in the academic regulations section of the *Undergraduate Bulletin*.

Supporting documentation:  
College of Health Professions “Student Academic Appeal Policy and Procedures”  
VCU Undergraduate Bulletin

### **Withdrawal**

1. You should discuss any course withdrawal plans with your academic advisor or the Department Chair prior to taking action.
2. Discussing plans for withdrawal with an academic advisor or the Department Chair does not relieve you of the responsibility for submitting the necessary forms through the usual University channels for official course withdrawal (i.e. Add/Drop).
3. Before taking any course of action with regard to classes that would prevent you from graduating on schedule, you must consult with your academic advisor. Failure to do so jeopardizes your unconditional standing and may result in dismissal.
4. If you are considering complete withdrawal from your program, please consult your academic advisor or the Department Chair before taking any action.

### **Graduation**

Eligibility to participate in graduation exercises is subject to University policy as outlined in the *Undergraduate Bulletin*.

To qualify for graduation and participation in exercises, you must have fulfilled all course, credit, and clinical requirements. In addition, you must also meet the following:

- a. must not be in any probationary status;
- b. must clear all financial obligations to the class, Department, and University; and
- c. must return all books to the Department and/or University libraries or make monetary recompense.

If, for any reason beyond your control, you have not completed all requirements and wish to participate in graduation exercises, you must submit a written request to the Department faculty explaining the extenuating circumstances that prevented your completion of requirements. This request must be approved by the faculty before it is forwarded to the Dean of the College of Health Professions.

Attendance at May graduation exercises is required unless an exemption is requested in writing to the Dean of the College of Health Professions. Such requests should be first submitted to the Department Chair prior to being submitted to the Dean.

## VII.

## Curriculum

Your curriculum is designed to enable you to complete all requirements within a specified period. Some non-professional courses may be completed before entering the professional phase of the curriculum. If some of these courses are completed in advance, you may lighten your course load or may elect to substitute other elective courses for already completed required ones. As part of students' course of study, travel to off-site campus sites is expected. Students will be required to provide their own transportation to agencies used for clinical and community health rotation experiences.

You are expected to follow the curriculum as outlined in the *Undergraduate Bulletin*. Before taking any course of action that would prevent graduation on schedule, you must consult with your academic advisor. Failure to do so may result in dismissal from the program.

If you are enrolled in a degree completion program, you must continuously enroll in at least one course a semester, not including the summer. Failure to maintain enrollment without prior approval may result in dismissal from your program.

### **Full-time Study**

Course requirements in all the professional curricula within the Department of Radiation Sciences are heavy in terms of required hours and energy. You are encouraged to meet this commitment by giving the highest priority to your studies.

While the faculty recognize that some students find it necessary to maintain some employment, you must carefully weigh the need for employment against the heavy demands of a professional curriculum.

### **Evaluation**

#### 1. **General**

A course syllabus for each course that specifies the objectives for the course and the method of evaluation should be distributed in each professional didactic and clinical course.

#### 2. **Attendance**

Information regarding absences from didactic is set forth in the course syllabus and which is distributed at the beginning of each semester. In addition, information regarding absences from clinic courses is outlined in the Student Handbook for Clinical Education. You should make every effort to consistently attend all class and clinical sessions; excessive absences have an effect on performance, both academically and professionally.

If you miss a class or clinical session, it is your responsibility to complete all material covered and all assignments made during the absence. The acceptance of missed/late work is at the discretion of the individual course instructor.

The Department attempts to afford students the opportunity to observe traditional religious holidays. If you wish to observe a holiday of special importance, you must provide advance written notification to each instructor by the end of the second week of classes. Faculty will try to make reasonable accommodations to students who are absent from didactic courses for religious observances.

All CLRS courses and those that originate on the MCV Campus follow the MCV Campus Calendar.

### **MCV Testing Center Policy**

Many courses utilize proctored testing at the MCV Testing Center at the Division for Academic Success. To schedule your exam, please email the Testing Center Coordinator, [804]-827-0942 *at least* 48 hours before your preferred testing date and time. The Testing Center is primarily used for testing accommodations. However, the Testing Center is available to all students on MCV depending upon availability and prior approval from department/course faculty.

- Drop-ins or unscheduled exams will not be administered; all exams must be approved by the Testing Center Coordinator.
- Testing Center is open Monday-Friday from 8:00 am to 5:00 pm. But all exams are scheduled around space and proctor availability. The Testing Center *highly encourages* students to request exam dates as soon as possible. Preferred dates/times are not guaranteed, however scheduling early (as soon as you know your exam dates) the more likely your preferred time will be available.
- The Testing Center is required to adhere to VCU's Honor System. Therefore, all members of the university must conduct themselves in accordance with the highest standards of academic honesty, ethics, and integrity at all times. Additionally, the Testing Center commits to upholding the Honor System by recorded video surveillance and testing proctors.
- Students are responsible for completing their exams by the assigned date in conjunction with the Testing Center's office hours.

Division for Academic Success  
VMI Building  
1000 East Marshall St, 2nd floor, Suite 231  
Richmond, VA 23298-0124  
[www.das.vcu.edu](http://www.das.vcu.edu)

### 3. **Academic Integrity**

Department faculty are committed to the University's Honor System. It is your responsibility to be thoroughly familiar with this policy. Faculty will specify whether assignments are to be done as "pledged" or "unpledged" work, but unless specified otherwise, all work is to be considered "pledged". All pledged work should carry the following:

"On my honor, I have neither given  
nor received aid on this assignment"

Student Signature

## VIII.

### Technical Standards for Admission and Graduation (rev 4/2021)

The VCU Department of Radiation Sciences is responsible for providing education without regard to disability while ensuring that academic and technical standards are met. Academic standards are met by successfully completing the curriculum for the Bachelor of Science Degree in Clinical Radiation Sciences. Technical standards represent the essential non-academic requirements that a student must demonstrate to successfully participate in the Radiation Sciences degree program.

An applicant and candidate for the BS in Clinical Radiation Sciences degree must have demonstrated aptitude, abilities and skills in the following categories: sensory, communication, physical/mobility, cognitive, and behavioral/social. All students admitted/completing the program must meet, with or without reasonable accommodation, the following technical standards:

#### Sensory

- Observe patients and equipment operation during procedures, as well as read the patient's reports and medical information
- Receive verbal communication from patients and members of the healthcare team
- Assess the health needs and/or status of people directly or through the use of monitoring devices
- Visual acuity to see objects beyond 20 ft. and within 20 inches
- Visual depth perception to safely manipulate equipment
- Accurately observe and distinguish subtle visual and auditory changes in the patient, health professional, and equipment
- Tactile (touch) sensitivity to obtain information from patients by palpation and other diagnostic maneuvers

#### Communication

- Communicate effectively and efficiently with faculty, fellow students, health care providers, patients and their families, in English in both written and verbal forms
- Effectively communicate verbally under limited time constraints

#### Physical/Mobility

- Lift, transfer and/or move patients from wheelchair/stretchers to a treatment table.
- Lift, move, reach or push equipment
- Manual dexterity and ability to bend/stretch
- Hand/eye coordination in order to operate equipment while observing patients.
- Strength and stamina to wear 10-20 pounds of lead protective aprons and patient protective equipment during procedures.
- Manipulate small objects with fingertips or adaptive devices
- Dexterity to position equipment 6 feet above the ground
- Physical strength to lift 30-35 pounds shoulder height and to push and pull at least 100 pounds
- Stand or walk for prolonged periods of time as required in the clinical setting
- Physically bend, crouch or stoop for long periods of time in the clinical setting
- Safely maneuver in the clinical setting (for example, within small spaces)

#### Cognitive



- Comprehend and execute verbal and written communications in English
- Measure, calculate, reason, analyze, and synthesize to solve problems
- Recall, understand, and apply basic scientific principles and methods

#### Behavioral/Social

- Adapt and function effectively in stressful, changing and uncertain environments
- Provide physical and emotional support to the patient during procedures and be able to respond quickly to situations requiring basic life support and emergency care of the patient in the absence of, or until the physician arrives.
- Tolerate and function effectively under stress, time constraints, and distracting conditions for prolonged periods
- Demonstrate integrity, responsibility, tolerance, and respect
- Adapt to changing environments and display flexibility in the practice setting

#### Accommodation

VCU is committed to ensuring accessibility and equal access to its academic programs and provides reasonable accommodation to students with disabilities, as set forth in the university's policy on Accessibility and Reasonable Accommodation. A student seeking accommodation related to technical standards must contact the VCU Division for Academic Success: <https://das.vcu.edu/>

## **IX.**

## **Medical Issues**

### **Good Health**

Full participation in each program in the Department requires good health. If health problems result in frequent absences and/or the inability to meet clinical and/or class requirements, you will be required to withdraw from your program. If you must withdraw for medical reasons, you are eligible for re-admission without prejudice provided you are in good standing at the time of withdrawal and pending space availability.

### **Pregnancy**

Pregnancy should be reported to the student's academic advisor or the Department Chair as soon as possible. This does not constitute a formal declaration of pregnancy (see next paragraph). Your decision regarding continuance or withdrawal should be based on your place in the curriculum and your health. If you elect to remain, the educational program requirements will remain as specified. There may be limited modifications of the clinical experience. If you elect to withdraw due to pregnancy, you may be re-admitted without prejudice provided you are in good standing at the time of withdrawal and pending space availability.

Formal "Declaration of Pregnancy" with the University through the Radiation Safety Section of the Office of Environmental Health and Safety is optional. If you choose not to declare the pregnancy, no special radiation limits are placed on you. If, however, you choose to "declare" the pregnancy, you will have limits placed on the radiation dose to the fetus. Once a student has declared her pregnancy, she also has the right to withdraw her declaration of pregnancy in writing at any time. Information about prenatal radiation safety, including the regulation, and the form for "Declaration of Pregnancy" is available at the VCU Safety and Risk Management website at <https://srm.vcu.edu/media/srm/assets/radiation-safety/VoluntaryDeclarationofPregnancy.pdf>

### **Communicable Disease**

If you are sick, you should use discretion in coming to class or reporting for clinical assignments, particularly if you have a fever or other obvious signs or symptoms. If you have been diagnosed with or suspect you have a disease that could be transmitted to a patient, before reporting to a clinical assignment you should discuss your condition with your clinical coordinator, your academic advisor, or the Department Chair.

### **Immunizations**

In order to participate in clinical assignments, students must have documentation of their immunization history on record at VCU Student Health Services and must submit that record to their Clinical Coordinator.

### **Insurance-Illness and Injury**

You are covered by professional liability insurance during scheduled clinical education course work. This coverage is provided through the University at no charge to you.

The University Student Health Service (USHS) offers health care only for the treatment of acute and chronic illnesses (not emergencies). Students should have health insurance to pay for the services not offered by USHS. Services offered by USHS are limited and typically do not cover injuries sustained during participation in clinical rotations. Please call the USHS for further information on emergency room visits. If you are injured during a scheduled clinical assignment, contact the USHS office for treatment and/or a referral. Clinical affiliates will not provide free medical services. Please note that there is an additional fee for USHS services during the summer semester.

You are strongly encouraged to have health insurance coverage beyond the services offered by USHS.

**X.****Financial Obligations**

1. **Basic Expenses:** Basic college expenses include tuition, required fees, and room and board. A schedule of tuition, fees, and other expenses is available from the Student Accounting Office (<https://accounting.vcu.edu/tuition/>) or from the Office of Admissions (<https://www.vcu.edu/admissions/>).
2. **Parking:** Parking is at a premium on both VCU campuses. There is some on-street parking, most of which is controlled by parking meters. Parking deck permits may be available through the Parking Office (<https://parking.vcu.edu/>). There is a fee for any of these parking accommodations.
3. **Uniforms:** This includes the official Department uniform with appropriate embroidery and other uniform clothing as specified for clinical and laboratory courses. Additionally, radiography students are required to purchase lead markers prior to clinical education placement.
4. **Transportation:** Students are responsible for providing transportation to clinical affiliates.
5. **Textbooks:** Textbooks required for various courses require a major expenditure. Some of the required texts, however, are used in more than one course and will also form the basis for your professional library after graduation.
6. **Professional:** Optional expenses include membership dues, journal subscriptions, and registration at special educational functions sponsored by various professional organizations.

## **XI.**

## **Awards**

### **Academic Recognition**

- a. Dean's List (fall/spring semester)
- minimum course load of 12 credit hours
  - minimum semester G.P.A. of 3.5
  - no grade below "C"
  - no incompletes

- b. Senior Awards

#### **Radiation Therapy – Outstanding Student Award**

This award may be given to a graduating radiation therapy student in recognition of outstanding overall performance. Selection is based on minimum departmental cumulative G.P.A., faculty recommendations, and clinical performance.

#### **Radiography- Tina Plaster Memorial Award**

This award was initiated by the Radiography Class of 1992 in memory of a classmate who was tragically killed during the final year of their program. The award recognizes a graduating Radiography entry level student who displays the following characteristics associated with Tina: minimum 3.5 departmental cumulative G.P.A. and high standard of professionalism. The selection is made by the clinical staff and faculty.

#### **Nuclear Medicine Technology- Elizabeth Blackburn Award**

This award was established as a permanent endowment from Dr. Alton R. Sharpe. Dr. Sharpe, a 1954 graduate of the Medical College of Virginia, was MCV's first full-time Chairman of the Division of Nuclear Medicine. Prior to his retirement, Dr. Sharpe was on the School of Medicine faculty for over 35 years. The honoree, Mrs. Elizabeth Blackburn, was the Chief Technologist in Nuclear Medicine and a member of the faculty for 18 years. Dr. Sharpe credits Mrs. Blackburn with teaching him the rudiments, fundamentals, and applications of nuclear medicine.

A monetary award may be given to a graduating Nuclear Medicine Technology student in recognition of outstanding academic (a minimum departmental cumulative G.P.A. of 3.5) and clinic performance, as recommended by the faculty.

#### **Diagnostic Medical Sonography- Outstanding Student Award**

This award may be given to a graduating sonography student in recognition of outstanding overall performance. Selection is based on minimum departmental cumulative G.P.A. of 3.5, faculty recommendations, and clinical performance.

c. Elizabeth L. Meixner Scholarship

This award was established by Ms. Elizabeth Meixner upon her retirement from the Department of Radiation Sciences after 35 years of educating radiation sciences healthcare professionals.

The Elizabeth L. Meixner scholarship is awarded to one or more rising senior entry level or second modality radiation sciences student based on demonstrated commitment to excellence in caring for patients through technical knowledge and skills as well as personal interaction. Applicants must have a minimum department GPA of 3.2 and minimum clinical GPA of 4.0.

## XII. . Honor Society

### Honor Society

Virginia Gamma Chi, VCU's chapter of Lambda Nu, is an honor society in the radiologic and imaging sciences that recognize the interest and achievements of students in their chosen field of study. The purpose of Gamma Chi is to:

- actively participate in radiologic and imaging sciences awareness/service programs;
- foster and recognize academic scholarship at the highest academic levels;
- promote research and investigation in the radiologic and imaging sciences;
- actively participate in community service.

Radiologic and imaging sciences students qualify for membership according to the following standards: \*

- Department cumulative GPA 3.4 or higher on 4.0 scale after two full time semesters (or equivalent) of a professional program;
- Enrollment in a radiologic or imaging sciences program as a full time student for at least two semesters; Completion students must have successfully earned a minimum of 15 VCU credit hours once enrolled in the program;
- Evidence of professional commitment beyond minimum requirements of the program, including, but not limited to:
  - GPA higher than Chapter minimum
  - actively pursuing an independent research project
  - active membership in a professional organization, as evidenced by:
    - holding office or committee appointments
    - preparing for presentation of a professional paper or poster
    - preparing for competition in a Quiz-Bowl
    - participation in meetings, courses or lectures
  - clinical-based employment in radiologic or medical imaging and therapeutic sciences;
- All members must register and pay national dues as well as meet all Chapter obligations. Students inducted into Lambda Nu as student members shall become alumni members following graduation;
- Exemplary honors may be achieved upon evidence of advanced professional recognition (i.e., academic paper or poster presentation, publication, etc.);
- Member must remain in good academic standing within Department and University academic and clinical guidelines.

When funding permits, scholarships may be available to student members for outstanding service to the honor society and community. Scholarships are awarded based on a completed application and faculty members' recommendation.

\*Standards are subject to change.

### **XIII.**

### **Certification/Accreditation**

#### **Certification**

To practice as a radiologic technologist (radiographer, nuclear medicine technologist, sonographer or radiation therapist), in most instances, requires certification. It is important for every student to understand that while certain curricula are designed for the purpose of achieving registration or certification by an outside agency, completion of such an academic program in no way assures the student of successful registration or certification. No employee, agent or representative of the university is authorized or empowered to provide such assurances either directly or by implication.

Certification as a radiographer or radiation therapist is accomplished by successfully completing the examination given by the American Registry of Radiologic Technologists (ARRT). Certification as a nuclear medicine technologist is accomplished by successfully completing the examination given by the ARRT and/or the examination administered throughout the year by the Nuclear Medicine Technology Certification Board (NMTCB). Becoming registered as a diagnostic medical sonographer is accomplished by successfully passing the ARRT Sonography Examination and/or American Registry for Diagnostic Medical Sonography's Sonography Principles & Instrumentation (SPI) examination plus one of the following specialty examinations: Abdomen, Obstetrics and Gynecology, or Pediatric Sonography.

Applications for certification exams will be provided when appropriate. Each application requires the signature of the appropriate program director and must be sent, with the necessary fee, to the sponsoring agency. To be eligible to sit for any exams, you must meet all requirements and graduate from your program.

Individuals who have a felony or misdemeanor conviction may not be eligible for national certification. The various certification agencies make this decision. For questions regarding this issue, please review the policies or contact the appropriate agency.

-Nuclear medicine technology: Nuclear Medicine Technology Certification Board  
[www.nmtcb.org](http://www.nmtcb.org)

-Radiation therapy, radiography and Diagnostic Medical Sonography: American Registry of Radiologic Technologists [www.arrt.org](http://www.arrt.org)

-Diagnostic medical sonography: American Registry for Diagnostic Sonography  
[www.ardms.org](http://www.ardms.org)

The following must be reported to the ARRT upon application for primary examinations:

1. conviction of a felony or misdemeanor
2. conviction or charges resulting in a plea of guilty, a plea of nolo contendere, withheld adjudication, and suspended sentence.

A detailed explanation and official court documentation are required. Misdemeanor speeding convictions are not required to be reported unless they are related to alcohol or drug use. The above may affect the student's ability to take the certification examination. A request for pre-application review of eligibility for certification is available from the ARRT for a fee. More information is available at [www.arrt.org](http://www.arrt.org). Likewise, a request for pre-application review of



eligibility for certification is available from the NMTCB at [www.nmtcb.org](http://www.nmtcb.org) and from the ARDMS at [www.ardms.org](http://www.ardms.org) (sonography), also requiring a processing fee.

### **Licensure**

It is the law in Virginia that you must be licensed if you are employed as a radiologic technologist (this includes radiography, radiation therapy and nuclear medicine), unless you are employed by a licensed hospital. The **Virginia Board of Medicine** regulates radiologic technologists and should be contacted **for more information and/or application materials**. There are fees involved for all categories of licensure.

Virginia Board of Medicine  
9960 Mayland Drive, Suite 300  
Richmond, Virginia 23233-1463  
(804) 786-0370

**Part-time student positions for Radiography students:** Many students are offered part-time radiography job opportunities during the second half of their program. If a student is employed by any organization other than a licensed hospital, he/she must have a Radiologic Technologist-Limited license. To qualify for this license, you must meet a certain number of educational hours and then you must pass a test.

**Part-time student positions for Sonography students:** Students have the opportunity to apply for student positions at VCUHS during their senior year. This position will terminate at the discretion of VCUHS, usually just prior to graduation.

**Job opportunities for ARRT registered Radiographers (second modality or completion students):** You must apply for and obtain your license as a Radiologic Technologist before starting a job, unless your employer will be a licensed hospital.

**New graduates:** Graduates who want to be employed outside of a licensed Virginia hospital before achieving certification and VA licensure must first apply for and obtain a “traineeship” from the Virginia Board of Medicine.

**Employment by a temporary placement agency requires licensure.**

If you plan to practice in another state, consult with your academic advisor or the Department Chair for guidance.

**Accreditation** The clinical programs in the Department voluntarily comply with the Standards or Essentials required by the appropriate professional accrediting agency. The Radiography and Radiation Therapy programs are accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT, <http://www.jrcert.org/>). The Nuclear Medicine Technology program is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT, <http://www.jrcnmt.org/>). The Sonography program is seeking accreditation by the Joint Review Committee in Diagnostic Medical Sonography (JRCEDMS, <http://www.jrcdms.org>)

Copies of relevant standards or essentials are available for review through the Department Chair.

If you believe that your program is in some manner in non-compliance with the Standards or Essentials of the relevant accrediting agency, you should present the concern in writing to the Chair of the Department. The Department Chair will consult with the appropriate faculty and present a written response to you within ten (10) working days. If you are not satisfied with the response, you have the option of reporting your concern directly to the relevant accrediting agency.

**For Radiography and Radiation Therapy:**

Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive - Suite 2850  
Chicago, Illinois 60606-3182  
312 704- 5300  
[mail@jrcert.org](mailto:mail@jrcert.org)

**For Nuclear Medicine Technology:**

Joint Review Committee on Educational Programs in Nuclear Medicine Technology  
820 W W. Danforth Rd B1  
Edmond, OK 73003  
[mail@jrcnmt.org](mailto:mail@jrcnmt.org)

## **XIV.**

### **Professional Associations**

You are strongly encouraged to become an active, contributing member of professional societies. Applications for all of the societies may be obtained from the appropriate website. You are also encouraged to read state and national publications which are received as a membership benefit.

#### **American Society of Radiologic Technologists (ASRT)**

The ASRT is the national professional organization of radiologic technologists. Purposes of the ASRT are educational, scientific, and socioeconomic. The ASRT sponsors a national meeting each June and publishes the Society journals, Radiologic Technology and Radiation Therapist.

#### **Virginia Society of Radiologic Technologists (VSRT)**

The VSRT, an affiliate of the ASRT, is the state professional organization of radiologic technologists. Its purposes are to advance the science of radiologic technology, establish and maintain high standards of education, elevate the quality of patient care, and promote the welfare and socioeconomic conditions of radiologic technologists. The state society sponsors educational seminars throughout the year. The VSRT also sponsors a scholarship program for students.

#### **Society of Nuclear Medicine and Molecular Imaging--Technologist Section (SNMMI-TS)**

The Society has both a general section (primarily for physicians) and a section specifically for technologists. Its purposes include continuing education as well as professional support and advocacy. The Society publishes two journals: Journal of Nuclear Medicine and Journal of Nuclear Medicine Technology. The Society also sponsors a scholarship program for nuclear medicine students.

#### **Mid-Eastern Chapter of the Society of Nuclear Medicine and Molecular Imaging—Technologist Section (MECSNMMI-TS)**

The Mid-Eastern Chapter of the Society has over 1000 members in Virginia, West Virginia, Maryland, Delaware, and the District of Columbia. Over 750 of these members belong to the technologist section. The Chapter provides members with continuing educational opportunities including meetings in the fall and spring, as well as opportunities for legislative advocacy and leadership development.

#### **Society of Diagnostic Medical Sonography (SDMS)**

The Society of Diagnostic Medical Sonography (SDMS), with over 28,000 members, is the largest association of sonographers and sonography students in the world. The SDMS promotes, advances, and educates its members and the medical community in the science of diagnostic medical sonography. The SDMS's core purpose is to enhance the art and science of medicine by advancing medical sonography.

### **American Institute of Ultrasound in Medicine (AIUM)**

The American Institute of Ultrasound in Medicine is a multidisciplinary medical association of more than 9000 physicians, sonographers, scientists, students, and other health care providers. Established in the early 1950's, the AIUM is dedicated to advancing the safe and effective use of ultrasound in medicine through professional and public education, research, development of guidelines, and accreditation. The AIUM's emphasis is on making available to members the most up-to-date and accurate information and skill training so they can make the best use of ultrasound while ensuring the safety of the patients who depend on them.

### **Class Representatives**

The Student Government of the medical campus requires that class units (sophomore, junior and senior) have the following representatives:

- President - also serves as representative to the CHP Dean's Committee
- Student Government representatives
- Honor Council representatives

Each class unit must elect the representatives and may also elect others as they decide necessary. Each class unit is assigned a faculty member as a class advisor to serve as a resource.

The Department faculty must also select a representative to the Advisory committee for each of the programs (Radiography, Nuclear Medicine Technology, Diagnostic Medical Sonography and Radiation Therapy).

Individuals who serve in these roles assume a serious responsibility to serve as an effective liaison between their class and other groups in the University. Although the duties are not extremely time consuming, they do require commitment and a certain amount of effort.

The primary purposes of class organizations are to provide an avenue for information sharing and discussion and to promote professional fellowship within the class.

## XV.

## Student Services and Resources

### University Student Health Services

<https://health.students.vcu.edu/>

VMI Building, Room 305, 1000 E. Marshall St.; (804) 828-9220

University Student Health Services is a nationally accredited health care service committed to providing high-quality outpatient care to VCU students. They offer a wide range of primary care services, including care in the following areas: allergy shots, blood and/or body fluid exposures, immunizations, mental health & ADHD, nutrition consults, sexual health & wellness, and travel health care.

### University Counseling Services

<https://counseling.vcu.edu/>

VMI Building, Room 412, 1000 E. Marshall St.; (804) 828-3964

UCS provides comprehensive evaluation and consultation for students on the best options for their mental health care. This can include any of the following: case management, referral services to a community provider, brief individual and couples therapy, group therapy, consultation, sexual and intimate partner violence advocacy services and resiliency workshops.

### Division for Academic Success

<https://das.vcu.edu/>

VMI Building, Suite 231, 1000 E. Marshall St.; (804) 828-9782

DAS offers disability and academic support services. Their mission is to assist VCU in creating a learning environment where all students have equal access to every aspect of the University's programs, services and activities. They can assist with academic accommodations, studying and exam strategies, and overall learning skills. Radiation Sciences requiring academic accommodations are required to work with the MCV Campus' Division for Academic Success.

### Career Services

<https://careers.vcu.edu/>

Hunton Student Center, Suite 205, 1110 E. Broad St.; (804) 828-1645

Career Services assists students in defining and achieving their career and professional goals. They offer career advising appointments, professional development events, and tools to help students develop awareness of their interests and strengths.

### CHP Student Success

(Web page to be created/added)

CHP Building, 2<sup>nd</sup> Floor, Suite 2023

The CHP Student Success team is available to assist students with challenges or difficulties they may be experiencing. Students can access the Student Grievance process or make suggestions about ways to improve the CHP student experience by visiting the Student Success [webpage](#).

## Health Promotion and Wellness Center

<https://thewell.vcu.edu/>

The Well, 815 S. Cathedral Place; (804) 828-9355

The Well provides the campus community with judgment-free information, resources and support to be and stay well while at VCU by offering programs like the Resilience Lab and Rams in Recovery. Their goal is to grow a campus community that promotes wellness as the foundation for student success by: empowering students to practice safer and healthy behaviors, fostering inclusive and diverse environments and advocating for systemic change.

## Equity and Access Services

<https://equity.vcu.edu/>

1001 Grove Avenue; (804) 828-1347

Title IX of the Education Amendments of 1972 is a federal law intended to end sex discrimination in all areas of education. Conduct prohibited by Title IX includes sexual harassment, gender-based discrimination and sexual violence. Equity and Access Services is a resource for students who would like to report sexual misconduct or violence, other forms of discrimination or harassment, or to report accessibility concerns.

## **XVI.**

## **Miscellaneous**

### **Attendance**

#### **Military Service Leave**

Students who have military orders must submit a written request for leave to their program director, along with a copy of the orders.

Clinical courses: Up to two weeks of clinical time per academic year will be excused without penalty. Make-up time is not required if the student is up-to-date with clinical competency requirements. Military leave lasting more than 2 weeks will be considered on a case-by-case basis.

Didactic courses: The student is responsible for communicating and making arrangements with all didactic course instructors.

#### **Court Appearance / Jury Duty**

Students who must go to court (due to summons, subpoena, jury duty, etc.) at a time that conflicts with classroom or clinical instruction should contact their Clinical Coordinator and/or didactic course instructors as early as possible, providing official documentation. Each situation will be considered on a case-by-case basis. Time missed due to court may impact classroom or clinical grades.

#### **Religious observances**

Students wishing to observe a religious holiday of special importance must provide advance written notification to each course instructor by the end of the second week of classes.

### **Leave of Absence**

It is expected that students will complete their program as outlined. If you experience difficulty in doing so, you may request a leave of absence. If granted, you are eligible for re-admission provided that you are in good standing at the time of the request. Such re-admission is based on space availability and may require completion of specifically designed refresher courses.

If a leave is not granted you may continue or elect to withdraw. If you withdraw and later wish to be considered for re-admission, you will be required to re-apply.

### **VCU Honor Code and Student Conduct**

Students are responsible for being familiar with and adhering to the VCU Honor Code and student conduct policy as presented at <https://policy.vcu.edu/policies/education-student-life>

## **Radiation Exposure Monitoring**

Regular monitoring of radiation exposure provides information necessary to protect the individual and the surrounding community from possible hazards associated with the use of radioactive materials and/or radiation-producing devices. Personnel dosimeters for monitoring radiation exposures include badges (all radiography, radiation therapy and nuclear medicine students) and rings (Nuclear Medicine students only).

The Radiation Safety Section of the University's Safety and Risk Management (SRM) office issues personnel dosimeters to all students to monitor radiation exposures. These devices are effective monitors of radiation exposure only to the extent that you use them appropriately and turn them in on a timely basis. **More information can be found in the Radiation Sciences Clinical Handbook and in the Radiation Safety Guide document located on the VCU SRM website** <https://srm.vcu.edu/guidelines/#radiation-safety>

## **CPR Certification**

All students assigned to clinical sites are required to be certified in cardiopulmonary resuscitation (CPR). Students must obtain **American Heart Association Basic Life Support (BLS) CPR for Healthcare Providers**. Each student will be required to present documentation of CPR certification to the department secretary prior to each spring semester. It is the student's responsibility to maintain certification throughout program enrollment. Students who are not CPR certified will not be allowed in any clinical site.

## **CHP Background Check Policy**

VCU policy does not require students to undergo criminal background checks, drug screenings, credit checks or the like as a condition of acceptance or enrollment. However, clinical experiences are an integral part of your academic program.

Many of the clinical affiliates with which the University contracts to provide such clinical experiences do require criminal background checks, health screenings or drug screens as a condition of allowing students to participate in the clinical experience. Some affiliates may also require credit checks, Department of Motor Vehicles records check, review of professional disciplinary records, registry searches of certain types of sex offenders and/or verification of Social Security Numbers or legal residency.

Students assigned to a clinical rotation at a clinical facility are personally responsible for completing the required checks or screening and assuring that results are obtained by the facility that asks for them. Students also will be required to bear the costs of such tests. It will be the decision of the clinical affiliate whether the student will be allowed to participate in the clinical activities. Virginia Commonwealth University does not assume any responsibility for obtaining or evaluating the results of a criminal background check, drug screen or other check, maintaining



the records of results or for delivering them to clinical sites. Students may not request to be assigned only to those sites that do not require such checks. Students who refuse to undergo a criminal background check or drug screen or other required check may not be able to be placed at another facility and consequently may not be able to complete program requirements and graduate. The University will make reasonable efforts to place all enrolled students in clinical training.

Students are also reminded that certification boards for certain occupations and professions may deny, suspend or revoke a certification, or may deny the opportunity to sit for an examination, if an applicant has a criminal history or is convicted or pleads guilty or *nolo contendere* to a felony or other serious crime. Students should consult the certification board of their intended profession for further information. Successful completion of a program of study at VCU's College of Health Professions does not guarantee licensure, the opportunity to sit for a licensure examination, certification or employment in the relevant occupation.

### **Clinic Dress Code**

- Artificial nails are expressly prohibited, as are **all** nail products, during clinic rotations (See the "Natural Nail" policy in the Clinical Handbook),
- Tattoos should not be visible; hair must be a naturally occurring color; and visible piercings are limited to one (1) per ear lobe,
- A more detailed clinic dress code is outlined in the Clinical Handbook.

### **Part-time Employment in Health Care**

If you are employed in any aspect of health care during your educational period, you should realize that this is employment and is outside the scope of your educational program. All such work is an arrangement between the employer and you and is under the supervision of the employer. Hours of employment may not interfere with assigned classes and clinical assignments.

You are not allowed to wear apparel or other identification from the Department except for clinical education rotations assigned as part of your course work. However, personnel monitoring devices issued by the Department are to be used in conjunction with clinical education courses AND employment at VCU Health System. If you accept employment elsewhere that requires a personnel monitoring device, it must be provided by the employing institution. Note that employment as a student worker by any organization other than a licensed hospital, he/she must have a Radiologic Technologist-Limited license. Details are available through the Virginia Board of Medicine at [https://www.dhp.virginia.gov/Medicine/medicine\\_forms.htm#RadTechLtd](https://www.dhp.virginia.gov/Medicine/medicine_forms.htm#RadTechLtd)

### **Mail**

All dosimeter-wearing students are assigned a mailbox in the Department in which to distribute dosimeters. You are encouraged to check your mailbox regularly.

Please note the Department uses the designated VCU e-mail address for all students. This provides an efficient way for faculty and students to communicate.

### **Calculators**

The Department of Radiation Sciences will only allow use of non-programmable (non-graphing) calculators. Students will not be allowed to use programmable (graphing) calculators during any type of examination. In addition, students will not be allowed to share calculators during any examination.

### **Changes in Name or Address**

If you change your name, address, or telephone number while enrolled in a program, **you must immediately** notify the following:

- Department administrative specialist
- Registrar's office

Failure to do so may mean delays in getting grade reports and other important information.

## **Department of Radiation Sciences VCU Closing/Delayed Opening Policy**

The University Inclement Weather Status is available on VCU's [Alert Website](#) and the University Hotline at 804-828-6736. Students are expected to adhere to VCU's closing/delay opening policy.

### Clinic

- If VCU closes, classes are cancelled on both campuses-do NOT go to clinic
- If VCU Monroe Park Campus is closed, classes are cancelled on that campus only. You are expected to attend classes that are schedule on VCU's MCV Campus. Go to clinic!
- If VCU MCV Campus classes are cancelled, do not attend classes schedule on the MCV Campus. You are expected to attend classes that are scheduled on VCU Monroe Park Campus. Do NOT go to clinic!

If VCU opening is delayed on MCV campus, students should report to clinic at the opening time and stay until the end of the scheduled assignment.

If VCU closes after you arrive in clinic, you will be notified and instructed to sign out and leave.

### Classes

Classes will be held and students are expected to attend if the campus where the class is located is in session.

- If VCU closes, classes are cancelled on both campuses
- If VCU Monroe Park Campus is closed, classes are cancelled on that campus only. You are expected to attend classes that are schedule on VCU's MCV Campus.
- If VCU MCV Campus classes are cancelled, do not attend classes schedule on the MCV Campus. You are expected to attend classes that are scheduled on VCU Monroe Park Campus.

If VCU opening is delayed on either campus, students should report to scheduled classes at the opening time.