MISSION STATEMENT
OAKLAND UNIVERSITY RADIOLOGIC TECHNOLOGY PROGRAM

The Oakland University Radiologic Technology Program is dedicated to excellence in baccalaureate level radiography education. Throughout the clinical and didactic components, we will promote professionalism as well as competence and proficiency in current academic and technical skills. This is achieved by providing a program of instruction in the theory and ethical practice of Radiography, which will reflect the high standards of patient care expected by professionals in Radiologic Technology.

Radiologic Technology Program Graduate Goals and Student Learning Outcomes

1. Students will be clinically competent.
   - Students will be able to perform radiographic exams.
   - Students will set proper exposure factors for all exams.
   - Students will practice ALARA.
   - Students will demonstrate excellent patient care skills.

2. Students will demonstrate appropriate critical thinking.
   - Students will correctly assess patient and exam.
   - Students will successfully complete trauma radiography.

3. Students will communicate effectively.
   - Students will use effective written communication.
   - Students will use effective verbal communication.

4. Students will exhibit professional behavior.
   - Students will demonstrate professional clinical behaviors.
   - Students will demonstrate the ability to produce professional documents.
APPLICATION PROCESS

1. Applications are accepted from October 15 until April 1. These applicants are for the class starting in the fall.
2. A completed application must include:
   - 2 academic letters of recommendation
   - 1 employer letter of recommendation
   - Official transcripts from all colleges and universities other than Oakland University
   - Pre-graduation audit (completed with School of Health Sciences advisor.
3. Applicants accepted for interview will be contacted by April 15
4. Interviews will be conducted approximately April 15 – April 30
5. Selection is based upon:
   - Total GPA
   - Science/Math GPA
   - Letters of Recommendation
   - Interviews
   - Math Entrance Exam
6. The admissions committee will make final determination of candidate’s status.
7. Applicants will be notified of their status early in May.

ADMISSION POLICIES

An Admissions Committee is responsible for reviewing application and interview materials, and selecting students for the program. Selection is very competitive. Interviewed candidates are considered for acceptance based upon: academic performance, healthcare/radiology experience, letters of recommendation, interview scores, and score on the Math Entrance Exam administered to interviewed candidates. A maximum of 15 students are accepted each year.

If accepted to the program, the student must successfully complete:

   Criminal background and sexual offender check

   Physical exam (including drug screen, blood testing, etc.)

   Immunizations – Tdap, rubeola, rubella, mumps, pertussis, varicella zoster, hepatitis B, annual flu vaccine and TB test.

   CPR – ONLY American Heart Association Healthcare Provider is accepted. A CPR class for accepted candidates will be available through Biomedical Diagnostic and Therapeutic Sciences.

Further program information is available upon acceptance.
APPLICATION TIMELINE – Program begins in September

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Deadline</td>
<td>April 15</td>
</tr>
<tr>
<td>Interviews Completed</td>
<td>April 30</td>
</tr>
<tr>
<td>Admissions Committee Meeting</td>
<td>First week of May</td>
</tr>
<tr>
<td>Accepted Students are Notified</td>
<td>First week in May</td>
</tr>
<tr>
<td>Student health forms are due</td>
<td>Mid-August</td>
</tr>
<tr>
<td>Mandatory Program Orientation</td>
<td>Mid-August</td>
</tr>
</tbody>
</table>

TUITION, TEXT BOOKS, UNIFORMS

Tuition rates are adjusted each year by the University. Tuition is assessed based on the number of credit hours taken each semester. Students will complete 59 credit hours for the Radiologic Technology program.

2013-2014 tuition:

In-state: $386.75/credit hour and Out-of-state: $853.25/credit hour

Other costs:

* Specific textbooks are required for each course. Students should expect to spend approximately $1,500 for program required textbooks.

* Students are required to purchase scrub type uniforms for participation in clinical. Uniforms and shoes will cost approximately $300 for the program.

* Students are required to carry personal healthcare insurance for the duration of the program.
REFUND POLICY

The refund policy for the Radiologic Technology program follows the university refund policy located in the university catalog. Students are eligible for a full refund of tuition within two weeks of the first day of the semester. Tuition is due three weeks into the semester. Late payments are assessed a penalty as described in the university catalog. All university tuition policies apply to the Radiologic Technology program.

ACADEMIC CALENDAR

The Radiologic Technology program follows the established calendar for Oakland University. The program does not operate for class nor clinical on observed school holidays and breaks. For Oakland University academic calendar see: http://www.oakland.edu/important-dates

The program begins in the Fall each year. Students graduate after completion of the 24 month program and completion of all University requirements.

GRADING SCALE: a grade of 75% is required to pass each class and to continue in the RAD program.

<table>
<thead>
<tr>
<th>Percent</th>
<th>Grade point</th>
<th>Percent</th>
<th>Grade point</th>
<th>Percent</th>
<th>Grade point</th>
<th>Percent</th>
<th>Grade point</th>
</tr>
</thead>
<tbody>
<tr>
<td>97-100</td>
<td>4.0</td>
<td>85</td>
<td>3.2</td>
<td>74</td>
<td>2.4</td>
<td>66</td>
<td>1.6</td>
</tr>
<tr>
<td>96</td>
<td>3.9</td>
<td>84</td>
<td>3.1</td>
<td>73</td>
<td>2.3</td>
<td>65</td>
<td>1.5</td>
</tr>
<tr>
<td>95</td>
<td>3.8</td>
<td>80-83</td>
<td>3.0</td>
<td>72</td>
<td>2.2</td>
<td>64</td>
<td>1.4</td>
</tr>
<tr>
<td>94</td>
<td>3.7</td>
<td>79</td>
<td>2.9</td>
<td>71</td>
<td>2.1</td>
<td>63</td>
<td>1.3</td>
</tr>
<tr>
<td>93</td>
<td>3.6</td>
<td>78</td>
<td>2.8</td>
<td>70</td>
<td>2.0</td>
<td>62</td>
<td>1.2</td>
</tr>
<tr>
<td>90-92</td>
<td>3.5</td>
<td>77</td>
<td>2.7</td>
<td>69</td>
<td>1.9</td>
<td>61</td>
<td>1.1</td>
</tr>
<tr>
<td>88-89</td>
<td>3.4</td>
<td>76</td>
<td>2.6</td>
<td>68</td>
<td>1.8</td>
<td>60</td>
<td>1.0</td>
</tr>
<tr>
<td>86-87</td>
<td>3.3</td>
<td>75</td>
<td>2.5</td>
<td>67</td>
<td>1.7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NCA ACCREDITATION

Oakland University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools – 312-263-0456

ncahigherlearningcommission.org

In 2009 the Higher Learning Commission of the NCA conducted a comprehensive visit of Oakland University. The next comprehensive visit is not scheduled until 2019 and no follow up reports or visits were required.
<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Winter</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>BIO 111: General Biology</td>
<td>BIO 205/206: Human Anatomy/Lab</td>
<td>MLS 205: Contemporary Issues in Health Care Organizations and Practice</td>
</tr>
<tr>
<td></td>
<td>WRT 150: Composition I</td>
<td>WRT 160: Composition II</td>
<td>Western Civilization Gen. Ed.</td>
</tr>
<tr>
<td></td>
<td>MLS 201: Careers in BDTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sophomore</td>
<td>PHY 101: General Physics I</td>
<td>PHY 102: General Physics II</td>
<td>Arts Gen. Ed.</td>
</tr>
<tr>
<td></td>
<td>MGT 110: Contemp. World Business</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIO 207: Physiology</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior</td>
<td>RAD 341: Radiographic Procedures I</td>
<td>RAD 331: Radiographic Physics I</td>
<td>RAD 453: Clinical Practicum III</td>
</tr>
<tr>
<td></td>
<td>RAD 311: Patient Care I</td>
<td>RAD 342: Rad. Procedures II</td>
<td>MLS 450: Law Values and Healthcare</td>
</tr>
<tr>
<td></td>
<td>RAD 451: Clinical Practicum I</td>
<td>RAD 334: Princ. of Rad. Exp. II</td>
<td>RAD 411: Patient Care II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RAD 452: Clinical Practicum II</td>
<td>RAD 450: Senior Seminar</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>RAD 456: Clinical Practicum VI</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior</td>
<td>RAD 431: Radiographic Physics II</td>
<td>RAD 404: Quality Assurance and Imaging</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RAD 441: Radiographic Procedures III</td>
<td>RAD 404: Quality Assurance and Imaging</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RAD 433: Princ. of Rad. Exposure III</td>
<td>RAD 404: Quality Assurance and Imaging</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RAD 454: Clinical Practicum IV</td>
<td>RAD 404: Quality Assurance and Imaging</td>
<td></td>
</tr>
</tbody>
</table>

Apply for Internship
GRADUATION REQUIREMENTS
The following requirements must be completed before a student may be graduated from the program:

1. Satisfactory completion of all academic requirements.
2. Satisfactory completion of all clinical requirements.
3. Completion of all make-up time.
4. Achievement of 2.5 GPA or above each semester and cumulatively and 75% or better in each class.
5. Submission of all rotation evaluations.
6. Passing grade on the Senior Placement Exam.

TRANSFER OF CREDIT
Transfer students should refer to the information and transfer student forms on the Registrar's website to see how courses taken at other colleges or universities can count toward general education requirements. Students interested in transferring to Oakland University should complete a transfer course review form.

CLINICAL EDUCATION
The Oakland University Radiologic Technology program is affiliated with Beaumont Hospitals to provide clinical education. Students will rotate each week to a different rotation as assigned. These clinical rotations take place at the Beaumont Royal Oak and Beaumont Troy. Other clinical sites locations and hours of attendance may be required. Clinical hours vary based on rotation. Clinical hours are 8am-4pm or 4pm-10 pm, as assigned.

NON DISCRIMINATION
It is the policy of Oakland University that there shall be no unlawful discrimination against any person on the basis of race, sex, sexual orientation, age, height, weight, handicap, color, religion, creed, national origin or ancestry, marital status, familial status or veteran status.

STUDENT SERVICES
The Oakland University Radiologic Technology program offers several services available to all students.

1. Access to the libraries at Oakland University and Beaumont Hospitals.
2. Personal counseling services available through the Counseling Center – Graham Health
3. Free parking on university and hospital campuses.
4. Campus-wide recreation program.
EXCESSIVE EXPOSURE POLICY

1. Any radiation badge, regardless of location, with an exposure in excess of 1,250 millirem in a quarter will be reported to the Michigan Department of Community Health (MDCH) within 30 days of discovery.

2. When monthly exposure exceeds 400 mrem, the student may be trending toward excessive exposure. The RSO designate may want to provide training and consultation to prevent an excessive exposure reported to MDCH. Students are not required to hold patients during radiographic exposures.

3. Actions to be taken for excessive exposure:
   - Use the standard report format
   - Investigate the badge readings and recommend corrective action, if applicable
   - Discuss the report with the student
     - Review the waist badge doses
     - Discuss the biological aspect
     - Provide the student with the weighted average*
   - RSO Designate and student must sign both the original and one copy
   - Give the signed copy to the student
   - Send the signed original to the Radiation Safety Department within 20 days of discovery
   - The RSO designate may want to provide training and consultation to prevent an excessive exposure reported to MDCH
   - The RSO will send the report to the MDCH and also distribute the reports as indicated.
POLICY REGARDING EMPLOYEE/STUDENT EXPOSURE TO IONIZING RADIATION

In addition to maintaining employee/student radiation doses in compliance with accepted government standards, Beaumont Hospital has adopted an ALARA Program (an acronym for maintaining radiation exposure “as low as reasonably achievable”). Guidelines for the amount of radiation dose an employee may receive occupationally are as follows:

Under the ALARA program the limits imposed are as follows:

1. The maximum permissible deep dose equivalent (as monitored by a film badge worn anteriorly between waist and chest) should not exceed 500 millirem per year, 125 millirem per quarter. Exposures in excess of this value will be reported to the Radiation Safety Committee, investigated by the Radiation Safety Officer, and if possible, shielding or changes in the work environment made so that lower exposures can be achieved. Individuals who wear 2 film badges (collar and waist) are assigned the higher of the two readings on the quarterly and annual exposure reports.

2. The maximum permissible exposure for the hands (monitored via ring (TLD badge) of an individual, should not exceed 5,000 millirem per year or 1,250 millirem per quarter. Exposures in excess of this value will be reported to the Radiation Safety Committee, investigated by the Radiation Safety Officer, and if possible, shielding or changes in the work environment made so that lower exposures can be achieved.

State and Federal regulations for maximum permissible doses:

1. The maximum permissible exposure for the radiation monitor worn external to the lead apron (not addressed in the ALARA program) shall be the same as the limit for the skin dose imposed by the State of Michigan which is 30,000 millirem per year 7,500 millirem per quarter.

2. Any radiation monitor, regardless of location, with an exposure in excess of 1,250 millirem in a quarter will be reported to the Michigan Department of Health, Division of Radiological Health, as described by Michigan Rules and Regulations Governing Ionizing Radiation.

3. An individual working with ionizing radiation will not be removed from their job unless it is definitely proven that the individual has received a radiation exposure which exceeds the State or Federal limits of (a) 5,000 millirem per year whole body dose equivalent (DDE), (b) 50,000 millirem per year to skin (SDE, WB), any extremity (SDE, ME) or any organ, or (c) 15,000 millirem per year eye dose equivalent (LDE).

4. The dose to an embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, shall not exceed 500 millirem.
RADIOLOGIC TECHNOLOGY PROGRAM
PREGNANCY POLICY

1. Declaration of pregnancy is strictly voluntary. Any female x-ray student who declares her pregnancy must notify the Program Director in writing. After the declaration of pregnancy the Radiation Safety Officer or designate will assure that the fetal dose is less than 500 millirem during the gestation period. Students may withdraw this declaration at any time. Withdrawal of declaration must be made in writing. If declaration is withdrawn, the fetal monitor will be immediately discontinued.

2. The Diagnostic Radiological Physicist or Radiation Safety Officer will meet with the student and the radiation badge record will be reviewed.

3. The student will be issued an additional badge as a fetal monitor.

4. The guide “Possible Health Risks to Children of Women Who are Exposed to Radiation During Pregnancy” will be read by the student at this time and she will sign that she has read the document. At this time any concerns will be addressed.

Three options regarding pregnancy/program continuance:

5. a) Students will maintain their assigned clinical rotations while pregnant. All policies relating to pregnant employees at the clinical site pertain to pregnant students.

   b) If health reasons require the student to discontinue participation in the program, the Long Term Absence policy (page 9) will be in effect. Students must maintain the acceptable GPA, regardless of absence, if they expect to be reinstated to their same position after delivery.

   c) Students may elect to withdraw from the program during pregnancy. Student withdrawing voluntarily while in good academic and clinical standing may request reinstatement within 1 year from withdrawal date. If reinstatement can be accommodated, the student may be allowed to complete the program.

6. If declaring pregnancy, the student will sign the “Declaration of Pregnancy” form.
Radiologic Technology Program
Declaration of Pregnancy Form

I, ______________________________________, am declaring that I am pregnant and I have:

1. Notified, in writing, to my supervisor (optional) and the Radiation Safety Office (or RSO designate) that I am pregnant,

2. Reviewed my radiation badge records with the Radiation Safety Officer and all questions pertaining to that record have been answered to my satisfaction,

3. Read the “Instructions Concerning Prenatal Radiation Exposure.”

4. A radiation badge to be worn as a fetal monitor will be assigned to me.

5. Estimated the date of conception to be __________________.
   Month/year

__________________________________________
Employee Signature

__________________________________________
Employee Name (Printed)

__________________________________________
Supervisor (Optional)

__________________________________________
Radiation Safety Officer/or RSO Designate
112 ABW or 200 Troy

__________________________________________
Date (Declaration Date)

To be completed by the RSO

Conception date submitted to Landauer __________________

Est. date of birth __________________

Date fetal badge requested from Landauer __________________

Series/Participant No. ___________/_____

Department/Routing Address ________________