

University of Iowa Health Care

# **Student Handbook**

for students in the

# Bachelor of Science in Radiation Sciences Radiologic Technology Education Program

The University of Iowa Carver College of Medicine Iowa City, IA

2023 – 2024 Academic Year

## Preface

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Students of Radiologic Technology Education Program are responsible for knowing and adhering to the policies and procedures contained in this handbook. Students must comply with these policies as well as the University of Iowa student policies [Policies | Dean of Students - The University of Iowa (uiowa.edu)]. Program faculty will consult this manual to ensure fair enforcement of the policies and procedures contained. If the student believes a policy has been enforced unfairly, the student should consult the grievance policy for guidance.

Policies and procedures in this manual are subject to change. Students will be notified in writing about any policy changes and/or updates.

#### Note

Except where otherwise noted, "Degree" will refer to the Bachelor of Science in Radiation Sciences degree program, "Program" will refer to the Radiologic Technology Education Program, "Faculty" will refer to the Program Director, Radiation Sciences Educators, and designated adjunct instructors, and "Administrative Director of Radiation Sciences" will refer to the Administrative Director of Baccalaureate degrees in Radiation Sciences.

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#### Mission Statement, Goals & Learning Outcomes

#### **Mission Statement**

The mission of the Radiologic Technology Education at the University of Iowa is to recruit and provide quality individuals with an ambitious, extensive education that equips them with knowledge, skills, and abilities to provide ethical, high-quality, compassionate medical imaging. The students will be adaptable to varied healthcare settings with diverse patient populations and effectively interact with other members of the healthcare team to provide the best possible patient care.

#### **Goals & Learning Outcomes**

Goal 1: Graduate clinically competent radiographers.

- Students demonstrate quality positioning skills.
- Students demonstrate quality technical skills.
- Students apply appropriate radiation safety practices.

Goal 2: Students demonstrate effective communication skills.

- Students demonstrate good written medical communication skills.
- Students use effective communication to provide quality patient care.

Goal 3: Students successfully apply critical-thinking and problem-solving skills.

- Students demonstrate the ability to adjust technical factors for nonroutine situations.
- Students demonstrate the ability to adjust positioning for nonroutine situations.

Goal 4: Students understand and practice professionalism.

- Students demonstrate an understanding of professionalism including ethics and integrity.
- Students adapt to human diversity.

Goal 5: Program is effective at graduating entry level technologists.

- Students graduate from program.
- Graduates attain ARRT radiography certification.
- Graduates seeking radiography employment are employed.
- Employers indicate they would employ another program graduate.
- Alumni indicate they were adequately prepared to perform all of the required job-tasks

## **Contacts & Communications**

#### **Address**

CT Scanner 6

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Radiologic Technology Education University of Iowa Hospitals & Clinics 200 Hawkins Drive C725 GH Iowa City, IA 52242

#### **Absence Line Contact Number**

Command Center 2 384-6148

384-8095

3D Lab

(319) 356-0532

## Telephone Numbers - (319) area code

354-6505

Program Director (R	Т)	Support Staff	
Holly Bonfig-Becker	356-4332	Laurie Calkins	
RT Educators			
Brennan, Jesse	353-8639	Fink, Hannah	356-2735
Diller, Mark	356-4397	Gillitzer, Lorie	356-8334
Ehlinger, Travis	356-8333	Martensen, Kathy	356-3740
<b>Clinical Locations</b>			
APPIL 1	354-7926	Image Management	356-2345
APPIL 2	353-6248	IRL	467-2000
Densitometry	354-8301	Musculoskeletal	353-7461
ETC	356-3657	Pediatrics	356-1957
FCC/Ortho South	384-7833	Scott Blvd.	467-6789
Fluoroscopy	356-3356	Sports Medicine 1	467-8206
General X-Ray	356-3359	Sports Medicine 2	467-8207
Computed Tomogra	phy (CT)		
CT Scanner 1	356-3395	CT Scanner 8	356-3198
CT Scanner 3	356-4699	SFCH	3585011
CT Scanner 5	354-6536	Command Center 1	384-6147

# Telephone Numbers – (319) area code

#### **Clinical Locations (cont....)**

Breast Imaging	356-1245	Cardiac Cath Interventional	356-2722 356-7738
Patient Care Transportation	356-1253 356-7733		
Magnetic Pesonar	oce Imaging (MPI)		

#### Magnetic Resonance Imaging (MRI)

356-2236	Scanner 3	356-2497
356-4566	Scanner 4	356-7935
356-4564	Scanner 5/3T	356-7988
356-8141	Scanner 6	356-8940
	356-2236 356-4566 356-4564 356-8141	356-2236 Scanner 3   356-4566 Scanner 4   356-4564 Scanner 5/3T   356-8141 Scanner 6

Student Affairs		Program Directors			
Jennifer Maiers	353-9110	Stephanie Ellingson (DMS)	356-4871		
Kelley Kirby	384-7273	Jay Smith (Nuc Med)	356-2954		
		Jared Stiles (Radiation Therapy)	356-8286		

# Accreditation

The Radiography Program is accredited by the: Joint Review Committee on Education in Radiologic Technology (JRCERT) 20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182 Phone: (312) 704-5300 Web: JRCERT | Joint Review Committee on Education in Radiologic Technology Email: mail@jrcert.org.

#### The Program was awarded the maximum accreditation period of 8 years on August 29, 2018.

- In order to maintain this accreditation, the Program must strictly follow the Standards for an Accredited Educational Program in Radiologic Sciences (Appendix E), which is published by the JRCERT, 20 N. Wacker Drive, Suite 2850, Chicago, IL, 60606-3182 (312)704-5300, www.jrcert.org, mail@jrcert.org.
  - Students have the right to file a complaint if any of the Standards have been violated by the Program.
- 2. All allegations about non-compliance with JRCERT Standards will be handled in the following manner:
  - An allegation is to be submitted in writing to the Program Director within thirty (30) days of the date of non-compliance or when the student knew of the alleged violation. The written allegation shall specify the Standard claimed to have been violated and a brief summation of the underlying facts surrounding the violation.
  - The Program will investigate any allegation within thirty (30) days of the date the complaint was submitted. In the course of each investigation, the Program will consult directly with the Radiation Sciences Degree Administrator. The Program will then forward the written complaint to the Promotions committee within thirty (30) days of completion of investigation.
  - 3. A complete copy of the current JRCERT Accreditation Standards\* for Radiography can

be found at: https://www.jrcert.org/jrcert-standards/

#### **ARRT Examination Requirements**

The purpose of ARRT certification and registration in Radiography is to recognize individuals who are qualified to perform the role of a radiographer. To earn ARRT certification and registration as a radiographer requires pursuit of the primary eligibility pathway. This pathway includes completion of the ARRT prescribed components:

- 1. Education Requirement
- 2. Ethics Requirement
- 3. Examination Requirement

Specifics for ARRT credentialing can be found at their site:

• Home - ARRT

Specifics for each component can be found:

- 1. Education Requirements:
  - <u>Education Requirements Primary ARRT</u>
- 2. Ethics Requirements\*:
  - Ethics Requirements ARRT
- 3. Examination Requirements:
  - Examination Requirement ARRT

\*The ARRT requires that certified radiographers and persons applying for certification demonstrate ethics and posses' high moral standards. These requirements are governed by the <u>ARRT Standard of Ethics</u>. When applying for certification you must answer <u>Ethics Questions</u> to identify potential ethics violations. If you have concerns about a potential ethics violation, students may request an <u>Ethics Review Pre-Application</u>.

# Attestations

## Policy

To remain in good program standing, students must attend specified orientation and annual reviews/trainings and submit their associated attestations. These attestations include:

#### New Student Attestations:

- 1. ARRT Pre-Application Review
- 2. RT Student Handbook Review Waiver
- 3. MRI Health Screening
- 4. MRI Metal Waiver
- 5. Photo Release Waiver
- 6. RadSci Policies & Procedures Manual Waiver
- 7. Recommendation Release

#### **Annual Attestations:**

- 1. Background Disclosure
- 2. RadSci Policies & Procedures Manual Waiver
- 3. RT Student Handbook Review Waiver
- 4. MRI Health Screening
- 5. Radiation Safety Review

- 1. Students will attend the new student orientation or annual policy and procedure review in the first week of Fall semester.
- 2. Students will review the Radiation Safety Review module on the Rad Sci Student Resource Center ICON course site in the first week of Fall semester.
- 3. Students must submit their attestations associated with the identified items above, in e\*Value, by the following Monday.
- 4. Students who fail to submit their attestations by the deadline will not attend their clinical assignments until their attestations have been submitted.
- 5. Students who are absent from their clinical assignment due to violation of the Attestation policy will be subject to all policies for Clinical Attendance & Personal Time.
- 6. Students with habitual violation of the Attestation policy will be subject to the Judicial Process (see Degree Policies & Procedures manual).

# **Clinical Attendance**

#### Policy

Attendance of all Clinical Internship activities is critically important to successful completion of the Radiologic Technology Program. Clinical activities have been structured and scheduled in a way to provide students with ample opportunity to complete the clinical requirements of the Radiologic Technology Program. It is strongly suggested that students attend all assigned clinical rotations with no absences. Students will not graduate until all Clinical Internship requirements have been completed. **There are no exceptions to this requirement.** 

- 1. Students will arrive on time for clinical internship sessions.
- 2. Students will remain in the clinical internship rotation area for the entire scheduled time unless release by clinical staff. Do not expect or ask to be released early from a clinical internship rotation.
- 3. Students who leave their assigned clinical rotation without use of personal time or clinical staff permission will be subject to the Use of Personal Time Procedure policy and the Judicial Process (see Degree Policies & Procedures manual).
- 4. Students are required to attend a portion of all clinical rotations assigned in Clinical Internships I-V.
- 5. If a student misses an assigned clinical rotation and fails to use personal time and/or report the absence to RT Staff, they will be subject to the Use of Personal Time Procedure policy and the Judicial Process (see Degree Policies & Procedures manual).
- 6. If an extenuating circumstance or personal crisis affects the student's ability to attend clinical assignments, decisions on allowing student accommodations will be provided as determined by the Program Director and staff.

### **Clinical Competency**

## Policy

The purpose of the clinical competency assessment is to verify comprehensive student accuracy of exam process, procedure, and technical skill required for patient care, medical imaging, and radiographic procedures. Verified competency is required by the American Registry of Radiologic Technologists (ARRT) and demonstrates proficiency in exams. ARRT Clinical Competency requirements can be found at RAD\_CC\_2022.pdf (kc-usercontent.com)

- 1. Students are required to follow the steps prescribed in the Procedure to Obtain a Clinical Competency chart.
- 2. Clinical competencies are evaluated as pass or repeat. If you have not met all the requirements to successfully pass the competency, you will be required to repeat the exam at a later date.
- 3. Prior to attempting a clinical competency, the student must obtain a signature. All practice attempts and signature attempts are to be made under the direct supervision of an imaging technologist or radiation sciences educator.
- 4. The student should make every attempt possible to obtain the required signatures and competency exams on patients before requesting simulation.
- 5. If an imaging technologist is not available to perform the competency, the student is to email their advisor the information about the competency missed. Include date, time, and views. This will be used in consideration if the student does not complete their clinical requirements for that semester only. The student will still need to complete this requirement before graduation.
- 6. Students cannot obtain a signature and competency on the same day.
- 7. Students must show a verified exam signature to the imaging technologist of radiation sciences educator when asking to complete a competency exam. Failure to do so will result in automatic repeat of the competency.
- 8. Clinical competency forms must be sent to clinical staff in e\*Value for both successful and unsuccessful exams.
- 9. Case logs submitted for competencies must match the stated ARRT and Program requirements. Exams that vary will be removed from student record.
- 10. Competency and signature requirements may be completed during assigned clinical rotation dates and times only. Students will not be allowed to leave their assigned clinical area to complete competency or signature requirements in another clinical area until the last two weeks of the terminal spring clinical internship. Exceptions to this will be granted only under extraordinary circumstances and will be reviewed on a case-by-case basis by the RT Program Director and RT Clinical Coordinator.
- 11. Students who submit falsified clinical competencies, attempt to submit falsified clinical competencies, or engage in any deceitful behavior associated with obtaining or

submitting a clinical competency will be subject to the Judicial Process (see Degree Policies & Procedures Manual).

- 12. Students who violate the Procedure to Obtain a Clinical Competency policy will be subject to the Judicial Process (see Degree Policies & Procedures Manual).
- 13. Students with multiple Clinical Competency policy violations will be subject to the Judicial Process (see Degree Policies & Procedures Manual).

## Procedure to Obtain a Clinical Competency

Step	Activity
1. Classroom/Didactic	Instruction: positioning and analysis
2. Laboratory	Simulate positioning with instruction
3. Laboratory Competency*	Simulate positioning with assessment (Case Log verification in E*Value required)
4. Clinical Participation & Exam Practice	Under direct supervision, students will observe
	and assist registered radiographers with exams
	during clinical rotations. Students must attempt practice exams learned in class with a registered radiographer directly supervising prior to
	attempting to obtain a clinical signature or competency.
5. Clinical Signature	Students must be directly supervised by a registered radiographer when attempting to obtain a clinical signature. The student must notify the radiographer they wish to attempt a signature prior to the start of the exam. The student must perform the majority of the examination with minimal assistance. This includes 100% of the patient positioning and 100% of the equipment operation. (Case Log verification in E*Value required)
6. Clinical Competency*	Students must demonstrate 100% accuracy of positioning and exam requirements with minimal assistance to obtain a competency. The radiographer assessing the clinical competency cannot offer any assistance with positioning, equipment operation, or image analysis in the procedure. (Case Log verification in E*Value required)

# **Clinical Evaluations**

#### Policy

Clinical performance evaluations are completed each rotation by clinical staff on student performance. Aggregate data from the semester's clinical performance evaluations will be used to calculate the student's clinical internship course final grade. Evaluations are assigned and completed through e\*Value.

- 1. Clinical performance evaluations will be generated in e\*Value near the end of each rotation.
- 2. Students will complete their WDYWW form in e\*Value.
- 3. Students must send an evaluation to each staff they spent time with during their clinical internship activities.
- 4. Students are required to send evaluations to a minimum of two (2) clinical staff per rotation. It is strongly recommended they send more.
- 5. Students who send an unacceptably low number of evaluations in a semester will be subject to the Judicial Process (see Degree Policies & Procedures manual).
- 6. Students who violate the clinical evaluations policy and procedure will be subject to the Judicial Process (see Degree Policies & Procedures manual).

# **Clinical Objectives**

## Policy

Objectives and activities are assigned to each clinical rotation and clinical assignment. Clinical objectives verify student engagement and participation in their clinical experience and document proficiency in clinical rotations.

- 1. All clinical objectives must be completed prior to graduation for successful program completion.
- 2. If a student fails to complete any clinical objectives prior to graduation, they must return to clinic and complete the objectives prior to Program Director ARRT Program Completion verification.
- 3. Clinical objectives are to be completed during the rotation to which they are assigned and must be completed in sequential order. They cannot be completed prior to the associated rotation.
- 4. If a student is absent for an entire clinical rotation, they will be required to schedule make-up dates for this rotation. Clinical objectives will be completed during this make-up time.
- 5. If a student attends their rotation but objectives are not completed during their clinical time, they must be made up within two (2) weeks of the original due date (the last day the student attended that clinical rotation).
- 6. It is the student's responsibility to arrange a make-up time to complete objectives with Program Staff.
- 7. If the student fails to make-up their objectives within the two (2) week time frame, they will receive an F grade for those objectives.
- 8. Any student receiving an F on an objective will be required to complete remedial work. Remedial work assigned will be determined by the Program Director or RT Clinical Coordinator.
- 9. Students who submit falsified clinical objectives, attempt to submit falsified clinical objectives, or engage in any deceitful behavior associated with completing or submitting a clinical objective will be subject to the Judicial Process (see Degree Policies & Procedures Manual).
- 10. Students with habitual violations of the Clinical Objectives policy will be subject to the Judicial Process (see Degree Policies & Procedures Manual).

# **Clinical Schedule and Obligations**

- 1. Students are assigned to didactic and clinical rotations for a maximum of 8 hours per day and 40 hours per week.
- 2. All assigned clinical hours include a 30-minute lunch break. Time of break to be assigned by supervising clinical staff.
- 3. Assigned clinical hours for rotations are found on the student schedules contained in e\*Value. Clinical days and hours vary by rotation.
- 4. Clinical rotations are held at the following locations. Students are to supply their own transportation and parking. Locations are subject to change.
  - University of Iowa Hospitals & Clinics: 200 Hawkins Drive, Iowa City, IA 52242
  - University of Iowa Stead Family Children's Hospital: 200 Hawkins Dr., Iowa City, IA 52242
  - UI Healthcare Urgent Care Scott Blvd: 3640 Middlebury Road, Iowa City, IA 52245
  - UI Healthcare Urgent Care Holiday Road: 2591 Holiday Rd, Coralville, IA 52241
  - UI Sports Medicine Clinic: 2701 Prairie Meadow Dr., Iowa City, IA 52242
  - UI Healthcare Iowa River Landing Clinic: 105 East 9th Street, Coralville, IA 52241
  - Iowa City VA Health Care System: 601 US-6 W, Iowa City, IA 52246
- 5. Students are assigned varied clinical days and hours including day, evening, and overnight as well as weekends.
- 6. Students must be able to fulfill the Program Technical Standards to participate in clinical internships. If students are unable to fulfill these standards, they will be subject to the Clinical Attendance and Personal Time policies.

# **Comped Personal Time**

#### Policy

Students may receive comped personal time for participation in various Program activities. These activities are done voluntarily. Opportunities and comp time subject to change.

#### Procedure

- 1. The RT Clinical Coordinator or designee will meet with the students during their Clinical Internship II semester to present volunteer opportunities available to them for the remainder of their time in the program.
- 2. Activities include, but are not limited to:
  - a. Job Shadow Escort
  - b. STEM/STEAM Events
  - c. Introduction to Radiation Sciences course Student Panel
  - d. Career Events
  - e. Staff Appreciation Events
  - f. Professional Conference Attendance
  - g. Presentation at ISRT Annual Student Meeting
  - h. New Student Clinical Mentorship
  - i. Recruitment Events
- 3. Students who are interested in participating must notify the RT Clinical Coordinator following the introductory meeting to be added to the Student Volunteer list.
- 4. Students who volunteer will be notified by email when opportunities are available.
- 5. For activities with limited space, volunteers will be taken on a first come, first serve basis.

Comp time will be added to the student's personal time bank following completion of the activity.

# **Electronic Communication**

University policy specifies that students are responsible for all official correspondences sent to their standard University of Iowa e-mail address (@uiowa.edu). Students should check their accounts frequently. (Operations Manual, III.II.15.1.k.11.)

- 1. Appropriate times to check e-mail messages include before 8:00 a.m., during the lunch hour, or after 4:30 p.m.
- 2. Messages about changes in schedules, etc., from program faculty, will be sent via E-mail.
- 3. E-mail Caution: Health Care Information Systems states that confidentiality of information messages cannot be guaranteed, and such messages can be considered evidence in legal proceedings. Do not retain electronic copies of e-mail beyond 30-days.

# **Judicial Procedure for Disregard of Student Supervision Policies**

## Policy

Students are required to know the program policies regarding Student Supervision and are required to adhere to them. If a student is found to be in violation of supervisory policies, disciplinary action taken by program staff will be as outlined below.

#### There are no exceptions to the direct or indirect supervision policy.

- 1. Students found in violation of the supervision policy, will be immediately placed on programmatic probation for the duration of their enrollment in the program.
- 2. Second reported violations of the supervision policies will result in student suspension form the program pending review of their case by the Radiation Sciences Promotions Committee.
- 3. Disciplinary actions for multiple violations will be determined by the Radiation Sciences Promotions Committee and can include but are not limited to failure of clinical internship courses, required leave of absence from the program, probation, suspension, or program dismissal.

## Lead Markers

#### Policy

Each student will be issued lead markers to be used when imaging patients during clinical learning. Markers are personalized with numbers and letters used to identify the student. Students who have lost, misplaced, or forgotten their marker set may **not** use markers belonging to another student or staff and must follow the procedures outlined below:

- 1. If the student loses their markers or is found in the clinical setting without markers, they will be required to purchase new markers or leave to retrieve them.
  - Students who leave the clinical assignment to retrieve markers will be subject to the Clinical Attendance & Personal Time policies.
- 2. Markers can be purchased from the RT Clinical Coordinator (I.O.U.s are allowed). The replacement costs are:
  - \$1.50 for each R or L and arrow
  - \$1.00 for small numbers and letters
  - \$5.00 for SUPINE and XTABLE markers
  - \$4.00 for PORT
- 3. Students found using markers that are not their own will be subject to the Judicial Process (see Degree Policies & Procedures Manual).

# Magnetic Resonance Imaging (MRI) Safety

## Policy

Students must adhere to all MRI safety policies and procedures required by the University of Iowa Hospitals and Clinics, the University of Iowa Department of Radiology, the University of Iowa Radiation Sciences and Radiologic Technology Education Program, and the JRCERT.

- 4. Students will be educated on MRI safety during program orientation and the MRI Safety compliance course in ICON.
  - a. Completion of this course is required initially upon acceptance, and annually thereafter.
- 5. Students will complete the MRI Health Screening form in e\*Value.
- 6. Students must notify the Program Director, the RT Clinical Coordinator, and the MRI Clinical Coordinator if their responses on the form have changed.
- 7. Any questions regarding the screening process will be discussed with a certified and registered MRI technologist prior to a student's participation in MRI rotations.
- 8. Failure to follow the MRI Safety policy will result in removal from clinical internship rotations.
- 9. Time removed from clinical rotations will be subject to the Clinical Attendance & Personal Time policies.
- 10. Students with multiple MRI Safety policy violations will be subject to the Judicial Process (see Degree Policies & Procedures manual).

# **Personal Time**

#### Policy

Students are expected to attend all clinical assignments without absence. If a student is unable to attend a clinical assignment, they are required to use personal time. Personal time accrual, number of hours used and requests to use personal time are managed and tracked in e\*Value.

- 1. Students will be issued 16 hours of personal time per semester.
- 2. Personal time can be taken in 0.5-hour increments.
- 3. At the end of a semester, any unused personal time will carry over to the next semester and subsequent semesters.
- 4. If a student has used their allotted personal time, absence from a clinical internship assignment will only be pre-approved for personal crisis (as determined by the Program Director or designee) and must be pre-arranged with the Program Director or designee.
- 5. Personal time used in excess of allotted hours will be tracked as negative personal time and resolved according to the Negative Personal Time Balance-Make-Up policy.
- 6. In the event a personal crisis/illness affects a student's ability to attend multiple clinical internship assignments, the student's program status may be subject to the Leave of Absence policy found in the Degree Policies & Procedures manual.
- 7. Personal leave time requests for one (1) week or more require prior approval by the Program Director or designee. Approval is based upon circumstance, student performance and status of clinical internship requirements.
- 8. Students may not skip lunch in lieu of using personal time.
- 9. Students who violate the Personal Time policies are subject to Use of Personal Time Procedure policy and will be subject to the Judicial Process (see Degree Policies & Procedures Manual).

## **Use of Personal Time Procedure**

## Policy

In the event a student is unable to attend a scheduled clinical assignment, they are required to use personal time. Personal time usage must follow the procedures outlined below.

## Procedure

#### Planned or Pre-approved Personal Time:

Students may acquire pre-approval for planned personal time. Planned personal time is defined as personal time that is occurring more than seven (7) days in the future. To acquire pre-approval, students must:

- 1. Enter a time off request in e\*Value using the "log time" function.
- 2. Email the e\*Value Administrator after entering their request to verify that it was received and approved.
- 3. Time off is not in pre-approved status without verification from the e\*Value Administrator.
- 4. In the event that a student acquires a negative personal time balance, they will be required to follow the Negative Personal Time Balance Make-up Time policy.

#### **Unplanned Personal Time**

Unplanned personal time is defined as personal time that is not pre-approved or is occurring at any of the following times:

- Within the next seven (7) days
- On the same day prior to clock-in
- On the same day after clock-in
- On a weekend day (Saturday or Sunday)
- On a day immediately following a university recognized holiday

To use unplanned personal time, students must:

- 1. Call the Program Absence Line and leave a message reporting their absence.
  - Program Absence Line (319) 356-0532
  - Messages must be left prior to the start of their clinical assignment.
  - For weekend absences, students must call General and speak to a technologist in addition to calling the Program Absence Line
    - General Radiology tech area: (319) 356-3359
- 2. Enter a time off request in e\*Value using the "log time" function **within 3 days** of their absence. Failure to comply will result in a personal time deduction.

- 3. Students are required to leave the following information when reporting an absence:
  - Your name
  - Your program and track (RT; RT/BI; RT/CT; RT/CVI; RT/MRI)
  - Date & hours you'll be absent.
  - Clinic assignment you are absent from
  - Phone number where you can be reached.

#### **Unapproved Personal Time**

## Policy

If a student fails to report their absence according to the Use of Personal Time Procedure the absence will be recorded as unapproved.

- 1. Unapproved absences will result in a deduction of time from the student's personal time bank at the rate of twice (x2) the missed time.
- 2. Deductions will begin at the start of the student's clinical assignment.
- 3. Deductions continue until the student has called the Program Absence Line.
- 4. Deductions will be taken in 30-minute increments.
- 5. Unapproved absences that are not reported to Program Staff by the student will result in a personal time deduction as well as additional disciplinary action including, but not limited to final clinical grade deduction, written warning, probation, suspension, and/or dismissal.
- 6. Students who falsify e\*Value clockings (in and/or out) in an attempt to cover up an unexcused absence will result in a personal time deduction and will be subject to the Judicial Process (see Degree Policies & Procedures Manual).
- 7. Students with multiple violations of the Unapproved Personal Time policy will be subject to the Judicial Process (see Degree Policies & Procedures Manual).

### **Negative Personal Time Balance - Make-Up Time**

## Policy

In the event that a student accumulates a negative personal time balance, they will be required to account for the negative hour balance each semester and prior to graduation. Students may choose to make up their negative balance in clinic or apply a RT Clinical Internship final grade reduction.

- 1. A negative balance of personal leave may only be made up during the break between semesters.
- 2. A maximum of 20 hours can be made up.
  - Any negative hours beyond 20 will be applied as a RT Clinical Internship final grade reduction.
- 3. All negative personal time must be made up prior to the University of Iowa Office of the Registrar deadline for final grade submission.
  - Any negative personal time balance a student fails to make-up prior to this deadline will be applied as a RT Clinical Internship final grade reduction.
- 4. To schedule make-up time, students must do the following:
  - Submit a proposed make-up schedule to the RT Clinical Coordinator.
  - Final approval of a student's make-up schedule will be made by the Program Director and RT Clinical Coordinator.
- 5. A student may choose to utilize an RT Clinical Internship final grade reduction in lieu of making up a negative personal time balance.
- 6. The maximum number of hours that can be applied to the RT Clinical Internship grade reduction is dependent on the student's RT Clinical Internship grade. **Reminder:** students cannot receive any grade lower than a C in any Radiation Sciences course (RS\*).
- 7. The final clinical internship grade reduction procedure is applied as illustrated in the Negative Balance Grade Reduction table.
- 8. Students with repeated personal time usage violations may be subject to a program suspension or leave of absence.
- 9. Students with repeated personal time usage violations and will be subject to the Judicial Process (see Degree Policies & Procedures Manual).

# Negative Balance Grade Reduction Table

Number of Hours	Grade Reduction Increment (i.e. A to A-, B+ to B, etc.)
0-2	1 increment
3-4	2 increments
5-6	3 increments
7-8	4 increments
8-10	5 increments
10-12	6 increments

## **Policy Awareness Form**

#### Policy

This form will serve as verification that student has read and understands the Radiologic Technology Education Student Handbook for the Radiation Sciences Radiologic Technology Program at the University of Iowa. Completing this form is an agreement to abide by the policies and procedures outlined in the Student Handbook as well as all policies and procedures referenced in the Preface. It serves as acknowledgement of the responsibility to adhere to the policies and procedures of the University of Iowa, University of Iowa Health Care, University of Iowa Department of Radiology, University of Iowa Radiation Sciences bachelor's degree, and the Radiation Sciences Radiologic Technology Education Program. Policies, procedures, and student handbooks can be found on the Rad Sci Rad Tech: Student Resource Center ICON course site.

- 1. Policies and procedures for the Bachelor of Science, Radiation Sciences degree program and the Radiologic Technology Education program will be reviewed annually at student orientation.
- 2. The policy awareness form, titled Handbook Review Waiver, will be completed annually in e\*Value.
- 3. Students are required to complete the Policies and Procedures quiz each semester in the clinical internship ICON course sites.
  - Students must receive an 80% or higher for successful completion.
- 4. Failure to successfully complete the Policies and Procedures quiz will result in removal from clinical internship rotations for policy and procedure review with the Program Director.
- 5. Time absent from clinical rotations for review attendance will be subject to the Clinical Attendance & Personal Time policies.
- 6. Students with multiple failed Policy and Procedures quizzes will be subject to the Judicial Process (see Degree Policies & Procedures manual).

# **Radiation Safety Guidelines**

- 1. Students will be supervised and instructed in a manner that will follow the As Low As Reasonably Achievable (ALARA) safety principle and follow the Occupational Dose Limits for Adults as set forth by the University of Iowa Environmental Health & Safety Office. (EHS).
- 2. The student must be 18 years of age or older to take part in clinical rotations that require working with sources of ionizing radiation.
- 3. Students who are in the procedure room during x-ray fluoroscopy are required by regulation to wear a protective apron (0.25 mm lead equivalent), a thyroid shield, and a dosimeter badge.
- 4. Students are prohibited from holding and an image receptor or a patient during an imaging exam exposure.
- 5. The RT Program uses the radiation monitoring service provided by the University of Iowa Environmental Health and Safety Office (EHS).
- 6. The student will be issued one P8 collar whole-body dosimeter. This dosimeter is to be worn at the collar level, external to the lead apron, and thyroid shield if one is used.
- 7. The student will be issued a new badge each month. This badge will be placed in the student's mailbox in the student lounge. Each student is responsible for returning the previous month's dosimeter badge to the (EHS) by the 10th of the following month. This can be done by placing the envelope containing the badge in any campus mailbox.
- If the student fails to return the badge three times within a 1-year period, the EHS Office bills the Radiology Department \$30 per incident for the lost or late badges. The Radiology Department policy requires the individual to reimburse the department for these charges.
- 9. Radiation Exposure Reports for the previous month are sent to students via email and posted in the student lounge for review within 30 days of generation.
- 7. Dosimetry badges must be worn during all clinical practice and labs. A student who does not wear their badge will not be allowed to take part and sent home. Students sent home for missing dosimetry badges will be subject to Clinical Attendance & Personal Time policies (see page 43).
- 10. If you lose your badge, contact RT Clinical Coordinator Lorie Gillitzer immediately
- 11. Do not wear your badge if you are personally going through a diagnostic or therapeutic procedure.
- 12. The badge is the property of the University of Iowa and must be returned upon graduation and before final ARRT examination verification by the Program Director. If a student is dismissed or withdraws from the Program, they must turn in their badge to the RT Clinical Coordinator.
- 13. Tampering with the radiation badge or exposing it to ionizing radiation so as to cause a false positive reading shall be considered a serious offense and will result in immediate dismissal from the Program.
- 14. The annual student's dosimetry badge reading will not exceed the following NRCP protection recommendation:

	Annual Maximum Permissible Dose Limits			
mrem	rem			
5000	5	Whole Body Deep Dose Equivalent (Head, trunk, active blood-forming organs & reproductive organs)		
50,000	50	Whole Body Shallow Dose Equivalent (Skin of the whole body) and Extremities (Hands, forearm, feet & ankles)		
50000	50	Lens of Eye Dose Equivalent		

Notification and investigation levels for occupational exposure to radiation by the EHS Office are as follows:

- Action Level I: EHS contacts individuals and their supervisor/department be presented with cumulative quarterly exposure exceeds any of the action levels listed below.
- Action Level II: In addition to "Level I" notifications, EHS requires the completion of a questionnaire for "Action Level II" exposures and may include a meeting with the student and their supervisor to discuss the individual's exposure and potential actions.

ALARAI	ALARALevelII	
200 mrem/month	400 mrem/month	Whole Body Deep Dose Equivalent (Head, trunk, active blood-forming organs& reproductive organs)
2000 mrem/month	4000 mrem/month	Whole Body Shallow Dose Equivalent (Skin of the whole body) and Extremities (Hands, forearm, feet & ankles)
600 mrem/month	1200 mrem/month	Lens of Eye Dose Equivalent

# Radiologic Technology Program Track Transfer

Track transfers are available to students who meet the qualifications for the desired track and transfer deadlines. Students wishing to transfer must follow the procedures outlined in the policy.

# **RT Multi-Credential Track to RT Track Transfer**

## Policy

Students currently enrolled in a multi-credential (MC) track may transfer into the radiologic technology (RT) track if eligible and approved. The RT track **does not** include an additional modality.

## Procedure

Students interested in transfer must complete the following:

- 1. Meet with their Radiation Sciences Academic Advisor to determine class and credit eligibility.
- 2. Meet with the RT Program Director to discuss clinical requirements.
- 3. Request for transfer approval, via email, to the following:
  - Radiation Sciences Academic Advisor
  - Radiologic Technology Program Director
- 4. The transfer process described above must be completed by the end of the RSRT:2325 RT Clinical Internship III.
- 5. Students in poor academic or clinical standing may be denied approval.

# **RT Multi-Credential Track to RT Multi-Credential Track Transfer**

## Policy

Students currently enrolled in a multi-credential (MC) track may transfer into a different MC track if an opening exists, the student is eligible, and the transfer is approved.

## Procedure

Students interested in transfer must complete the following:

- 1. Meet with their Radiation Sciences Academic Advisor to determine class and credit eligibility.
- 2. Meet with the RT Program Director to discuss clinical requirements.
- 3. Request for transfer approval, via email, to the following:
  - Radiation Sciences Academic Advisor
  - Radiologic Technology Program Director
- 4. The transfer process described above must be completed by the end of the RSRT:3125 RT Clinical Internship IV.
- 5. Students in poor academic or clinical standing may be denied approval.

## **RT Track to RT Multi-Credential Track Transfer**

#### Policy

Students currently enrolled in the radiologic technology (RT) track may transfer into a multicredential (MC) track if an opening exists, the student is eligible, and the transfer is approved.

#### Procedure

Students interested in transfer must complete the following:

- 1. Meet with their Radiation Sciences Academic Advisor to determine class and credit eligibility.
- 2. Meet with the RT Program Director to discuss clinical requirements.
- 3. Request for transfer approval, via email, to the following:
  - Radiation Sciences Academic Advisor
  - Radiologic Technology Program Director
- 4. The transfer process described above must be completed by the end of the RSRT:3125 RT Clinical Internship IV.
- 5. Students in poor academic or clinical standing may be denied approval.

# **Remedial Competency**

### Policy

The purpose of the clinical competency assessment is to verify comprehensive student accuracy of exam process, procedure, and technical skill required for patient care, medical imaging, and radiographic procedures. Students who are found to be performing radiographic exams incorrectly after verified competency will be assigned remedial competencies.

- 1. A remedial competency may be assigned to a student if an educator or staff technologist observes a student doing an exam incorrectly after the student has completed the competency for that exam.
- 2. The staff will assign the remedial assignment in e\*Value.
- 3. The student will be governed by direct supervision for the exam until the remedial assignment has been satisfied.
- 4. To successfully satisfy a remedial assignment, students will need to obtain two (2) additional signatures for the exam followed by one (1) additional competency exam.
- 5. The student will record these signatures and competency exam in e\*Value.
- 6. Remedial comps will be counted cumulatively throughout the student's enrollment in the program.
- 7. For every three (3) remedial comps received, the RT Clinical Internship final grade will be lowered by one grade level (i.e., A to B).
- 8. A student will not graduate until 100% of the competency and remedial competency requirements are completed.

# **Retention Assessment**

#### Policy

Retention assessment competencies are performed as part of the Program's ongoing quality assurance and outcome assessment evaluation that is required for high quality education, high quality patient care, programmatic accreditation, and process improvement. Students will be randomly evaluated for retention of exam skills during retention assessment exams.

- 1. Exams are completed annually for the duration of the program.
- 2. Exams are supervised by a Radiation Sciences Educator in the clinical setting.
- 3. Exams are completed on exams that the student has successfully comped on.
- 4. Inadequate performance during a retention assessment will result in a failed assessment.
- 5. Inadequate performance during a retention assessment may result in the assignment of a remedial competency.
- 6. Retention assessment competency exams will be completed during the clinical internships as follows:
  - a. Three (3) routine exams to be completed by the end of RT Clinical Internship III.
  - b. Three (3) routine and one (1) trauma exams to be completed by end of RT Clinical Internship V.
  - c. Three (3) routine and two (2) trauma exams to be completed by the end of RT Clinical Internship VIII.

# **Student Supervision**

### **Policy:**

Students in the RT Program are required to adhere to Program policy regarding supervision in the clinical setting. **There are no exceptions to the student supervision policy.** The RT Program adheres to the JRCERT's definitions of direct and indirect supervision.

**Direct supervision** is defined as student supervision by a qualified radiographer who:

- Reviews the procedure in relation to the student's achievement.
- Evaluates the condition of the patient in relation to the student's knowledge.
- Is physically present during the conduct of the procedure.
- Reviews and approves the procedure and/or image before the patient is dismissed and images are archived.

Indirect supervision is defined as student supervision by a qualified radiographer who:

- Is immediately available to assist students regardless of the level of student achievement (immediately available is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed).
- Reviews and approves the procedure and/or image before the patient is dismissed.

## Procedure

- 1. Students must be directly supervised until competency is achieved. Competency is achieved when they have successfully passed the competency for a specific exam/view.
- 2. Students must be directly supervised during all surgical and all mobile procedures, including mobile fluoroscopy, regardless of the level of competency.
- 3. The repeat of all unsatisfactory images must be completed under direct supervision, regardless of the level of competency. If a repeat examination is necessary, the qualified radiographer will check the position and technique before the exposure is made.
- 4. Once students have achieved competency, they may work under indirect supervision for applicable exams.
- 5. Students found to be in violation of the Student Supervision policy are subject to the Judicial Process for Disregard of Student Supervision Policies.

# \*Students operating in an employee role cannot supervise students operating in their student role.

# **Technical Standards**

Individuals admitted to the Radiologic Technology Program must be capable of performing the duties and responsibilities listed in the technical standards on your application.

https://medicine.uiowa.edu/radsci/sites/medicine.uiowa.edu.radsci/files/wysiwyg\_uploads/technic al-standards.pdf

The University of Iowa prohibits discrimination in employment and in educational programs and activities based on race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to university facilities.

#### Contact for additional information on nondiscrimination policies:

Office of Equal Opportunity and Diversity The University of Iowa 202 Jessup Hall Iowa City, Iowa 52242-1316 Phone: (319) 335-0705 (voice) and (319) 335-0697 (text)

# **Time Tracking**

### Policy

Students are required to clock in and clock out of all clinical internship activities in e\*Value. Students are required to log personal time usage and absences from clinical internship activities in e\*Value. All time tracking records are subject to programmatic audit.

- 1. Students must clock into clinical internship activities on, or before, their assigned start time. Clock-ins that occur after the activity assigned start time are considered tardy.
- 2. Three (3) recorded tardies in one semester will result in a deduction of one (1) personal hour from the student personal time bank.
- 3. Students with more than three (3) tardies in one semester will be subject to the Judicial Process (see Degree Policies & Procedures manual).
- 4. Students must clock in and out of clinical internship activities from a designated clinical computer. Students may not clock in or out from a personal electronic device. Students may not clock in or out from a location other than their designated clinical internship site.
- 5. If a designated clinical computer is not available, students must wait for availability to clock in or out. If this results in a tardy clocking, the student must email the e\*Value Administrator and notify them of the late clocking.
- 6. Failure to notify the e\*Value Administrator will result in logging of a tardy clocking.
- 7. If a student clocks in or out of activities from a personal electronic device, they must report this clocking immediately to the e\*Value administrator via email.
- 8. A clocking made from personal electronic device, and/or failure to report a clocking on a personal electronic device may result in a deduction of student personal time.
- 9. Students who fail to clock in or out of their clinical internship activity must notify the e\*Value Administrator by email of this error.
- 10. Failure to report a missed clock in or out may result in a deduction of student personal time.
- Students should remain in their clinical internship activity for the entire designated time (i.e., 8:00A-4:30P). If a student is released from their activity by staff more than thirty (30) minutes early, they must report in their clock out the name of the staff who released them.
- 12. Failure to identify releasing staff will result in deduction of student personal time for the early release.
- 13. Students who falsely identify staff in a clock out record will be subject to the Judicial Process (See Degree Policies & Procedures manual).
- 14. Students who violate the Time Tracking policy will be subject to the Judicial Process (See Degree Policies & Procedures manual).

# Weekend Clinical Assignment – Trades\*

#### Policy

Weekend clinical assignments can be traded in advance if a student is unable to attend their assigned weekend clinical. Trading will be done in e\*Value; the trading procedure will be reviewed in an informational session with the RT Clinical Coordinator during Clinical Internship II.

#### Procedure

- 1. Trades must be approved in e\*Value before they are considered final.
- 2. Trades must be completed at least seven (7) days prior to the start of the assignment.
- 3. If a trade is being requested less than seven (7) days prior to their weekend clinical assignment, the student(s) involved in the trade must email the RT Clinical Coordinator requesting the trade. This trade is not final until the student receives email approval from the RT Clinical Coordinator.
- 4. Trades cannot occur less than 24 hours prior to the weekend clinical assignment.
- 5. Time off requests for weekend clinical assignments must be entered into e\*Value and requests are subject to the Clinical Attendance & Personal Time Policies.
- 6. Absences incurred during weekend clinical assignments are subject to the Clinical Attendance & Personal Time Policies.
- 7. Students who violate the Weekend Clinical Assignment Trades policy will be subject to the Judicial Process (See Degree Policies & Procedures manual).

\*For students admitted prior to 2023

# Appendix A: Academic Calendars 2023-2024

# Fall 2023

August 2023						
М	Т	W	Т	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2023						
м	Т	w	Т	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2023									
М	Т	W	Т	F	S	S			
						1			
2	3	4	5	6	7	8			
9	10	11	12	13	14	15			
16	17	18	19	20	21	22			
23	24	25	26	27	28	29			
30	31								

November 2023										
м	Т	W	Т	F	S	S				
		1	2	3	4	5				
6	7	8	9	10	11	12				
13	14	15	16	17	18	19				
20	21	22	23	24	25	26				
27	28	29	30							

December 2023									
м	Т	w	Т	F	S	S			
				1	2	3			
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30	31			

First/Last Day of Class	
University Break (no class or clinic)	
Clinic Only (no classes)	

# Spring 2024

January 2024										
М	Т	W	Т	F	S	S				
1	2	3	4	5	6	7				
8	9	10	11	12	13	14				
15	16	17	18	19	20	21				
22	23	24	25	26	27	28				
29	30	21								

February 2024										
М	Т	w	Т	F	S	S				
			1	2	3	4				
5	6	7	8	9	10	11				
12	13	14	15	16	17	18				
19	20	21	22	23	24	25				
26	27	28	29							

March 2024										
М	Т	W	Т	F	S	S				
				1	2	3				
4	5	6	7	8	9	10				
11	12	13	14	15	16	17				
18	19	20	21	22	23	24				
25	26	27	28	29	30	31				

April 2024										
М	Т	w	Т	F	S	S				
1	2	3	4	5	6	7				
8	9	10	11	12	13	14				
15	16	17	18	19	20	21				
22	23	24	25	26	27	28				
29	30									

May 2024										
М	Т	w	Т	F	S	S				
		1	2	3	4	5				
6	7	8	9	10	11	12				
13	14	15	16	17	18	19				
20	21	22	23	24	25	26				
27	28	29	30	31						

First/Last Day of Class	
University Break (no class or clinic)	
Clinic Only (no classes)	

# Summer 2024

June 2024									
М	Т	W	Т	F	S	S			
					1	2			
3	4	5	6	7	8	9			
10	11	12	13	14	15	16			
17	18	19	20	21	22	23			
24	25	26	27	28	29	30			

July 2024										
М	Т	W	Т	F	S	S				
1	2	3	4	5	6	7				
8	9	10	11	12	13	14				
15	16	17	18	19	20	21				
22	23	24	25	26	27	28				
29	30	31								

August 2024							
М	Т	W	Т	F	S	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

First/Last Day of Class	
University Break (no class or clinic)	
Clinic Only (no classes)	

## **Appendix B: Program Administrative Information**

## **Organization of the Radiologic Technology Education Program**

#### **Administrative Director, Radiation Sciences**

Stephanie Ellingson, MS, RDMS, RDCS, RVT, RT(R)

#### **Director, Radiologic Technology Education**

Holly Bonfig-Becker, MA, RT(R)(M)

#### **Clinical Coordinator, Radiologic Technology Education**

Lorie Gillitzer, BS, RT(R)(CT)(M)

#### **Radiation Sciences Educators, Radiologic Technology Education**

Kathy Martensen, MA, RT(R)

Travis Ehlinger, BS, RT(R)(MR)

Jesse Brennan, BS, RT(R)(CT)

Mark Diller, BS, RT(R)(MR)

Hannah Fink, MHA, RT(R)(MR)

#### **Administrative Services Coordinator**

Laurie Calkins

#### **Advisory Committee**

The University of Iowa's Carver College of Medicine sponsors the Program in cooperation with the Department of Radiology. Education is provided by the University of Iowa College of Medicine faculty in the Department of Radiology, at the University of Iowa Hospitals and Clinics, UI Health Care Sports Medicine, UI Health Care Iowa River Landing, and UI Health Care Urgent Cares under the close guidance of licensed radiographers.

The program accepts a maximum of 20 students per cohort.

The educational experience includes didactic instruction, laboratory instruction, clinical instruction, and self-directed learning.

# Vice President for Medical Affairs, Dean of the Carver College of Medicine Denise Jamieson, MD, MPH Krabbenhoft Professor, Chair and DEO, Department of Radiology Bruno Policeni, MD, MBA (Interim eff. 12/1/23) Vice Chair for Clinical Operations and Education, Department of Radiology Bruno Policeni, MD, MBA Clinical Department Administrator, Department of Radiology Gregory Lehmann, MHA Director, Radiologic Technology Education Holly Bonfig-Becker, MA, RT(R)(M) Clinical Coordinator, Radiologic Technology Education Lorie Gillitzer, BS, RT(R)(CT)(M) Administrative Director, Radiation Sciences Stephanie Ellingson, MS, RDMS, RDCS, RVT, RT(R) **Directors, Radiation Sciences Educational Programs** Jennifer Maiers, MHA, RT(R)(CT)(VI)(QM) Jared Stiles, MSL, RT(R)(T)Holly Bonfig-Becker, MA, RT(R)(M) Jay Smith, MA, CNMT, RT(R)(N)

# **Appendix B: Grading Scales**

#### **Didactic Courses**

Final grades for didactic courses in the following course subjects:

- RSRT
- RSBI
- RSCI
- RSCT
- RSMR

Will be calculated according to the following grading scale:

А	100	95
A-	<95	90
B+	<90	88
В	<88	85
B-	<85	80
C+	<80	78
С	<78	75
C-	<75	70
D+	<70	67
D	<67	65
D-	<65	60

#### **Clinical Internship Courses**

Final grades for clinical internship courses in the following course subjects:

- RSRT
- RSBI
- RSCI
- RSCT
- RSMR

Will be calculated according to the following grading scale:

А	100	96
A-	<96	95
B+	<95	94
В	<94	91
B-	<91	90
C+	<90	89
С	<89	86
C-	<86	83
D+	<83	80
D	<80	76
D-	<76	70
F	<70	0



University of Iowa Health Care