

Clinical Obligations

All Radiologic Science students must meet certain requirements to proceed to all levels of the professional phase and clinical education. An outline of the requirements is provided below and more detailed information is provided in the pages that follow.

NOTE: students who do not comply with all applicable preparation requirements cannot proceed to clinical placement; this may delay the student's progression through the curriculum and delay graduation.

1. Medical Clearance
2. Health Insurance
3. Criminal Background Check
4. Professional Liability Insurance
5. Health Insurance Portability and Accountability Act (HIPAA) orientation
6. Cardiopulmonary Resuscitation (CPR)
7. HandBase Software for PC and iTouch
8. Clinical Dress Code
9. Expenses

In addition, some clinical education settings may require students to undergo drug testing and/or additional background checks. Failure to meet the clinical education setting requirements may prohibit students from attending clinical rotations which are necessary for successful completion of the program.

Medical Clearance

All Radiologic Sciences students must be medically cleared through a specific process prior to clinical placement. This document outlines this process. Students will receive communications from the Radiologic Sciences program with instructions.

NOTE: Medical clearance is valid for one year from the date of the last physical exam, tuberculosis skin test, or hepatitis screen, whichever occurred first. Students, therefore, are expected to complete medical clearance annually while enrolled in the professional phase of the program.

Students must keep a photocopy of **all** documents before submitting them for medical clearance. Students must make sure that their name and student identification number (X number) appear on all forms prior to submission. All student medical clearance documents must be submitted by the student to the University Health Services office located on the first floor in DaSilva Hall, (<http://www.stjohns.edu/services/studentwellness>) by the provided deadline.

Students may submit the documents in person or by mail. In the case of mail, students must call the University Health Services office to confirm that **ALL** documents have been received, are correct, and complete. The phone number is (718) 990-6360.

The University Health Services office subsequently sends confirmation of medical clearance to the Radiologic Sciences program. Students must contact the clinical coordinator or the program director to confirm that their medical clearance has arrived to the Radiologic Sciences Program.

Medical clearance is valid for one year from the date of the last physical exam, tuberculosis skin test, or hepatitis screen, whichever occurred first. When initial medical clearance is about to expire, students must complete the process again or risk withdrawal from the clinical course.

Health Insurance

All Radiologic Sciences students must have active health insurance throughout the professional phase of the program. Proof of such must be submitted to the program by provided deadlines. Students must keep the program informed of changes in health insurance coverage.

For information on the St. John's University Student Accident and Sickness Insurance Plan, please visit <http://www.universityhealthplans.com> and click on St. John's University. Please note that this plan does not cover well visits (annual physical exams, titers, etc.).

Criminal Background Checks

All students entering the professional phase of the program must complete a background check and repeat the background check annually thereafter, while enrolled in the professional phase of the program.

St. John's University currently uses the services of Sterling Testing Systems, Inc. as part of the procedures for processing criminal background checks on all students. St. John's University has contracted with Sterling Infosystems to conduct these background checks utilizing an on-line process (directions and deadlines regarding the online process are provided to students upon acceptance into the professional phase of the program). Students are required to complete all background checks through the Sterling system regardless of the possibility of having a previous background check performed by your place of employment.

It is the student's responsibility to submit the required information correctly online and to pay the required fee in order to conduct this background check. If this is not done in a timely fashion, the student's continuation in the professional phase may be delayed.

Student questions pertaining to background checks must be directed to the Assistant Dean of Allied Health Professions located in the Office of the Dean, St. Albert Hall Room 171.

Preceptor sites requiring specific criminal background check documentation must submit such a request in writing to the Radiologic Sciences Program.

All such information is kept in strict confidentiality.

Professional Liability Insurance

Professional liability insurance (malpractice insurance) covers the student in cases of professional negligence that results in injury to a patient. Each student enrolled in the Radiologic Sciences Program will automatically be covered under the University General Liability Insurance Policy.

Students enrolled in the Radiologic Sciences program are covered under the St. John's University Policy for claims that may arise pursuant to their participation in clinical education, because these activities are approved courses of study conducted under the auspices of the University. The policy provides "occurrences coverage," which protects students from covered incidents regardless of when the claims are filed. However, this coverage does not extend to any paid or volunteer work in which the student may engage outside the College's Experiential Training Program.

Students who wish to obtain their own professional liability insurance are encouraged to seek policies that provide occurrence coverage with minimum limits of \$1 million per incident/\$3 million annual aggregate.

Health Insurance Portability and Accountability Act (HIPAA)

All students entering the professional phase must complete HIPAA training. Training will be provided by the Radiologic Sciences program. For more information on HIPAA, students are encouraged to visit the U.S. Department of Health & Human Services website (<http://www.hhs.gov/ocr/privacy>).

Cardiopulmonary Resuscitation (CPR)

Students are required to be training and certified in Cardiopulmonary Resuscitation Techniques and First Aid. Students are offered a course on campus which provides the student with the basic principles of CPR and First Aid leading to Basic Cardiac Life Support (BCLS) certification. Students will be responsible for course fees which are in addition to tuition charges.

HandBase Software for PC and iTouch

The Radiologic Sciences program currently utilizes the HandBase database management software for the experiential learning component of the program. All students are required to purchase the software from DDH Software (<http://ddhsoftware.com>). Students are to purchase the HandBase Plus for iPhone/iPad/iPod (Windows or Macintosh) and the HandBase for iPhone App from the App Store.

The program will email the HandBase Databases in which the students will be required to upload onto their iTouch. The databases will be utilized to maintain attendance, evaluations, and

competencies. Students are to immediately report any problems or issues to the clinical coordinator.

Clinical Dress Code

Students in the clinical setting are expected to adhere to acceptable standards pertaining to dress attire, personal appearance, and professional demeanor.

The dress code for all students in the clinical setting is:

- Granite color scrub top with the St. John's University and program patch affixed to the left sleeve
- White scrub pants
- White sneakers.
- St. John's University Student ID Card (Storm Card) clipped to scrub top
- Clinical Site ID (If required by the clinical setting)

Students are to be reminded that while at the hospital or imaging center, patients and other professionals will recognize him/her as part of the site's staff. Students are to remember that they are guests at the site and they are representing the College, the profession of radiologic technology, the site, and themselves and must adhere to acceptable standards of personal hygiene & grooming as well as maintaining a professional image and demeanor at all times.

Students are required to wear their St. John's University student identification card (Storm Card) and their radiation badge (provided by the program) at all times. The Storm Card is to be used as your proper form of identification and must be visible at all times. (It is unacceptable to cover any part of the Storm Card with tape or to turn the Storm Card around) Note: some sites may require the student to also wear a site identification tag.

Expenses

Additional expenses for clinical rotations include, scrub tops, scrub pants, white sneakers, radiographic markers, HanDbase application, Apple iTouch, Radiographic positioning handbook or application, background check fee. The total approximate amount is \$800.

The program provides the St. John's University and program patch.