

# UPEI School of Radiography



UPEI School of Radiography  
Student Handbook  
4/11/2016

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## 1 Program Introduction

### 1.1 Program Description

Radiography is an allied health profession that involves imaging of the form and function of human anatomy using ionizing radiation for the purpose of diagnosing and/or treating pathological conditions.

The Program offered by the UPEI School of Radiography prepares students for entry into this ever evolving profession. Students will achieve clinical proficiency in all aspects of Radiography and will attain all competencies as detailed in the Canadian Association of Medical Radiation Technologists (CAMRT ) Competency profile. This profile, developed by the CAMRT, provides the program with the framework for its curriculum. Upon successful completion of the national certification exam the graduate will become a Registered Technologist in Radiography (RTR) and is eligible to practice in most Canadian provinces.

The UPEI School of Radiography offers a four year integrated Degree program with students completing both hospital-based courses (designated as QEH in all Program literature) and university -based courses at the University of Prince Edward Island (UPEI).

Upon completion of all Program requirements, students are eligible to write the CAMRT certification exam This exam is developed and administrated through the CAMRT; passing this exam is a requirement for employment on PEI and in most other provinces within Canada.

### 1.2 Program Goals

- The UPEI School of Radiography will
  - Provide students with a safe learning environment.
  - Ensure students successfully achieve all competencies in the CAMRT Competency Profile
  - Prepare students to perform Radiography procedures safely and effectively
  - Support students throughout their training
  - Encourage life- long learning in students and faculty
  - Prepare students for successful completion of CAMRT certification exam
  - Respond to feedback from stakeholders

### 1.3 Radiography as a Profession

The rewards of this profession are great but there are both physical and psychological demands of which students should be aware. These include the ability to be on one's feet for prolonged periods and the ability to endure sustained physical activity such as lifting and positioning patients. The student must have sufficient visual acuity to perform all the required tasks such as image review and assessment.

There is also some risk to students due to exposure to ionizing radiation, disease, bodily fluids, and musculoskeletal injury. Some students may also find that the emotional and psychological demands of the profession have a detrimental effect on their well being. These demands may include being involved in stressful trauma scenarios or in the morgue setting. Some students are not well equipped to deal with the sight of severe injury and blood loss so the school recommends that prospective students consider "job shadowing" prior to applying.

Any student who is feeling stressed due to the nature of the job will be directed to the Health PEI Employee Assistance program or the UPEI Student Affairs department.

<http://www.upei.ca/studentlife/student-affairs/counselling>

### 1.4 Diversity

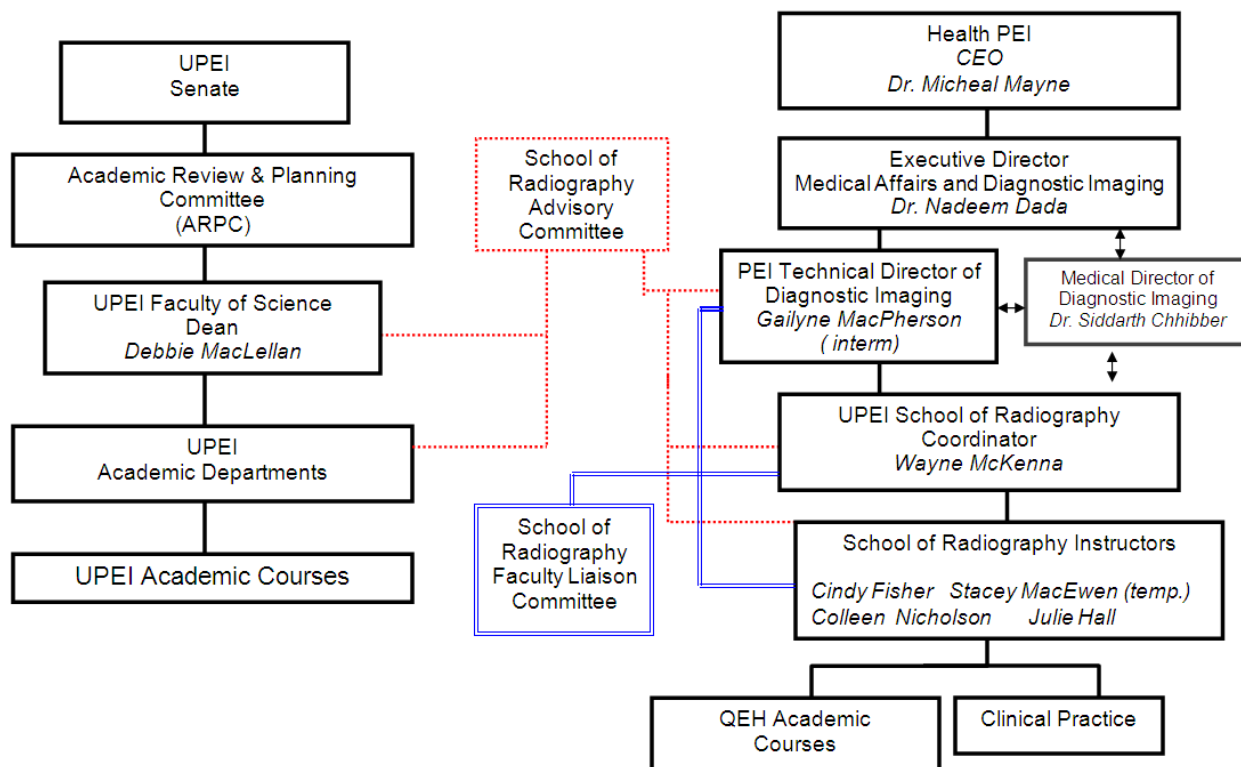
- The UPEI School of Radiography is committed to diversity and social justice in all areas related to the program including admission to the program as well as respect for diversity among students, faculty, staff, and patients.
- UPEI Student Diversity Office  
<http://www.upei.ca/studentlife/service/access-student-diversity-office>
- See page 19 in Health PEI Employee handbook

### 1.5 Harassment

- Harassment of any kind will not be tolerated in any way
- Students must maintain a respectful demeanor in all interactions with fellow students, faculty, staff, and patients
- Any student who feels that they have been harassed in any manner is encouraged to report the harassment to the program coordinator, the technical director of diagnostic imaging, or the Fair Treatment Office at UPEI [www.upei.ca/vpaf/fair-treatment-office](http://www.upei.ca/vpaf/fair-treatment-office)
- See page 21 in Health PEI Employee handbook

## 1.6 Organizational Chart

### UPEI School of Radiography Organizational Chart



Revised April 2016

## 1.7 Faculty Contact Information

- Wayne McKenna- RTR, ACR, CAE  
Program Coordinator  
368-6663  
[wjmckenna@ihis.org](mailto:wjmckenna@ihis.org)
- Julie Hall- BSc, RTR, BScR  
Clinical Coordinator  
894-0207  
[jmhall@ihis.org](mailto:jmhall@ihis.org)
- Cindy Fisher- RTR, BScR  
Didactic Instructor  
368-6548  
[ctfisher@ihis.org](mailto:ctfisher@ihis.org)
- Stacey MacEwen, RTR, BScR  
Didactic Instructor (temp.)  
368-4357  
[ctfisher@ihis.org](mailto:ctfisher@ihis.org)
- Colleen Nicholson- RTR,  
Clinical Instructor-894-2292  
[cjnicholson@ihis.org](mailto:cjnicholson@ihis.org)

## 1.8 Progressing through Program

- Once accepted into the Radiography Program, students enter into the second year of the program.
- All QEH courses, including clinical, must be taken in the order prescribed by the Program. Students cannot progress to later years without completing all requirements of the previous year. This includes:
  - Achieving a passing grade in ALL QEH courses ( NOTE: A passing grade in QEH courses is 70 %)
  - Completing all clinical requirements
- QEH designated courses ( except clinical) are all held at Hillsborough Hospital ( 115 Deacon Grove Lane, Charlottetown)
- In second year, students spend approximately 1.5 days per week in clinical practice. This is in addition to classroom courses.
- In first semester of third year and second semester of fourth year, students spend 2.5-3 days in clinical practice. Again, this is in addition to classroom based courses.
- In second semester of third year and first semester of fourth year, students take UPEI courses only and will not be in clinical practice during the semester.
- At the end of the winter semester in second year, students complete a ten week clinical practicum; in third year this becomes a 14 week practicum.
- All clinical practica are mandatory and must be completed at the time and location set forth by the Clinical Coordinator (Julie Hall).



## 1.9 Program Course Overview

- NOTE: This is for information only. It is the responsibility of the student to ensure they meet all requirements for graduation. Contact the Registrar's Office at [www.upei.ca](http://www.upei.ca) for current requirements

Year One	Year Two	Year Three	Year Four
Fall Semester:  Biology 131  Chemistry 111  Physics 111 or 121  Math 112 (or 151/152)  One composition course (UPEI-102)	Fall Semester:  QEH 201 (Anatomy & Physiology I)  QEH 211 (Radiographic Technique I)  QEH 231 (Radiographic Physics)  QEH 242 (Digital Imaging )  QEH 251 ( Clinical Experience I)  Psychology 101	Fall Semester:  QEH 331 (Pathology )  QEH 321 (Radiographic Technique )  QEH 362 (Sectional Anatomy)  QEH 391 (Clinical Radiography)  QEH 353 (Specialized Imaging )  QEH 342 (Radiation Protection )  QEH 351 (Clinical Experience 3)	Fall Semester:  Family Science 261  Family Science 331  Physics 331 or Physics 342 or Psychology 212 1 Writing Intensive Course  Group I Elective
Winter Semester:  Biology 132  Physics 112 or 122  Chemistry 112  Two Free Electives ( if taking Math 151/152: only 1 free elective required)  :	Winter Semester:  QEH 202 (Anatomy & Physiology II)  QEH 212 (Radiographic Technique II)  QEH 221 (Patient Care I)  QEH 272 (Image Quality )  QEH282 (Apparatus)  QEH 252 ( Clinical Experience II)	Winter Semester:  Psychology 102  Math 221  One Group II Elective  Two Free Electives	Winter Semester:  QEH 403 (Quality Management )  QEH 412 (Patient Care )  QEH 432 (Pathology )  QEH492 (Clinical Radiography )  1 Free Elective  QEH 452 (Clinical Experience 4)
	Spring ( April- June):  QEH 292 Clinical Practicum Ten weeks	Spring –Summer( April- July):  QEH 311 Clinical Practicum 14 weeks	<ul style="list-style-type: none"> <li>Students write the CAMRT Certification exam the third Tuesday in May</li> </ul>

## 1.10 Estimated Costs

Item	Approximate Cost
Criminal Record Check	\$25.00
Books	\$1200-\$1500
2 Uniforms/Duty shoes	\$300-\$400
Parking swipe card deposit	\$10.00
Tuition per year	\$5500-6000 (includes student fees)
Travel to alternate sites*	\$200-\$400 (dependent on car and gas prices)
Certification exam	\$800 plus \$105 = \$905
Professional registration fee (upon completion of Program)	\$350

The cost of the courses for the program can be viewed at: <http://www.upei.ca/becomeastudent/>

Resources for first year advisement, financial aid and course selection may be found at:

<http://www.upei.ca/studentlife/registrars-office/services>

\*Students complete various clinical practica throughout the Program including rotations at the Queen Elizabeth Hospital (QEH), Prince County Hospital (PCH) and Kings County Memorial Hospital (KCMH). All costs involved in getting to and from these sites is the sole responsibility of the student..

## 1.11 Schedules

- **Upon entering the program, students should anticipate that they will be occupied from Monday through Friday from 830 am to 4 pm.**
  - Students are required to consult with Program coordinator before registering for any non QEH designated courses once they have been accepted into the Program. This applies only to semesters that are radiography focused
- Students are given class and clinical schedules at the beginning of each semester
- Schedules are subject to change during the semester; students are advised of changes to their schedules as early as possible
- Students must adhere to the clinical schedule of clinical times and placements; no alterations are permitted without pre-approval from the Clinical Coordinator.
- See Appendix A for example of class schedule
  - NOTE: This is an example ONLY and may differ from actual schedule

## 2 Program Procedures

### 2.1 Attendance

- Attendance at clinical is mandatory. Any time missed from a clinical practicum may need to be resolved in order to progress further in the Program. The Clinical Coordinator will determine how and when missed time will be resolved.
- Attendance at QEH courses is strongly encouraged. It is the responsibility of the individual course Instructor to determine the attendance requirements of his/her course. Missed time may result in a deduction in grade or a designation of an incomplete for the course.

### 2.2 Punctuality

- Arriving on time for clinical practica is essential. A student who is chronically late may be required to make up the missed time before progressing through the Program.
- A student who arrives late for class may not be permitted to join a class in progress if it is deemed disruptive to other students. This may result in the student being marked absent. Students who arrive late for quizzes or exams will not be allowed additional time.

### 2.3 Student Attire

- While attending QEH classes at Hillsborough Hospital, the student may wear casual clothing of their own choosing with some restrictions:
  - No graphic T-shirts with profanity or inappropriate images
  - No overly revealing clothing
- While at clinical, students must adhere to hospital dress code ( see clinical section of handbook)

### 2.4 Tattoos & Piercings

- No facial piercings ( with the exception of discreet nose / eyebrow) allowed while at clinical
- Tattoos are permitted, however, students may be required to cover tattoos while at clinical.

### 2.5 Electronic Devices

- Use of electronic devices such as Smartphones/tablets is not permitted during class
  - All phones must be turned off or placed on “ silent” during class
  - These devices are permitted during lunch breaks.
- Use of cellphones during clinical practica is not permitted except in lunch/break area

### 2.6 Criminal Record Check

- Students must supply a vulnerable persons’ criminal record check to UPEI before beginning the Program.
- Students are responsible for any costs incurred.

## 2.7 CPR Training

- Students must acquire and maintain certification in CPR. Training will be provided free of charge throughout the Program.
- The Program will select the time and location of CPR training.
- Any student who is unable to attend CPR training may be required to acquire certification through a private business at the student's own expense.

## 2.8 Venipuncture

- Performing venipuncture is a mandatory part of the Program. During venipuncture training students may practice on fellow students and staff. To allow students to practice venipuncture on each other, signed consent must be first obtained.

## 2.9 Clinical Simulations

- An important aspect of the Radiography Program involves the simulation of radiographic exams. During simulation students will practice radiographic positioning on their classmates.

## 2.10 Access to Facilities

- Students may have access to classrooms located at Hillsborough Hospital during weekends, evenings and holidays. Access to Instructors' offices after hours is not permitted.
- Radiography students have full access to all UPEI facilities such as the gym, library, health center, etc.
- Access to radiographic exam rooms is only permitted under **direct supervision** of a program Instructor or designated certified medical radiation technologist.

## 2.11 Computer Use

- Students will be issued a user name and password which will give them access to any computer in the Island Health network.
  - There are computers designated for student use at Hillsborough Hospital
- Students are subject to all Health PEI guidelines pertaining to computer use
  - See page 11-12 at [http://www.gov.pe.ca/photos/original/hpei\\_employhand.pdf](http://www.gov.pe.ca/photos/original/hpei_employhand.pdf)

## 2.12 Pregnancy

- A student who becomes pregnant while in the Radiography program shall be allowed to continue in the Program.
- Any time missed from clinical as a result of pregnancy will need to be completed before the student can progress into the following year of the Program.
- Pregnant students will be issued an additional TLD as per QEH policy

## 2.13 Request for Deferment

- The UPEI School of Radiography Program is designed for students to complete within the designated, four year, time frame.

- The sequencing of courses and integration of clinical practice with didactic learning aims to allow students to build upon previous learning and experience as they progress from year to year.
- After beginning the Program in September of second year, students never spend more than 14 weeks away from the clinical environment.
- It is strongly recommended that students complete the Program as it was designed; deferment is not encouraged.
- Deferment will be considered upon request but is not guaranteed. Consent to defer completion of the Program will be dependent upon many factors, including but not limited to:
  - Availability of clinical placements for the student upon return to the Program
  - Academic and clinical standing of student when deferment is requested.
  - Reasons for requesting deferment.
  - Granting of deferral is entirely at the discretion of the faculty committee.
- Student may be required to complete additional clinical practica if deferment is granted. Students may also be required to complete additional academic testing before returning to complete the Program.

#### **2.14 Registration in Non-QEH Courses during the Program**

- Students are required to register in additional UPEI courses during the Program in order to complete degree requirements (consult [www.upei.ca](http://www.upei.ca))
- During the radiography focused semesters, students wishing to enroll in non-QEH designated courses must consult with the Program coordinator
- Students must seek permission from the Program Coordinator prior to registering for any Spring or Summer semester courses at UPEI. If permission to register for a Spring or Summer semester course is granted, the student will be responsible for making up any time missed from clinical. The Clinical Coordinator will determine when and where any missed time is resolved.

#### **2.15 Student Records**

- All student records are kept strictly confidential.
- Files are stored in a locked file cabinet either at Hillsborough Hospital or at the QEH.
- Students may access their records upon request.
- The program will not share a student's records without express written permission from the student.
- All student transcripts and final grades can be accessed electronically through the UPEI student login.

## 3 Didactic /Academic

### 3.1 Facilities

- All QEH designated didactic courses will be held at Hillsborough Hospital, (located at 115 Deacongrove Lane, Charlottetown-See Appendix A for a map)
- Student parking is located at the back of the building ( free of charge). Students will access the building via the back door
  - This a secure door; students will be issued a magnetic security swipe card that will be used at both QEH and Hillsborough Hospital
- Classrooms are located on the second floor ( there is no elevator)
- Students have access to kitchen facilities and a small student lounge.
- Walking trails are available for student use
- Students also have unlimited access to all UPEI faculties throughout the program

### 3.2 Academic Regulations

- UPEI designated courses are subject to all UPEI Academic Regulations  
<http://www.upei.ca/programsandcourses/general-regulations>
- QEH designated courses also follow UPEI regulations with some crucial **exceptions**:
  - UPEI School of Radiography uses an unique academic appeals process for all QEH-designated courses ( See Program Policy 14.0)
    - All other courses follow the UPEI academic appeals process
  - Repeating of QEH courses is not permitted
  - An average of 70 % is a passing grade for all QEH courses
  - Program must be completed within the three year period following admission unless a formal arrangement to defer has been approved

### 3.3 Course Descriptions/Outlines

- A detailed course description/outline is provided for each course; these are provided in the first week of each semester
- Course descriptions will include
  - Method of course evaluation with a breakdown of the value of each component.
  - Course policy on attendance, late assignments and punctuality
  - Copy of grading rubrics used.
  - Tentative course schedule

### 3.4 Group Work

- Many QEH courses have a group work component
- It is the responsibility of the students to arrange group meetings.

### 3.5 Class Quizzes for QEH Courses

- Class quizzes are written during designated quiz periods rather than during the class period
- Quizzes must be written on the specified date unless otherwise arranged with the Instructor
- Failure to write a quiz may result in a zero mark for that quiz.
- Students who score less than 70 % on a class quiz may be required to write a supplementary quiz in order to continue in the course.
  - It is the responsibility of the individual course Instructors to inform students of the policy regarding quizzes for specific courses

## 4 Clinical

### 4.1 Introduction to Clinical Practica

- The clinical component of the radiography program gives the student a chance to implement the knowledge attained in the didactic setting. It is incumbent upon the student to avail themselves of every opportunity to observe or perform a case to ensure that they become the best radiographer possible.
- Students begin clinical practice immediately ( week after program orientation) and throughout the program complete the equivalent of 43-44 weeks of clinical
- The student will initially be subject to direct supervision and later, as skills are more highly developed they will require only indirect supervision (See 4.7). Progression from direct to indirect supervision will be at the discretion of the clinical coordinator.
- The student should be aware of potential circumstances that may cause them physical or psychological harm. Dealing with severely injured patients may be traumatizing to the student and certain cases may expose the student to diseases such as TB, HIV, and hepatitis. Visits to the morgue or the Operating Room may also be upsetting.
- While at clinical, students are mostly governed by policies of Health PEI regarding employees. The Health PEI Employee Handbook can be viewed [here](#) .

### 4.2 Expectations

- The student must be present at assigned work area five minutes before the scheduled shift.
  - Punctuality is a key component of professionalism
- During clinical it is imperative that all students maintain professionalism both in appearance and in conduct. The student should be properly attired in accordance with the applicable dress code and have their left and right markers and TLD's with them at all times.
- No cell phones are permitted in the work area unless an exceptional circumstance requires it. They may, however, be used at break times away from patient areas.

- If a student volunteers to allow fellow students to practice venipuncture; a separate consent form will be signed.

### 4.3 Travel

- Students will be required to travel to/from clinical sites: KCMH(Montague), PCH ( Summerside), and QEH ( Charlottetown)
- Responsibility for transportation ( including costs & liability) lies solely with the student

### 4.4 Dismissal from Clinical

- Dismissal may occur due to any circumstance that, in the opinion of the person responsible for student's supervision, places the patient or other healthcare workers at risk (e.g. ingestion of drugs or alcohol, sleep deprivation or an attitude of indifference).
- A CI's or preceptor's request for a student to leave the work site is warranted in such circumstances and could result in the student's termination from the program. The final decision on such a matter is to be decided by the faculty committee and the manager of DI.

### 4.5 Attire

- When at clinical students must wear a clean, wrinkle-free, well fitting healthcare uniform
- Footwear worn in the clinical setting must meet the standard set forth in the Health PEI Employee Handbook (see page 38)
- All other attire must be in keeping with a professional demeanor and infection control policies as discussed in orientation with the clinical coordinator.

### 4.6 Confidentiality

- Maintaining confidentiality is a very important tenement of every healthcare professional. Each student will read and sign a confidentiality agreement. Any breach of this agreement may result in termination from the program and possibly even legal action.
- Health PEI Employee Handbook (see page 16)

### 4.7 Incident Reporting

- The Risk Management coordinator will spend time with the new students to ensure that they are aware of what constitutes an incident and what form must be filled out as a result of an incident. This shall take place either during or shortly after the orientation period. The Risk Management Coordinator will highlight the rationale for filling out the form and go through the actual forms with the students.
- Health PEI Employee Handbook (see page 36)



## 4.8 Direct & Indirect Supervision

- As students progress through the program, they may transition from direct to indirect supervision
- Direct Supervision:
  - Student is supervised by a technologist who remains in the exam room for the entire case
  - Request for Consultation is reviewed by technologist prior to case; all images are approved by the technologist prior to release to PACS; and technologist signs the Request
- Indirect Supervision:
  - After competence for an exam has been successfully assessed, students may work under indirect supervision
  - Student is supervised by a technologist who remains nearby but is not required to be in exam room (technologist must be close enough to render immediate assistance to the student)
  - Request for Consultation is reviewed by technologist prior to case; all images are approved by the technologist prior to release to PACS; and technologist signs the Request
- Clinical Instructor/preceptor has the discretion to directly supervise any student for any case if they deem it necessary

## 4.9 Scent-Free

- All clinical sites follow a strict scent-free policy
- See the Health PEI Employee Handbook (page 24) for details
- Students may be asked to leave clinical or wash off scented products if they fail to adhere to this policy while at clinical

## 4.10 Missed Clinical Time

- Active and engaged participation in clinical is an essential and mandatory component of the program.
- Students may be required to complete additional clinical time to compensate for time missed at scheduled clinical practica. This shall be determined at the discretion of the clinical coordinator
- A student may not proceed within the program until they have completed all clinical requirements
- The clinical coordinator puts forth a great deal of effort to ensure that every student gets a diverse caseload with an equitable distribution among all students. This is done with the intent of giving the student the best clinical experience possible. Therefore any student who misses clinical time will be required to make it up in the area designated to satisfy the clinical requirement.

### 4.11 Preceptors

- A preceptor is defined as:  
“An expert or specialist who gives practical experience, supervision and training to a student, especially within healthcare”
- All certified medical radiation technologists working at the clinical sites of the program act as preceptors to students
- Participating in assessment of clinical proficiency is part of every preceptor’s job. The clinical coordinator will oversee the process of assessment and ensure that all parties involved get the necessary training to perform an objective student evaluation. An online tutorial will be used to ensure that the preceptor is well versed in the assessment forms used and in giving timely and effective feedback to the student.

### 4.12 Assessment of Clinical Proficiency

- In addition to meeting the academic requirements of the program, students must successfully complete ALL clinical requirements and be deemed clinically proficient in order to graduate and write the CAMRT certification exam
- Assessment of clinical proficiency is multi-fold and involves both formative and summative assessments
- Details of clinical requirements are explained during program orientation

### 4.13 Lockers

- Shared lockers will be assigned at the QEH as part of clinical orientation.

### 4.14 ID /Security Card etc.

- A magnetic “swipe card” shall be assigned to each new student in the first full week of clinical. This card shall provide the students’ entry to the areas of the Queen Elizabeth and Hillsborough Hospitals to which access has been granted. It shall also grant parking access to the front parking lot at the QEH. The deposit for these cards will cost \$10.00.
- Nametags, radiographic markers, and radiation monitoring devices ( TLD`s) will also be assigned at the beginning of clinical.

## 5 Student Safety

### 5.1 Introduction

The physical and psychological safety of students is a top priority: many mechanisms are in place to ensure a safe work and learning environment for the student. A complete list will be presented during orientation.

- Occupational Health and Safety policies can be viewed at:  
[http://iis.peigov/dept/health/manual/pdf/Occupational%20Health%20and%20Safety%20Policy\\_2012-05-15\\_Final.pdf](http://iis.peigov/dept/health/manual/pdf/Occupational%20Health%20and%20Safety%20Policy_2012-05-15_Final.pdf)
- UPEI emergency and evacuation plans:  
<http://emergency.upei.ca/upei-evacuation-procedures>
- UPEI Counseling services:  
<http://www.upei.ca/studentlife/service/access-health-counselling-services>
- UPEI Health center Services:  
<http://www.upei.ca/studentlife/student-affairs/health-services>

### 5.2 Radiation Safety:

Diagnostic Imaging departments on PEI operate a Radiation Safety Program that meets the regulations and requirements as set out by:

- PEI Radiation Safety Regulations.  
<http://www.gov.pe.ca/law/regulations/pdf/P&30-1-06.pdf>
- Health Canada Safety Codes.  
[http://www.hc-sc.gc.ca/ewh-semt/alt\\_formats/pdf/pubs/radiation/safety-code\\_35-securite/safety-code\\_35-securite-eng.pdf](http://www.hc-sc.gc.ca/ewh-semt/alt_formats/pdf/pubs/radiation/safety-code_35-securite/safety-code_35-securite-eng.pdf)
- Canadian Nuclear Safety and Control Act and Regulations.  
<http://laws-lois.justice.gc.ca/PDF/N-28.3.pdf>
- Conditions of the Canadian Nuclear Safety Commission (CNSC) licenses.

### 5.3 Infection Control

- Students receive an introduction to infection control principles during clinical orientation
- A comprehensive overview of infection control principles is included in the curriculum ( Patient Care 1)
- Refer to Health PEI's policies regarding routine practices and handwashing
- Routine Practices  
[http://iis.peigov/dept/health/manual/pdf/Routine%20Practices%20Policy%202014-05-13\\_Approved\\_Final.pdf](http://iis.peigov/dept/health/manual/pdf/Routine%20Practices%20Policy%202014-05-13_Approved_Final.pdf)
- Handwashing

[http://iis.peigov/dept/health/manual/pdf/Hand%20Hygiene%20Policy\\_2014-05-13\\_Approved\\_Final.pdf](http://iis.peigov/dept/health/manual/pdf/Hand%20Hygiene%20Policy_2014-05-13_Approved_Final.pdf)

## 5.4 Immunizations

- Students are required to have up to date immunizations. Current immunizations records must be submitted to employee health at the QEH upon entry into the Program
- Flu immunization will be offered to students but is not mandatory ( subject to change)

## 5.5 N95 Mask Fitting

- A special face mask, N95, is required to work with certain patients. Students must be specially fitted for this mask. Fitting for N95 masks will be offered through employee health at the QEH.

## 5.6 Musculoskeletal Injury Prevention policy:

- While at clinical students follow Health PEI's policy regarding injury prevention
- Refer to Page 37 in Health PEI Employee Handbook  
[http://www.gov.pe.ca/photos/original/hpei\\_employhand.pdf](http://www.gov.pe.ca/photos/original/hpei_employhand.pdf)
- Health PEI Policy  
[http://iis.peigov/dept/health/manual/pdf/Musculoskeletal%20Injury%20Prevention%20Policy\\_2012-04-25\\_Final.pdf](http://iis.peigov/dept/health/manual/pdf/Musculoskeletal%20Injury%20Prevention%20Policy_2012-04-25_Final.pdf)

## 5.7 Personal Security

- All government institutions have numerous mechanisms in place to ensure personal security.
- These include
  - Secure buildings protected by swipe cards and on-site security.
  - All students and staff are mandated to wear identification cards at all times. Staff and students have swipe cards which only permit admission to areas to which they have been given clearance to enter.
  - In addition there are well lit parking areas. Safe walk programs are in place whereby the student or staff member may request a security officer to escort them to their vehicles.
- UPEI Safety initiatives can be seen at the links below:  
<http://news.upei.ca/student/feature/campus-safety-initiatives>  
<http://www.upei.ca/facilities/security/safety-initiatives>
- See page 42 in Health PEI Employee handbook

## 5.8 Fire Safety

- Each facility related to the program has fire safety procedures as well as clearly marked exits and fire extinguishers
- See page 36 in Health PEI Employee handbook
- **UPEI Emergency Procedures Manual:**  
<http://emergency.upei.ca/files/emergency/EmergencyProceduresManual2009.pdf>

- UPEI Emergency Management Plan:  
<http://emergency.upei.ca/files/emergency/EmergencyManagementPlan.pdf>
- UPEI Evacuation Plan:  
<http://emergency.upei.ca/evacuation>

## 5.9 Smoke free

- All facilities used by the Program are smoke free
- See page 24 in Health PEI Employee handbook

# 6 Appendix A

## 6.1 Important Links

- For additional information about the profession
  - Canadian Association of Medical Radiation Technologist:
    - <http://www.camrt.ca/mrt-profession/description-of-practice-2/>
  - Prince Edward Association of Medical Radiation Technologist:
    - <http://www.peiamrt.com/>
  - PEI Health Sector Council
    - <http://peihsc.ca/careers/career-portal/radiological-technologist/>
- UPEI Calendar
  - <http://www.upei.ca/programsandcourses/bachelor-applied-science-radiography>
- Health PEI Employee Handbook
  - [http://www.gov.pe.ca/photos/original/hpei\\_employhand.pdf](http://www.gov.pe.ca/photos/original/hpei_employhand.pdf)

## 6.2 Sample Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
0900-1000	Quiz/ Study Period	Quiz/ Study Period	QEH 252	Quiz/ Study Period	QEH 252
1020-1110	QEH201  Anatomy & Physiology	QEH201  Anatomy & Physiology	Clinical  0830-1200	QEH201  Anatomy & Physiology	Clinical  0830-1200
1110-1200	QEH231  Physics	QEH 231  Physics		QEH 231  Physics	
1200-1250					
1250-1340	QEH211  Radiographic  Technique	QEH 252  Clinical  1300-1600	QEH211  Radiographic  Technique	QEH211  Radiographic  Technique	Free Time
1340-1430	QEH 242  Digital  Imaging		QEH 242  Digital  Imaging	QEH 242  Digital  Imaging	
1440-1530	QEH211  Radiographic Technique-Image  Critique		Lab/ Practice	QEH 211  Radiographic Technique-Image  Critique	

### 6.3 Sample Rubric

Student Name	Class Mark

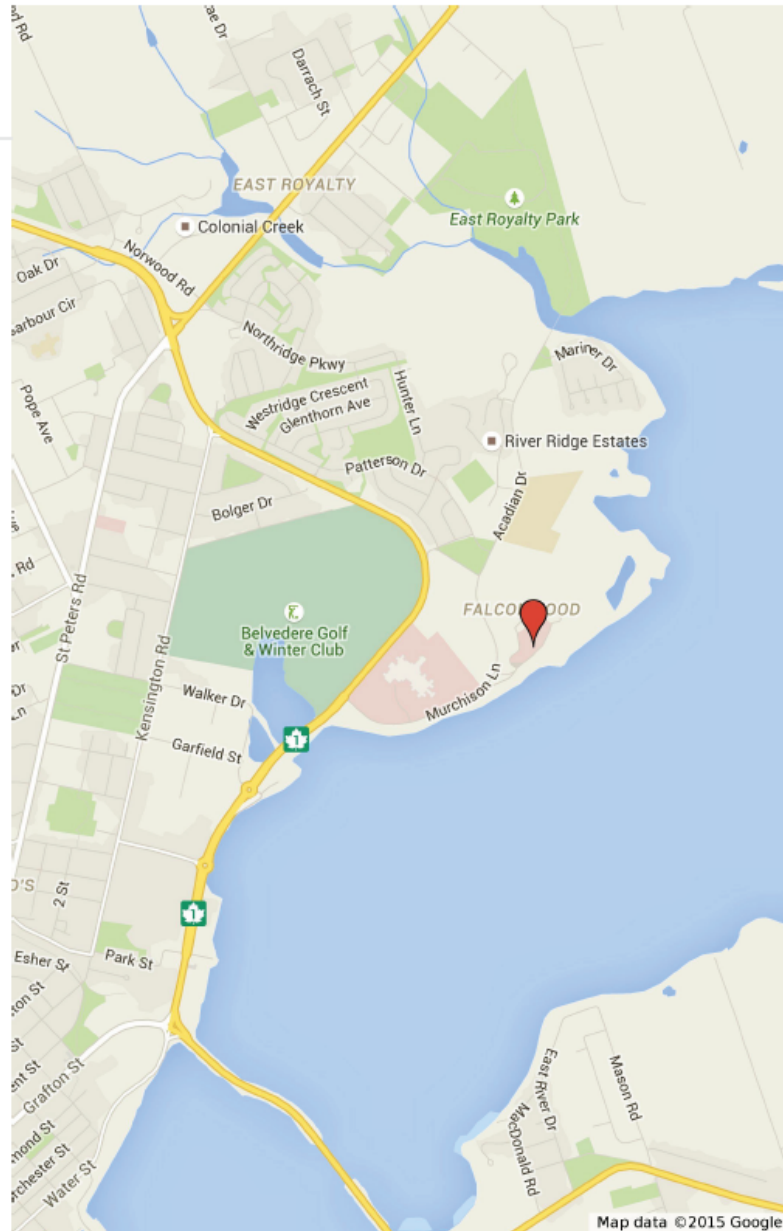
<b>Attendance &amp; Punctuality</b>	<b>Poor-0 marks</b>  Absent more than three classes per semester; Often late for class	<b>Fair-2 marks</b>  Absent more than two classes per semester; Occasionally late for class	<b>Good- 3 marks</b>  Absent once or twice per semester; Rarely late for class	<b>Excellent-5 marks</b>  Never absent from class; Never late for class
<b>Class Preparation</b>	<b>Poor-0 marks</b>  Rarely completes assigned readings; Unable to answer most questions during class	<b>Fair-2 marks</b>  Completes some assigned readings; Occasionally able to answer questions in class	<b>Good-3 marks</b>  Usually completes assigned readings; Able to answer most questions in class	<b>Excellent-5 marks</b>  Always completes assigned readings, Answers all questions in class easily
<b>Class Participation</b>	<b>Poor-1 mark</b>  Rarely asks questions in class; Rarely responds to questions unless directly asked	<b>Fair-2 marks</b>  Occasionally asks questions in class; Responds to some questions	<b>Good-3 marks</b>  Often asks questions in class; Responds to most questions; Initiates some class discussion	<b>Excellent-5 marks</b>  Asks numerous questions in class; Responds to almost all questions; Often initiates class discussions
<b>Attentiveness &amp; Respect</b>	<b>Poor- 0 marks</b>  Rarely attentive during class; Easily distracted; Spends time during class texting/ Facebook etc.	<b>Fair-2 marks</b>  Mostly attentive during class; Occasionally distracted; Occasional; texting etc.	<b>Good-3 marks</b>  Usually attentive during class; rarely distracted; Never texts etc	<b>Excellent-5 marks</b>  Always attentive; Never distracted
<b>Total Marks:</b>	<b>Comments:</b>			

## 6.4 Location of Hillsborough Hospital

# UPEI School of Radiography: Hillsborough Hospital

Location of all QEH designated  
courses

 Hillsborough Hospital



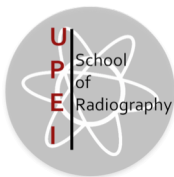


## 7 Appendix B

### Program Policies

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## Program Policy 1.0

### Admission to the Program

**Purpose:** To ensure a fair and transparent admission process that will result in the selection of students who are well suited for the profession and will have a great chance of success.

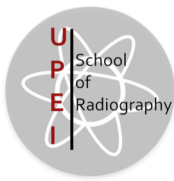
**Procedure:**

1. The Program accepts six\* applicants each year

\* In special circumstances a minimum of five or maximum of seven applicants may be accepted

2. The Program will follow the UPEI admission process as explained in the UPEI calendar
3. Admission interviews are conducted at Hillsborough Hospital. The interview team will consist of:
  - i. At least three Program faculty
  - ii. One recent ( within five years) graduate of the Program
  - iii. At least one technologist from either QEH or PCH
4. The number of applicants each year will determine the exact number of interviews conducted; however, at least two applicants will be interviewed for every available seat in the Program.
5. The exact format of the interview is subject to change; however, the basic procedure will be a form of the multiple mini interview format.
6. All applicants will be granted equal consideration; however,an applicant MUST receive a passing mark ( >50 %) in the interview in order to be accepted into the Program.

Revised July/2015



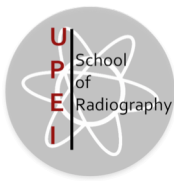
## Program Policy 2.0

### **Performance Data & Surveys**

**Purpose:** To systematically collect performance and survey data from stakeholders for use within the Program's continuous quality improvement process

**Procedure:**

1. At the end of each academic semester, students will complete an evaluation for each course
2. At the end spring/summer clinical practicum students will complete a student opinion survey on clinical placements
3. Upon completion of the Program, students will complete a Program evaluation
4. Six months after graduation, students will complete a graduate survey
5. Six months after graduation, the employers of the recent graduates will be surveyed



## Program Policy 3.0

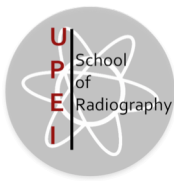
### Program Continuous Quality Improvement

**Purpose:** To ensure that the Program regularly and methodically reviews performance data related to the Program and takes steps to continually improve all aspects of the Program.

**Procedure:**

1. The Program will review all survey results as soon as possible, preferably within 2-3 months.
2. Any issue regarding patient or student safety requires immediate attention
3. Any rating below three on a survey item warrants review at the next Program meeting
4. Decision to implement a change to the Program based on survey results or stakeholder feedback is based on several parameters such as:
  - a. Is a similar comment/suggestion voiced by more than one stakeholder group?
  - b. Does this issue appear on more than one survey tool in any year?
  - c. Has this issue previously arisen in a previous year?
5. After a change to the Program has been implemented, the effectiveness of the change is evaluated via processes such as:
  - a. Monitoring of relevant survey results
  - b. Acquiring input from relevant stakeholders
  - c. Discussing changes at Program meetings
6. If it is determined that a change has been ineffective, the Program will review the course of action taken at the following Program meeting and develop a new strategy which is evaluated ( see # 5 above).
7. If the issue continues to remain unresolved, the Program will seek input from stakeholders and/or resources from outside the Program ( eg Atlantic Radiography Faculty Liaison Committee , CAMRT etc.)

Revised July/2015



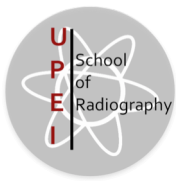
## Program Policy 4.0

### **Program Faculty Professional Development**

**Purpose:** To provide support for professional development in order to ensure that Program faculty continue to deliver a high standard of education.

**Procedure:**

1. The Program provides financial support for one faculty member to attend the CAMRT AGC each year
2. Program faculty are provided time off ( with pay) to attend the PEIAMRT education day
3. Minimum of three faculty attend the ARFLC meeting each year
4. Each faculty member is allotted a tuition waiver from UPEI for up to four UPEI courses per year
5. Accommodation is provided to faculty who wish to attend provincial educational seminars/sessions etc
6. Any faculty member who wishes to volunteer on a CAMRT educational committee ( eg Item Writing, Exam Validation) is accommodated.
7. Any valid/reasonable request for support to attend an educational activity will be considered
8. Each faculty member develops a learning plan which is reviewed yearly with the Program coordinator at a Performance Review



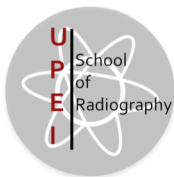
## Program Policy 5.0

### **Program Student Handbook**

**Purpose:** To dictate that the Student Handbook is the governing document for all issues within the Program and to ensure all students are made aware.

**Procedure:**

1. The Program will perform a regular review of the Student Handbook
2. The handbook will be available on the UPEI radiography webpage and at all Program facilities
3. A digital copy of the Student Handbook will be given to each incoming student; review of the Handbook will be a part of Program orientation.



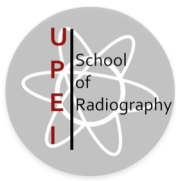
## Program Policy 6.0

### Program Committees

**Purpose:** To ensure effective communication between the program and its stakeholders

**Procedure:**

1. The Faculty Liaison Committee, which consists of program faculty and the technical director of diagnostic imaging, will:
  - a. Conduct meetings at least twice per year
  - b. Review Program performance data
  - c. Ensure Program continues to meet the requirements for accreditation
  - d. Provide a means of communication between the Program and Health PEI
2. The Program Advisory Committee, which consists of Program faculty, technical director, Dean of Science, and at least two other invited UPEI faculty members; will :
  - a. Conduct meetings at least twice per year
  - b. Provide a means of communication between the Program, Health PEI, and UPEI
3. Provincial Diagnostic Imaging Leadership Committee will:
  - a. Conduct meetings at minimum seven times per year
  - b. Provide a means of communication between the Program, and Provincial Diagnostic Imaging
4. Faculty Meetings (formal and informal) will:
  - a. Conduct meetings as needed
  - b. Ensure communication between all faculty members



## Program Policy 7.0

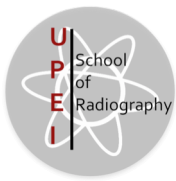
### **Inclement Weather**

**Purpose:** To ensure the safety of all student in the event of poor travel conditions

**Procedure:**

1. The Program adheres to UPEI storm cancellation procedures
2. Students are encouraged to use their own discretion regarding travel
3. Students will not be penalized in any way for deciding not to travel in dangerous conditions





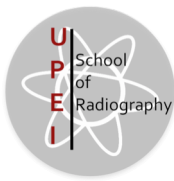
## Program Policy 8.0

### **Requirements for Accreditation**

**Purpose:** To ensure the Program continues to meet requirements for accreditation as stipulated by the CMA Conjoint Committee on accreditation

**Procedure:**

1. Conduct a yearly faculty meeting to review the requirements for accreditation
2. Maintain a standing agenda item at Faculty Liaison Committee meetings for review of the requirements for accreditation
3. Any issues that arise are addressed by the Program Continuous Quality Improvement policy



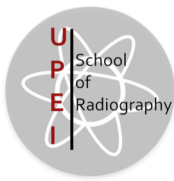
## Program Policy 9.0

### **Failure to Pass CAMRT Certification Exam**

Purpose: To provide students, who fail the CAMRT certification exam, with support and remediation

Procedure:

1. Student must self-identify to the Program coordinator
2. Program coordinator will offer to schedule a face-to-face meeting with the unsuccessful student to create a learning plan based on the report provided by CAMRT with their exam results
3. Each faculty member will be available for a minimum of two one-hour remediation sessions
4. Student will also have access to their final exams in all courses as well as their practice exam.



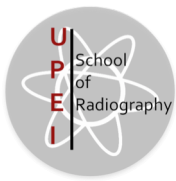
## Program Policy 10.0

### **Student Requiring Remediation (Academic)**

**Purpose:** To identify students who might require academic remediation and to ensure a fair, transparent remediation process

**Procedure:**

1. Any student who scores lower than 70 % on a test or exam will be offered remediation
  - a. Appropriate Faculty member will offer to review test/exam with student
  - b. If student scores lower than 70 % on a subsequent exam, the faculty member will offer to schedule a meeting with the student to formulate a learning plan
2. If a student requires remediation in more than one course, program faculty will meet with student to discuss how the Program can assist student including but not limited to:
  - a. Assist student in arranging a tutor
  - b. Direct student to academic help services at UPEI
  - c. Arrange for student to meet one on one with each appropriate faculty member
3. Program faculty will meet to discuss whether there are any program level concerns contributing to student's academic struggles; any issues that arise are addressed by the Program Continuous Quality Improvement policy



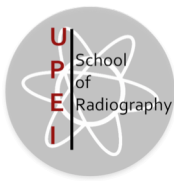
## Program Policy 11.0

### Student Requiring Remediation (Clinical)

**Purpose:** To identify students who require clinical remediation and to ensure a fair, transparent remediation process

**Procedure:**

1. Any student who attempts a clinical competency evaluation, and remains “in progress” will be offered remediation
  - a. Clinical Instructor will meet with student to review the evaluation and discuss areas for improvement
  - b. The student must perform at least one more case of the imaging procedure that was attempted with direct supervision before attempting a subsequent evaluation
  - c. If a student also does not complete the subsequent evaluation, the Clinical Instructor will meet with student to form a learning plan
2. If any student requires remediation for more than one clinical competency, program faculty will meet with the student to discuss how the Program can assist the student including but not limited to:
  - a. Assist student in arranging additional clinical hours
  - b. Arrange for student to meet one on one with each appropriate faculty member and/or preceptor
3. Program faculty will meet to discuss whether there are any program level concerns contributing to student’s academic struggles; any issues that arise are addressed by the Program Continuous Quality Improvement policy
4. In the event that a student fails to meet all clinical assessment requirements (indicated in Program Policy 12.0), by the last day of classes in April of their graduating year, the student will not be deemed successful in Clinical Radiography II (QEH 492) and thus will not be able to graduate from the Radiography Program.



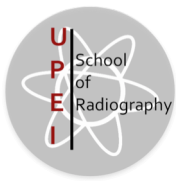
## Program Policy 12.0

### Assessment of Clinical Competency

**Purpose:** To ensure a fair, transparent, and effective process for determining students' clinical competence and to ensure students are informed of this process.

**Procedure:**

1. In order to successfully complete the clinical assessment process, the student must demonstrate competency by meeting all clinical assessment requirements which are as follows:
  - a. Completion of a total of 35 clinical competency evaluation forms for imaging procedures; these evaluations are indicated by a competency checklist which is posted at each clinical site, as well as in each student's file. The student must perform three cases with direct supervision before attempting a clinical competency evaluation on that particular imaging procedure.
  - b. Completion of a clinical competency equipment checklist; this checklist ensures that every student demonstrates knowledge and operation of various imaging systems, as well as quality control procedures
  - c. Completion of a professional practice assessment form; this assessment is conducted at the end of each spring/summer clinical practicum to ensure student progress with professional practice
  - d. Completion of a professional behavior assessment form; this form is sent to a preceptor to complete for each student in various clinical rotations, and at each of the Program's clinical sites
  - e. Completion of a competency simulation checklist; to meet all competencies which are unable to be met in the clinical environment
  - f. Completion of a Clinical Experience Booklet; this booklet is to keep a record of the various imaging procedures the student performs throughout the duration of the program
2. The student will attempt to reach the recommended target for completion of clinical competencies, however if the target is not met the student will discuss a plan of action with the clinical coordinator.
  - a. The clinical coordinator will discuss the target of all assessments and evaluations with the students at the beginning of year 2
  - b. Any combination of ten Clinical Competency Evaluations should be completed by the end of the spring/summer clinical practicum in year 2



c. 30 Clinical Competency Evaluations should be completed by the end of the spring/summer clinical practicum in year 3, including all CT, Digestive System, and Special Procedure Clinical Competency Evaluations

c. All 35 evaluations and assessments must be completed by April of year 4

3. The student may perform a Clinical Competency Evaluation at any of the Program's clinical sites (QEH, PCH, KCMH)

4. A Clinical Competency Evaluation Form must be completed by a certified Medical Radiation Technologist

5. All assessment tools are shown to the student at the beginning of year 2, and are available to the student at all times

6. As students progress throughout the program, they may transition from direct to indirect supervision

- Direct Supervision:
  - Student is supervised by a technologist who remains in the exam room for the entire case
  - Request for Consultation is reviewed by technologist prior to case; all images are approved by the technologist prior to release to PACS; and technologist signs the Request
- Indirect Supervision:
  - After competence for an exam has been successfully assessed, students may work under indirect supervision
  - Student is supervised by a technologist who remains nearby but is not required to be in exam room (technologist must be close enough to render immediate assistance to the student)
  - Request for Consultation is reviewed by technologist prior to case; all images are approved by the technologist prior to release to PACS; and technologist signs the Request
  - Clinical Instructor/preceptor has the discretion to directly supervise any student for any case if they deem it necessary

## Program Policy 13.0

### Student Immunizations

**Purpose:** To provide protection to students while in the clinical environment

**Procedure:**

1. Upon acceptance into the Program, students will provide a current record of immunizations to a representative of Health PEI
2. Health PEI follows the guidelines set forth by Health Canada regarding immunization of healthcare workers \*see below

**Table 1: Recommended immunization, health care workers**

Refer to text and [vaccine-specific chapters](#) in Part 4 for additional information.

Vaccine	Recommendation(s)
<b>BCG</b>	Consider use only in specified high-risk circumstances
<b>Diphtheria Tetanus</b>	All HCW should be immune Primary series if no previous immunization <sup>1</sup> Booster doses of Td vaccine every 10 years
<b>Hepatitis B</b>	If no evidence of immunity <sup>2</sup>
<b>Influenza</b>	Annually
<b>Measles</b>	If no evidence of immunity (refer to text), regardless of age – 2 doses
<b>Meningococcal</b>	Not routinely for HCW Quadrivalent conjugate meningococcal vaccine for clinical laboratory workers who handle <i>N. meningitidis</i> specimens – 1 dose with a booster every 5 years if at ongoing risk
<b>Mumps</b>	If no evidence of immunity (refer to text), regardless of age – 2 doses
<b>Pertussis</b>	A single dose of Tdap vaccine if not previously received in adulthood. Primary series if no previous immunization – 3 doses.
<b>Polio</b>	Unvaccinated HCW at highest risk of exposure should be particularly targeted for primary immunization. A single lifetime booster dose for HCW at highest risk of exposure.
<b>Rubella</b>	If no evidence of immunity (refer to text) – 1 dose
<b>Travel vaccines</b>	For HCW planning to work abroad, consider hepatitis A, cholera, Japanese encephalitis, tick-borne encephalitis, typhoid, and yellow fever vaccines prior to departure Re-vaccination for some vaccines if ongoing risk.
<b>Varicella</b>	If no evidence of immunity (refer to text) – 2 doses <sup>3</sup>

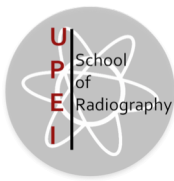
<sup>1</sup> Available as Td or Tdap or Tdap-IPV. Tdap is indicated if an adult pertussis dose is needed. Tdap-IPV is indicated if both pertussis and polio vaccinations are needed.

<sup>2</sup> Post-immunization serologic testing within 1 to 6 months of completion of primary series.

<sup>3</sup> Self-reported history of varicella or herpes zoster is not reliable for a HCW to be considered immune.

<http://www.phac-aspc.gc.ca/publicat/cig-gci/p03-work-travail-eng.php#table-1>

3. Students will be offered all immunization including the flu vaccine free of charge



## Program Policy 14.0

### Program Academic Appeals

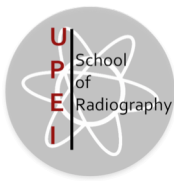
**Purpose:** To provide students with a fair, transparent, and timely process to appeal the results of any assessment conducted by Faculty or a Preceptor ( i.e academic grade or clinical assessment)

**Procedure:**

1. Any student who wishes to do so may appeal their results of an assessment
2. Student will first make an informal appeal (written or verbal) to the appropriate person ( Faculty or Preceptor) within seven days
  - a. Student will be informed of the outcome of the informal appeal within three days of its receipt
3. If a student is not satisfied with the results of the informal appeal, they may file a formal appeal. (see form: pp.42-43 )
  - a. Formal appeal must be filed within seven days of receipt of the decision of the informal appeal
  - b. The completed Academic Appeal form will be submitted to the Program coordinator or their Designate ( see note)
  - c. Formal Appeal will be reviewed by an appeal committee
    - i. Committee will consist of
      1. Program coordinator or Designate (see note)
      2. One other Program faculty member to be selected by Program coordinator or Designate
      3. Technical Director of Diagnostic Imaging
  - d. Both the student and relevant Program personnel will be given an opportunity to present their rationales to the Committee ( verbally or as written submission)
    - i. The Appeal Committee will review the appeal within 10 days of its submission; however both parties must be given an opportunity to speak with the Committee if they wish to do so. In special circumstances, the committee will delay its meeting to allow both parties to participate.
  - e. Committee will notify students, in writing, of a decision on the appeal within seven days of its review
4. While an academic appeal is ongoing, student may continue in all aspects of the Program.

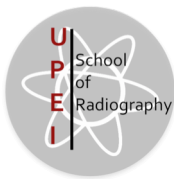
Note: If the Program coordinator is the instructor whose grade is under appeal, a designate will be appointed to serve the role of coordinator in the process





## Summary of Appeal Process

Responsible Party	Process	Timeline
Student	Informal Appeal to Faculty/Preceptor	Within seven days of receiving the results /grade under appeal
Program	Result of Informal Appeal	Within three days of receiving the informal appeal
Student	Formal Appeal in Writing to Program Coordinator or Delegate	Within seven days of receiving the results of the informal appeal
Program	Program Appeal Committee Review	Within 10 days* of receiving the written formal appeal request
Program	Result of Formal Appeal	Within seven days of Committee review



UPEI School of Radiography  
Request for Academic Appeal Form

Part 1-Request for Academic Appeal

Student Name: \_\_\_\_\_

Has there been an informal appeal to the Instructor? \_\_\_\_\_

If, no, please make an informal request to the Instructor before proceeding.

[Student] Please describe the matter which is under appeal.

[Student] Please indicate how you wish to provide a rationale for this appeal

☐ Written rationale

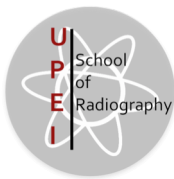
☐ Oral rationale ( in person to appeal committee)

[Instructor] Please provide a rationale for both the initial assessment and the outcome of the informal appeal.

Date Appeal Submitted:

Signature of Student:

Signature of Program Faculty:



UPEI School of Radiography  
Request for Academic Appeal Form

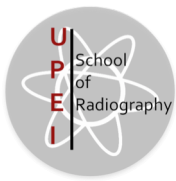
Part 2-Communication of Decision on Academic Appeal

Summary of Decision:

Rationale:

[Student] I \_\_\_\_\_ accept/ \_\_\_\_\_ do not accept\* the decision.

Signature \_\_\_\_\_.



## Program Policy 15.0

### **Curriculum & Program Review**

**Purpose:** To ensure the UPEI School of Radiography continues to provide the highest level of quality for all its stakeholders

**Procedure:**

1. All Program faculty will participate in an annual review of the Program including review of:
  - a. Student Handbook
  - b. Program Policies
  - c. Performance Data
2. All Program faculty will also participate in an annual review of the current curriculum to ensure all competencies in the CMART competency profile are covered and that the curriculum is continuing to reflect current best practice