

## RT SECTION II: PROFESSIONALISM & ETHICS

### **1. AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT)**

#### **Radiologic Technologist Code of Ethics**

Students are required to conduct themselves in a manner deemed appropriate to represent the profession.

*Individuals who have ever been convicted of a felony or misdemeanor must notify the ARRT as they may be considered ineligible to sit for national board examinations upon graduation. Convictions or charges resulting in any of the following must also be reported: plea of guilty; plea of nolo contendere; withheld adjudication; suspended sentence; military court-martial. Misdemeanor speeding convictions are not required to be reported unless they are related to alcohol or drug use. Questions regarding eligibility must be addressed directly to the ARRT: (651) 687-0048.*

The Code of Ethics published by the ARRT follows and establishes the guidelines of behavior expected of imaging professionals and students seeking the profession.

1. The Radiologic Technologist conducts himself/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The Radiologic Technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Radiologic Technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination, regardless of sex, race, creed, religion, or socioeconomic status.
4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purpose for which it has been designed, and employs procedures and techniques appropriately.
5. The Radiologic Technologist assesses situations, exercises care, discretion and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.
6. The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment management of the patient, and recognize that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in limiting the radiation exposure to the patient, self and other members of the health care team.
8. The Radiologic Technologist practices ethical conduct appropriate to the profession, and protects the patient's right to quality radiologic technology care.

9. The Radiologic Technologist respects confidences entrusted in the course of professional practice, protects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Radiologic Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice.

## **2. AMERICAN SOCIETY of RADIOLOGIC TECHNOLOGISTS(ASRT) PRACTICE STANDARDS FOR MEDICAL IMAGING**

### **Introduction to Radiography Practice Standards**

The complex nature of disease processes involves multiple imaging modalities. Although an interdisciplinary team of radiologists, radiographers and support staff plays a critical role in the delivery of health services, it is the radiographer who performs the radiographic examination that creates the images needed for diagnosis. Radiography integrates scientific knowledge and technical skills with effective patient interaction to provide quality patient care and useful diagnostic information.

### **Radiographer**

Radiographers must demonstrate an understanding of human anatomy, physiology, pathology and medical terminology.

Radiographers must maintain a high degree of accuracy in radiographic positioning and exposure technique. He or she must maintain knowledge about radiation protection and safety. Radiographers prepare for and assist the radiologist in the completion of intricate radiographic examinations. They prepare for and assist the radiologist in the completion of intricate radiographic examinations. They prepare and administer contrast media and medications in accordance with state and federal regulations.

Radiographers are the primary liaison between patients and radiologists and other members of the support team. They must remain sensitive to the physical and emotional needs of the patient through good communication, patient assessment, patient monitoring and patient care skills.

Radiographers use professional and ethical judgment and critical thinking when performing their duties. Quality improvement and customer service allow the radiographer to be a responsible member of the health care team by continually assessing professional performance. Radiographers embrace continuing education for optimal patient care, public education and enhanced knowledge and technical competence.

***A comprehensive copy of the ASRT Practice Standards may be found on the ASRT website: [www.asrt.org](http://www.asrt.org)***

### **3. PROFESSIONAL PERFORMANCE EXPECTATIONS**

Individuals aspiring to become involved in radiologic imaging must possess or develop characteristics that consistently denote professionalism. In addition to achieving the expected academic and clinical skills necessary to proficiently and safely practice radiography, the Radiologic Technology Program at The Reading Hospital School of Health Sciences requires that students routinely exhibit behaviors indicative of a professional.

Behaviors which denote professionalism include but are not limited to:

- Actively supporting the policies and procedures established for the good of patient care and the educational process.
- Addressing concerns directly, constructively and in a timely fashion.
- Seeking, accepting and acting upon constructive criticism in order to improve personal skills.
- Reliable and punctual attendance at scheduled classes and clinical assignments.
- Attentiveness and participation during academic courses.
- Active participation in scheduled student and mentor meetings.
- Active and accurate participation in all clinical assignments, consistent with current level of education.
- Respectful, courteous interactions with the public and all members of the healthcare team.
- Tailoring content and volume of conversations based on those within earshot.
- Demonstrating knowledge and practice of safety procedures.
- Maintaining a professional appearance as outlined in the uniform policy.
- Identifying and acting upon ways to provide service above the expected level.
- Actively promoting The Reading Hospital and Medical Center's Culture of Excellence by consistently engaging in the highest quality of communication, courtesy, safety, attitude and compassion possible.

### **4. CONDUCT (SHS Policy 334)**

SHS policies are located at: <http://www.readinghospital.org/sohs/policies>

### **5. EDUCATIONAL ENVIRONMENT (SHS Policy 323)**

SHS policies are located at: <http://www.readinghospital.org/sohs/policies>

### **6. CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION (SHS Policy 309)**

SHS policies are located at: <http://www.readinghospital.org/sohs/policies>

**6a. CONFIDENTIALITY STATEMENT**

In accordance with Hospital policy and federal regulation (HIPAA - The Health Insurance Portability and Accountability Act), all employees and students are responsible for maintaining confidentiality of information regarding patients for whom they deliver care. All employees and students are expected to maintain high standards of conduct, and are required to sign a confidentiality statement annually.

Conversing about a patient's condition or discussing personal affairs in the presence of patients or within hearing range of patients and visitors is to be avoided. Confidential information is only to be revealed as required by law or to protect the welfare of the individual or community. Any unauthorized access, possession, release, or disclosure of confidential information is inappropriate and will result in disciplinary action. Employees and students who divulge patient or pertinent hospital information are subject to dismissal.

**THE READING HOSPITAL SCHOOL OF HEALTH SCIENCES**  
**RADIOLOGIC TECHNOLOGY PROGRAM**  
**CONFIDENTIALITY STATEMENT**

I, \_\_\_\_\_ (student Radiologic Technologist), understand the importance of confidentiality and agree to refrain from divulging patient or sensitive Hospital information that I learn while working at The Reading Hospital School of Health Sciences Radiologic Technology Program. I understand that breach of confidentiality regarding patient information could result in immediate termination as well as prohibit my future participation as a volunteer within this facility.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*Program Copy*

**6b. CONFIDENTIALITY STATEMENT**

In accordance with Hospital policy and federal regulation (HIPAA - The Health Insurance Portability and Accountability Act), all employees and students are responsible for maintaining confidentiality of information regarding patients for whom they deliver care. All employees and students are expected to maintain high standards of conduct, and are required to sign a confidentiality statement annually.

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Student Signature

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Date

*Student Copy*

**7a. PATIENT CONSENT to STUDENT INVOLVEMENT**

All students participating in medical care provided to patients have a legal responsibility to clearly identify themselves as a student. Patients have a legal right to know when a student will be involved in their care and to what level that involvement will be: observational or active participant. The right to consent to or refuse student involvement also lies with the patient.

Enrolled students must recognize that in order to provide informed consent, the patient must be in possession of all information relevant to the care being provided to them and have adequate reasoning faculties at the time their consent is given.

If the patient is a minor (17 years of age or younger), consent for student participation in that minor's care must be obtained from the parent/guardian accompanying the minor. Minors being treated through the Emergency Department or admitted as inpatients *who are unaccompanied by a parent/guardian* represent exceptions to this requirement.

If at any time, a patient or parent/guardian refuses medical treatment from a student, the student will act in a purely observatory role throughout the procedure except in emergency situations. The emergency shall be documented by the treating physician.

**THE READING HOSPITAL SCHOOL OF HEALTH SCIENCES**  
**RADIOLOGIC TECHNOLOGY PROGRAM**

**PATIENT CONSENT to STUDENT INVOLVEMENT AGREEMENT**

I, \_\_\_\_\_, will comply with the requirement to identify myself as a Radiologic Technology Student before participating in radiographic care of patients. I understand that if a minor arrives for radiologic imaging, I may actively participate in Radiologic patient care only after consent for my participation has been obtained from the parent/guardian.

If medical treatment by a student is refused by a patient, or if a parent/guardian is unavailable to provide consent to participate in the care of a minor, I will assume a purely observatory role while a Registered Radiologic Technologist completes the examination.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Program Copy*

**7b. PATIENT CONSENT to STUDENT INVOLVEMENT**

All students participating in medical care provided to patients have a legal responsibility to clearly identify themselves as a student. Patients have a legal right to know when a student will be involved in their care and to what level that involvement will be: observational or active participant. The right to consent to or refuse student involvement also lies with the patient.

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*Student Copy*

**8a. INTERPRETING SERVICES**

Healthcare providers have a legal, ethical and humanitarian responsibility to assure qualified medical interpretation services are made available to non-English speaking patients. The Reading Hospital and Medical Center has established the Department of Interpreting Services to provide this support to hospital staff, students and patients. TRHMC interpreting services guidelines have been established based upon parameters set forth by the U.S. Department of Health and Human Services.

**THE READING HOSPITAL SCHOOL OF HEALTH SCIENCES**  
**RADIOLOGIC TECHNOLOGY PROGRAM**  
**INTERPRETING SERVICES STATEMENT**

I, \_\_\_\_\_, have been instructed on the use of interpreting services at The Reading Hospital and Medical Center. I understand that once interpreting services have been identified as necessary, I may participate in Radiologic patient care only in the presence of a trained medical interpreter. I understand a family member may be utilized as an alternate to a medical interpreter *only* in the case of a life or limb threatening medical emergency. Under no circumstances may a minor be utilized for interpretation services.

If a medical interpreter is not immediately available, an estimated wait-time should be established. The radiology supervisor or their designate will arrange to have a staff member from the office of Interpreting Services speak with the patient via phone and provide the patient an option to:

- 1) wait for an interpreter to become available or
- 2) re-schedule the radiographic exam.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Program Copy*

**8b. INTERPRETING SERVICES**

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Student Copy*

## **9. POLICY FOR NON-DISCRIMINATORY PRACTICES**

In accordance with the policies developed by The Reading Hospital School Medical Center, The School of Health Sciences Radiologic Technology Program adheres to student and faculty recruitment practices, student matriculation practices, and educational methodologies which are non-discriminatory with respect to race, color, creed, sex, age, marital status, handicap(s), or national origin.

## **10. DRESS CODE and EXPECTATIONS**

Maintaining a neat, clean, professional appearance is a public indication of the pride one takes in their chosen field. Radiography students are expected to present themselves professionally when reporting to all assignments. The following guidelines have been established to assist student achievement of this expectation.

### **10a. IDENTIFICATION BADGES (SHS Policy 385)**

SHS policies are located at: <http://www.readinghospital.org/sohs/policies>

### **10b. CLASS ASSIGNMENTS & SPECIAL EVENTS**

Whether in the classroom, hospital, cafeteria, lab suite or clinical setting, students enrolled in the Radiologic Technology program are expected to present a professional image and dress in a manner that reflects attention to safety, respect for self and others, and cleanliness. The faculty or Director will address infractions of the dress code on an individual basis.

- TRHMC photo ID badge must be worn in accordance with the guidelines identified above. Additionally, the radiation badge must be worn during all clinical and energized lab assignments. Both must be worn at approximately chest height.
- Students are permitted to wear street clothes to class and laboratory activities. Student dress on campus should reflect the professional nature of the setting. All clothing should be neat, clean and professional looking. Clothing should match and fit.
- Shoes must be clean, in good repair and promote safety. Shoes must be worn at all times. For safety reasons, open toed shoes are prohibited in the radiology skills lab suite as well as class conducted in patient care areas.
- Students are expected to dress sensibly and appropriately for all program related experiences. Faculty will make the final determination regarding appropriate attire for the classroom setting.
- Unless otherwise stated, the appropriate attire for a class trip, guest speaker or other special event is casual professional attire. Khaki or dress pants with a polo shirt or blouse are acceptable; jeans, t-shirts or sneakers are not.
- Clothing that is disruptive, provocative or offensive in nature or focuses undue attention on the wearer should not be worn. For example, short dresses, tank tops, sheer clothing, tight clinging or revealing garments, low necklines or otherwise conspicuous styles colors or prints should be avoided. Spaghetti strapped, tube, single shoulder, halter or bare midriff tops, short skirts and short shorts are not appropriate and must be covered with a jacket, sweater or lab coat.
- Clothing or accessories with words or symbols that could be deemed controversial, annoying to patients, visitors, employees or other students cannot be worn. For

example, clothing or accessories with words or symbols that are obscene, profane, sexually explicit, or refer to drugs, alcohol, violence, or weapons or are otherwise improper are prohibited. Tattoos considered excessive or offensive must be covered.

- All electronic devices must be placed on a silent setting during class and skills lab assignments. Electronic devices are not permitted in the clinical setting.
- The dress code above is a guide to promote the professional appearance of Radiologic Technology Program students. Students are expected to comply with variations in interpretation and alterations in the dress code as requested by the faculty, TRHMC or SHS representatives.

### **10c. CLINICAL ASSIGNMENTS**

- The hospital photo ID and radiation badge is considered part of student uniform and is to be worn at all times. Both must be worn at approximately chest height.
- White uniforms are required: white uniform pants worn with a white uniform top. White uniform dresses or white uniform skirts with a white uniform top are acceptable. White polo shirts embroidered with the SHS emblem\* may be worn; other pullovers such as colored polo shirts, t-shirts and jerseys may not be worn as uniform tops.
  - *\*Ordering information for SHS embroidered polo tops may be obtained through either Student Services or the Program Office.*
- White lab coats may be worn but are not required.
- White leather uniform shoes, white leather sneakers and Croc style footwear are permitted. Footwear must be clean, in good repair and promote safety.
  - Sneaker styles with as little color as possible should be selected
  - High-top sneakers are not permitted.
- Note: Colored, printed, or patterned undergarments which can be seen through white or lightweight clothing are unacceptable. Minimal undergarments (ie: thongs, string bikini) are also unacceptable.
- For safety reasons, clogs, open-toe or open heeled shoes without a strap are not considered acceptable footwear in the clinical setting. These footwear styles may not be worn for class conducted in patient care areas or in the radiology skills lab suite.
  - Crocs with vent holes across the top are not permitted
  - Crocs with side vent holes are acceptable.
- Uniforms are to be clean, free of wrinkles, well fitting and in good condition. Soiled or untidy uniforms should never be worn for clinical assignment.
- Students are required to wear the school patch so it is readily evident at all times. The patch is to be sewn on the left sleeve approximately 2” below the shoulder seam. Patches may be affixed to either a lab coat or uniform top – whichever location will assure it is readily evident at all times. Five patches are provided to each student. Additional patches are available at a cost of \$5.00 each.
  - Note: Patches are not bleach safe
- Level II students are also required to wear a patch distinguishing him/her as a senior student. This patch must be sewn above the school patch on the left sleeve. Five patches are provided to each student. Additional patches are available at a cost of \$5.00 each.

- Note: Patches are not chlorine bleach safe
- Scrub uniforms are acceptable dress only when the area of clinical assignment requires their use (Advanced Interventional Radiology, Cardiac Cath Lab, operating room and portable radiography). When assigned to these areas, appropriate garments must be obtained each morning from the clinical area. Scrub uniforms may not be worn when leaving the hospital.
- Hairstyles, makeup and nail polish should be simple and neat.
  - Artificial fingernails are not permitted in patient care areas. Natural fingernails must be clean and well-groomed. Extreme or distracting length, color, or design is inappropriate.
  - Hair must be clean, well groomed and if length permits, pulled back. Extreme hairstyles – such as Mohawks and shaved designs – are not permitted.
- Accessories with words or symbols that could be deemed controversial, annoying to patients, visitors, employees or other students cannot be worn. For example, clothing or accessories with words or symbols that are obscene, profane, sexually explicit, or refer to drugs, alcohol, violence, or weapons or are otherwise improper are prohibited. Tattoos considered excessive or offensive must be covered.
- Other than ear piercing, visible body piercing, inclusive of tongue piercing, is unacceptable.
- Excessive or extreme jewelry, such as rings on every finger, tongue piercing or other visible body piercing is not permitted. No jewelry is permitted in the OR area, including watches and rings.
- Students must refrain from chewing gum while interacting with others.
- Electronic devices (cell phones; I-pods, Blackberries, etc) are not permitted in the clinical setting.
- Specific program requirements may result in additions or exceptions to the above guidelines.

\*\*Program staff will make the determination of appropriate attire in the clinical setting.

Students in attire considered unprofessional and therefore unacceptable will not be permitted in the classroom or clinical environment. If achievement of a professional appearance requires leaving campus, a minimum of four (4) hours of personal time will be deducted from that student's allotment. Personal time used in excess of that permitted will be handled as outlined in the Attendance Policy. Repeated failure to comply with dress code expectations will result in disciplinary action.

Revised 7/03; 7/04; 6/05; 7/06; 6/07; 6/08; 8/09; 6/10; 8/10; 8/11; 8/12