



Kishwaukee College  
Radiologic Technology Program

*Revised June 2024*

The information in this handbook is subject to change without notice or obligation.

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Dear Student Radiographer:

This handbook has been formulated to give you an understanding of the philosophy and goals, rules and regulations, and requirements for satisfactory completion of the Radiologic Technology Program at Kishwaukee College.

Kishwaukee College faculty and staff believe that you will be a happier and more productive student radiographer if you clearly understand the policies of the Radiologic Technology Program. These policies have been established in the interest of organizational integrity; your education, health, and security and the safety and security of the patients you care for during your clinical experience.

It is your responsibility to read and understand these policies and keep them conveniently available as a reference. Any question related to Student Policy interpretation should be directed to the Program Director.

The policies of Kishwaukee College Radiologic Technology Program are based upon the belief that student radiographers work in harmony to provide the highest standards of patient care. To this end, the faculty and College pledge itself to:

- respect the individual rights of the student
- treat all students with courtesy, consideration, and dignity
- provide a safe and pleasant classroom and clinical environment
- encourage efficiency and interest in the clinical and classroom objectives
- encourage personal satisfaction and self-improvement
- implement program policies in a fair and equitable manner.

As educators in the Imaging Sciences, the faculty is committed to the Profession of Radiology. The program is dedicated to see that our students receive the best possible education to prepare them for the American Registry of Radiologic Technologists Certification Exam and successfully function as a Radiographer. It is expected that each of you will make the same commitment to this goal.

The Radiologic Technology Program Faculty

# I. General Program Information

## Program

Kishwaukee College, Radiologic Technology Program

## Curriculum Number

222

## Degree Awarded

Associate of Applied Science in Radiologic Technology

## Semester Hours Required

69 semester hours

## Address

Kishwaukee College - Radiologic Technology Program  
21193 Malta Road  
Malta, Illinois 60150

## Program Accreditation

The Radiography Program is accredited by:

The Joint Review Committee on Education in Radiologic Technology (JRCERT)

20 North Wacker Drive, Suite 2850

Chicago, IL. 60606-2901

Phone: 312-704-5300

The fundamental framework of the Program is based on the Standards for an Accredited Educational Program in Radiologic Sciences as established by the JRCERT. The curriculum content follows the basic requirements established by the American Society of Radiologic Technologists. Graduates are eligible to apply for admission to the certification exam administered by the American Registry of Radiologic Technologists (ARRT).

Questions and/or complaints regarding program compliance with Accreditation Standards may be addressed to the program Director or to Leslie Winter, Chief Executive Officer, JRCERT, at the above address.

Further information about radiography and approved curriculum can be obtained from the following web sites:

Joint Review Committee on Education in Radiologic Technology

[www.jrcert.org](http://www.jrcert.org)

American Registry of Radiologic Technologists

[www.arrt.org](http://www.arrt.org)

American Society of Radiologic Technologists

[www.asrt.org](http://www.asrt.org)



## Advisory Committee

Joy Miller, R.T. (R)  
Janey Ciontea, R.T. (R) (M)  
Jessica Berek, EdD  
Jeff Dunn, M.S. R.T. (R)

Rochelle Community Hospital  
Northwestern Medicine Health System  
Dean of Instruction Kishwaukee College  
Northwestern Medicine Health

Input for analysis is secured from all communities of interest, both internal and external. Goal monitors, benchmarks, and records of outcomes analysis are available upon request.

D. Student Goals

1 through December 21 each year. Details regarding where and how to submit the application will be detailed annually on the program application.

5. Provide three written character references. References related healthcare employment or experiences are preferred

6. English placement exam is

- a. Completion of an English course at Kishwaukee College (such as ENG 103 or 109) with a C or better.
- b. Completion of an English course at another institution that transfers as equivalent to ENG 103 or ENG 109 with a C or better.
- c. Placement exam results within the last three years that indicate placement into ENG 103 or 109. The Kishwaukee College English placement exam is based on the results of the WritePlacer and Reading Comprehension scores. Typically, students would need to score a 5-8 on the WritePlacer component to demonstrate proficiency. For the most updated information regarding the English pl300F450165>2(t)-2(h)8(e2()7()7(t)-2(h)8(e)-5()7(Wr-3(r)m)5(e)-5(n)8



all accepted students. Background checks must be favorable to proceed. The radiography program follows the federal law related to marijuana use. There is a zero tolerance for marijuana use whether it is recreational or medical. Students who have a positive marijuana drug test will be dismissed from the program. The radiography program and clinical affiliates reserve the right for randomized drug testing.

4. Students who have been accepted into the radiography program are required to take a physical exam by a licensed physician. The students who are deemed to have restrictions by a physician should request a review of their situation with the Program Director and Division Dean (or administrative designee) to investigate if reasonable and acceptable accommodations are available. The program will determine the status of each student in July prior to the program start date.

#### B. Admission Documents

All documents submitted to Kishwaukee College for admission or transfer becomes the property of the College. These documents or copies of these documents will not be released to students, nor will they be forwarded to other institutions or agencies. Students needing copies of documents from other institutions need to contact those institutions directly. The Radiography Program follows the Federal Educational Rights and Privacy Act as described in college catalog.

#### C. Advanced Placement

The Kishwaukee College Radiography program does not have an advanced placement program in place as described by the ARRT. The ARRT website outlines the parameters by which advanced placement students are deemed re-entry into an accredited educational program.

#### D. Re-Entry to the Radiology Program

Students who have left the Kishwaukee College radiography program in good standing may be allowed to reenter under the following conditions:

Radiography coursework was completed no more than 1 year prior.

Space is available at the clinical education sites.

A written and practical clinical proficiency exam will be required for any student wishing to return after an absence of 1 year. A score of 80% or better is required for admittance back into the program.

Students are permitted a one-time re-entry into the program

It is understood that re entry into the program is not a guarantee.

#### E.

## IV. Curriculum

The Radiologic Technology Program consists of 69 credit hours, which are composed of 5 courses of general education, 12 courses in the theories of radiologic technology and 6 courses of supervised clinical practice. Course content is based on the Curriculum Guide for Schools of Radiologic Technology, published by the American Society of Radiologic Technologists.

The student will follow a sequential schedule of radiography theory and clinical practicum courses. The general education courses may be taken early within the program, but are recommended to follow the listed sequence. If the student applies to the program early, it is recommended that the general education course be completed before the start date of the program. The recommended Radiology Course schedule is as follows:

### Syllabus

Each course has a written syllabus containing the course description and objectives that cover areas of knowledge and application. Specific course syllabi are available on the D2L website during the first week of class. They are also available in the Radiography Master Plan of Education. The evaluation process and grading scale are a part of each course syllabus.



## V. Clinical Practicum

Clinical practicum is a competency-based clinical experience offered each semester. Students are assigned to a clinical education site where they will be given an opportunity to apply the principles of radiologic technology in a supervised environment for a scheduled number of days per week. Students will be involved in all areas of general diagnostic radiology. Selection of elective rotations in MRI, nuclear medicine, ultrasound, cardiac catheterization lab, interventional radiology, bone densitometry and radiation therapy will be offered in the second year. If a clinical site does not perform certain specialized imaging procedures, students at that site will be sent for a specific period of time to another affiliated site to observe and participate in these procedures.

### A. Clinical Experience

The student is expected to use clinical experience to develop the competence and proficiency required of an entry-level radiographer. Clinical education experiences will be guided by specific educational objectives. At the clinical center, students will observe and perform radiographic procedures under the supervision of a clinical instructor and staff radiographers.

The purpose of clinical education is to provide the student with the opportunity to practice the skills presented in the classroom and lab in a real-world situation. The student is expected to use the clinical experience positively by participating in all available diagnostic procedures and patient care situations, leading to technical proficiency in the performance of exams. The student will be expected to take the initiative to continually seek opportunities for learning and the development of competency.

Since the clinical experience is preparation for a professional role as a radiologic technologist, the student is expected to follow the guidelines for clinical performance as a staff technologist, for example, professional dress and physical demeanor, punctuality, responsibility for actions, and respect for patients and others in the institution.

To ensure a variety of clinical experiences, students will be assigned to a minimum of two [2] different sites during the program. This may necessitate more than average travel distances and time. Students must be aware of this and make appropriate arrangements to allow them to complete the required clinical experience. Clinical assignments will be two semesters in duration and change at the onset of RA 124 and/or RA 204 and/or RA 224.

Clinical assignments are determined by the experiences offered to students at each of the facilities. Assignments are made based on the size of the facility, the imaging modalities present at the facility and the availability of off-shift rotations and special imaging. Changing clinical sites may negatively impact students' education; therefore, any alteration in clinical assignments will be made solely by the program director and clinical coordinator.

Students mu1 0 0 1peus2 792 re8/F2 11.04 T(t)-2(r)8(ae)5(n)-2(t)8(/F2 11.04 Tf1nQq0.00000912W\* n742 0 612q0.0000

clinical education, scheduling their educational activities, competency testing and supervising and evaluating the students' performance at the practicum site. Clinical preceptors serve as the students' primary liaison between the clinical site and the college.

C. Clinical Attendance

Students will attend clinical practicum on the



## VI. Clinical Competency Program

At the clinical site the student will progress from observation of, to assisting with, and finally performance of radiographic procedures. Prior to passing a competency evaluation, the student will perform exams on patients only under the direct supervision of the clinical instructor or a registered technologist. Once exam competency has been validated a student may perform that examination independently under indirect supervision. (See Section V, item 5 supervision, for definition of direct and indirect supervision)

### A. Procedure Overview

The student MUST present a properly completed yellow competency evaluation form to the radiographer or preceptor PRIOR TO the onset of the exam.

A clinical preceptor will verify the student's readiness to be tested.

The competency test will be performed on a patient. Simulating may be done ONLY at the discretion of the clinical coordinator, staff clinical instructor and/or program director.

Competency testing may be done by staff radiographers, but a clinical instructor must validate the completion of the competency test. Only licensed radiographers who have been certified by the ARRT will be allowed to perform a student competency evaluation. The evaluator must sign each competency evaluation grade sheet after discussing and critiquing the exam with the student

The original competency test form will then be filed in the student's record at the college. The student is responsible for turning the original competency form in to the clinical coordinator. Only originals will be accepted. Each form must be completely filled out, including positions done, techniques used and clinical instructor validation.

Evaluation sheets from unsuccessful competency attempts must be completed and submitted to the course instructor.

Both passed and failed competency tests must be entered into Trajecsys by either clinical preceptor or college faculty instructors.

Completed competencies constitute a portion of the final grade for the course.

### B. Competency evaluation process

Prior to attempting a competency, the student must have:

- had classroom instruction on the exam
- practiced the exam and completed a successful lab demonstration
- in the clinical setting, competency testing must be passed with an 100%.

The exam must be performed on an actual patient. (A preceptor will determine if the patient's condition warrants the student performing the exam.)

The student will perform the exam independently under the direct supervision of the evaluator.

The evaluator will not let the student make an exposure if a projection is being performed incorrectly or appropriate radiation protection is not being provided.

The evaluator may assist the student only for the purpose of moving, lifting, or holding the patient as necessary to provide optimal patient care.

Upon completion of the exam, the evaluator will review the radiographs with the student.

Under the guidance of the evaluator, the student will evaluate the diagnostic quality of the images regarding technique, positioning, anatomy, and identification.

If an image is less than optimal, the student is expected to make improvement suggestions.

Part of the competency process is to demonstrate the ability of the student to accurately assess the quality of the image. Therefore, students must be able to make that assessment as part of each competency test.







- exposures in the energized lab.
4. Dosimetry monitors will be kept at the clinical s



sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status. This is also discussed under College Board Policy 2.13.14 Harassment/Discrimination, Board Policy 2.13.14.01 Sexual Harassment Policy, and Board Policy 3.18 Student Harassment/Discrimination.

Recognizing the sensitivity of the human fetus to damage by ionizing radiation, the Radiologic Technology program adheres to IEMA and federal regulations (NRC regulations 10 CFR) regarding pregnant technologists.

If a student becomes pregnant, she has the option to declare or not declare that she is pregnant. If she chooses to declare the pregnancy, it must be in writing and provided to the Program Director and/or Clinical Coordinator. The student will be provided a form to complete to officially declare her pregnancy, estimated date of conception, and indicate the expected date of delivery.

The student has the right to withdraw her pregnancy declaration at any time. Withdrawal of pregnancy declaration must be in writing. The student will be provided a form to withdraw her pregnancy declaration.

If a written declaration is not provided the student will not be considered pregnant.

Pregnancy Declaration Policy/Procedure:

1. When the student discloses her pregnancy, her radiation exposure history will be reviewed to

## IX. General Program Policies

### 1. Retention and Promotion

Admission to the Radiology Program does not guarantee continued enrollment. At the discretion of the Radiology faculty, the student may be considered for dismissal for unsatisfactory performance, unprofessional conduct, unethical behavior, unsatisfactory grades or attendance problems. Any evidence of cheating, plagiarism, or dishonesty regarding course work will be justification for disciplinary action. Students may be referred to student services for disciplinary action. The student radiographer will be evaluated each semester in fundamental theory and clinical education courses. Kishwaukee College does not allow students to record or video activities in the classroom.

To remain in good standing, the student must:

Maintain a grade of "C" or above in all Radiology and general education courses.

- o Satisfactory completion of all previous semester radiology courses is required for enrollment in subsequent semester radiology courses.
- o BIO 259 must be successfully completed by the end of the spring semester of their first year.

Abide by the rules and regulations established by the Radiology Program, Kishwaukee College, and the assigned clinical education centers.

Maintain appropriate levels of performance in clinical experiences.

Secure Radiology faculty approval for enrollment each semester.

A comprehensive examination will be administered to each student in their third semester. Each student must achieve an 80% or better on the exam.

- o Students are provided tutoring and study guides to assist them prior to taking the exam.
- o Students who do not meet the 80% benchmark after three attempts will be dismissed from the program.

### 2. Attendance

The student is expected to attend scheduled theory classes and clinical practicum regularly and promptly. The two experiences are interrelated and absence from the lecture sessions will lessen the student's efficiency in the clinical practicum. Though this program is based on competencies, time spent at the clinical site cannot be overlooked. This time is very important in developing patient care skills and becoming competent in radiographic procedures. Repeated absences could jeopardize the student's grade and lead to failure of the course.

#### a. Excused Absence

If a student will be absent from a class, the student must call the course instructor prior to the class. If a student is aware that he/she needs to be absent from class on a particular day, a written advance request must be submitted to the instructor. The student is responsible for making up any missed assignments. Excessive absences could result in grade reduction and/or disciplinary action.

Non-emergency physician and dental appointments are to be scheduled at times that do not interfere with class or clinical attendance.

If a student will be absent from a clinical assignment, the student must call the Clinical Instructor and Clinical Coordinator prior to the clinically assigned time. Voice mail messages are not acceptable; the student must talk to the clinical instructor at the site or a designated technologist. If a student is aware that he/she needs to be absent from clinical





- j. In the event of an occurrence of injury which results in the discharge of blood or bodily fluids, all work will cease in the area. Universal precautions will be observed; the affected area will be disinfected and decontaminated before work resumes (see Kishwaukee College Health and Safety Manual).
- k. Do not use any electrical equipment that is damaged or has frayed cords. Any electrical equipment requiring repairs or maintenance will be unplugged before maintenance is performed.
- l. Failure to follow these policies will result in disciplinary action, up to and including program dismissal.

#### 4. Clinical Uniform Requirements

The dress requirements are as follows:

Kishwaukee College tunic top with Kishwaukee College patch and black scrub pants.

White hosiery or socks, white- or neutral-colored shoes. Athletic or other working shoes are allowed providing they are of a neutral color. (No open toe, heel, or canvas shoes allowed per OSHA standards)

Lab coats are optional.

Photo ID and dosimetry monitors are to be worn properly at all times.

Kishwaukee College and the Affiliated Hospital maintain high standards for all staff and require



head and assist in the completion of an incident report. A copy of the incident report must also be sent to the Program Director. Follow-up action concerning all incidents will be the immediate responsibility of the student's clinical instructor or department head.

8. Sexual Harassment

Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 and Sections 1-102 and 5A-101 et seq. of the Illinois Human Rights Act. Sexual harassment, considered by law to be a form of sex discrimination, is prohibited under Title IX of the 1972 Educational Amendments.

Visit the College website, listed below for the most current information on reporting such incidents:  
[https://www.kishwaukeecollege.edu/visitors\\_friends/policies\\_procedures/resources\\_misconduct.php?page=258](https://www.kishwaukeecollege.edu/visitors_friends/policies_procedures/resources_misconduct.php?page=258)

If the harassment occurs at the clinical site and the offender is a staff member or other employee of the clinical site, you are asked to follow policies developed by that clinical site. These policies will be explained during each clinical site orientation.

9. Grading Policies

Grading policies for each didactic and clinical practicum course are outlined in the syllabus for that course. Specific grading policies are at the discretion of the course instructor, and may include, but are not limited to quizzes, exams, assignments, and attendance. Faculty are required to post grade scores on the Kishwaukee College Radiography website. Each student can individually access their grades for each course on the website.

Clinical performance grades will be determined by evaluation of the student's application of knowledge, patient care skills, professionalism, critical thinking and initiative/punctuality. Completion of required competencies and clinical projects will also be reflected in the clinical grade.

An incomplete I grade may be given by an instructor, if in the instructor's judgment, there are extenuating circumstances which merit granting a student more time beyond the end of the semester to complete course requirements.



12. Conflict Resolution and Grievance Policy and Procedure

Students are encouraged to attempt to resolve disagreements with faculty members, administrators, and other students in an open, informal, and non-confrontational policy

The decision of the Appeal Committee to retain or dismiss the student is final. If the student is reinstated, all missed coursework and clinical time must be made up within a reasonable time. The student will receive a written notification of said timeframe. If the appeal is denied, the student will be requested to withdraw from all radiologic technology courses.

Records of all grievance procedures as described above will be maintained according to college

12. Drug Screening

Prior to beginning the program, Radiography students will be required to participate in screening for the use of controlled substances.

If a student has a positive drug screen, he/she will not, at the discretion of the clinical facility, be allowed to participate in the clinical component of the course at the assigned clinical facility. If the initial drug test indicates a positive, the student will be given the opportunity to either refute the positive or, at the student's expense have a more extensive test performed by the party selected by Kishwaukee College to perform the initial test. If the student is unable to refute the test or the repeat test is again positive, the clinical facility will be notified, and at the facility's discretion, the student will be prohibited from taking part in the clinical experience at that facility. Students with unfavorable drug screen results deemed unacceptable by any affiliated clinical site will be required to withdraw from the program.

Students will also be required to cooperate in testing of urine, breath or blood for evidence of drug or alcohol use whenever they are suspected of reporting to a clinical site under the influence of drugs or alcohol. The testing policies of the clinical sites will be followed in such cases.

13. Social Media

College administrators and educators have discretion to require compliance with recognized standards of the profession, both on and off campus, so long as their actions are reasonably related to legitimate pedagogical concerns. Social media posts that are directed at classmates, faculty, college administrators, or clinical affiliates that are deemed inappropriate will result in disciplinary/dismissal from the program.

## X. Health & Safety Requirements





For more serious or repeated infractions of the program's policies and procedures, documentation of the event will be made by the faculty member, signed by the student, and placed in the student's file.

2. Counseling

Counseling sessions will be held when a student exhibits problems in areas of behavior or clinical performance. The student will meet with the clinical instructor, clinical coordinator, and/or program director and discuss the problems or areas of deficiency. During the counseling session, the student will be given a set of goals to strive toward to alleviate the problem. The counseling session will be documented and placed in the student's file.

3. Probation

Probation is a period of time, from 2 weeks to an entire semester, during which the student's conduct, and/or educational achievements will be closely observed by the college faculty and supervising personnel at the clinical site. The student is to use the probation time to correct the areas of deficiency and meet established performance goals. At the end of the probationary period, the faculty will re-evaluate the student's progress and determine whether to remove the probation, extend the probation, suspend or dismiss the student. If, after an entire semester of probation, the student fails to correct deficiencies, he/she will be dismissed from the program. A record of the probation and reasons for the probation will become part of the student's file.

4. Suspension

Under certain circumstances, if deemed necessary by the program faculty, a student may be suspended for a first-time serious infraction of the program's policies and procedures. In addition, repetition of an infraction of a policy for which the student has received written warning may also warrant a suspension. Suspension is defined as removal of the student from the clinical site for any infraction of the rules and regulations of the radiography program or clinical site. The student must provide the program director with written evidence of their willingness and ability to rectify the problems causing the suspension before they can return to the clinical site. All clinical hours missed due to suspension will be documented in accordance with the attendance policy and could seriously impact the clinical grade and program completion. A record of the suspension and reasons for the suspension will become part of the student's file.

5. Dismissal



Technology.

6. Reasons for Program Disciplinary Action
  - a. Failure to maintain proper dress and appearance
  - b. Insubordination to supervisors and faculty and clinical staff
  - c. Discourteous treatment of patients, visitors or employees
  - d. Incompetence, neglect of duty or poor performance
  - e. Leaving early or arriving late without notifying shift supervisor or clinical instructor
  - f. Violation of Safety and Radiation Protection Rules
  - g. Divulging confidential patient information
  - h. Gambling on hospital property
  - i. Using profane language at the clinical site and classroom
  - j. Refusing to work in an assigned area
  - k. Physically fighting on hospital property
  - l. Falsifying records or files (student or hospital)
  - m. Theft of hospital or college property
  - n. Reporting for class or clinical under the influence of non-prescription drugs, alcohol or narcotics. Use of illegal drugs either on or off the clinical site.
  - o. Unexcused absences
  - p. Excessive absenteeism
  - q. Unsatisfactory progress in radiology course work ("D" or "F" grade)
  - r. Unsatisfactory completion of transfer probationary period
  - s. Physical or verbal abuse of patients, visitors, staff, students or faculty.
  - t. Social media violations
  - u. Defamation or slander, either verbally or via social media, of Kishwaukee College Radiology Program including but not limited to college staff, hospital staff, students, or any other similar entities.

If student is dismissed from a clinical site from any of the reasons listed above, this will lead to disciplinary actions and possible dismissal from the program.



# Kishwaukee College Radiography Program

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Program: \_\_\_\_\_ Date: \_\_\_\_\_

In accordance with the NRC's regulations at 10 CFR 20.1208, "Dose to an Embryo/Fetus," I am declaring that I am pregnant. I believe I became pregnant in \_\_\_\_\_ (only the month and year need be provided).

*Declared pregnant woman*

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisievert) (unless that dose has already been exceeded between the time of conception and submitting this letter). I also understand that meeting the lower dose limit may require a change in job or job responsibilities during my pregnancy.

I understand that MRI procedures/exams are a contraindication of my pregnancy. I will refrain from participating or entering an MRI suite during my pregnancy.

This form shall be submitted to the Radiation Safety Officer for my program of study.

By signing this statement, I acknowledge receipt of the declaration of pregnancy for the above individual; have provided her with an outline of the potential risks from exposure to the unborn child from the information provided in U.S. Nuclear Regulatory Commission Regulatory Guide 8.13, and have evaluated her prior exposure (internal and external) to establish appropriate limits to control the dose to her unborn child in accordance with the above stated limitations and the ALARA program.

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# Kishwaukee College Radiography Program

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Program: \_\_\_\_\_ Date: \_\_\_\_\_

I have been advised of the potential health risks to the embryo/fetus associated with radiation exposure. I have also been advised of the Nuclear Regulatory Commission (NRC) requirements of 10CFR20 that the dose to the embryo/fetus for occupational exposure of the expectant mother be limited to 500 mrem for the entire gestation period.

I have previously declared my pregnancy and requested that my Clinical Instructor and program Radiation Safety Officer limit my radiation exposure under the provisions of the NRC Regulatory Guide 8.13. I understand that I may withdraw my request at any time and for any reason prior to the end of my pregnancy.

I hereby withdraw my request that my Clinical Instructor and Clinical Coordinator limit my radiation exposure under the provisions of the NRC Regulatory Guide 8.13.

I understand that, by withdrawing my request, the Radiation Safety Officer will apply the NRC dose limits applicable to occupational workers. I make this decision voluntarily and have had the opportunity to ask questions concerning the potential health risks to me and to my embryo/fetus.

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

Date received by Radiation Safety Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

## Notes and Updates