



Clinical Practicum: Rules and Regulations Handbook

Rules and Regulations Handbook

In this handbook, you will find an introduction to the clinical practicum rules and regulations the students need to know and abide by.

Clinical hours scheduling

1. A predetermined number of clinical hours need to be completed in a given clinical course¹:

– DGRG 220:	105 hours	Summer semester	2crs
– DGRG 230:	210 hours	Fall semester	4crs
– DGRG 240:	105 hours	Spring semester	2crs
– DGRG 250:	105 hours	Summer semester	2crs
– DGRG 260:	210 hours	Fall semester	4crs
– DGRG 270:	210 hours	Spring semester	4crs
2. Upon arrival to AUBMC, students should:
 - Report to the MIS premises at AUBMC (SB-09).
 - Sign the attendance log.
 - Change into their uniforms (*check dress code section*).
 - Proceed to the assigned clinical rotation.
 - Sign the attendance log when leaving the clinical placement.
3. Students who miss more than one-fifth of the set clinical training hours of any course prior to the withdrawal deadline can be withdrawn from the course as per the University Catalogue:

DGRG 220 / 240 / 250:	21 hours.
DGRG 230 / 260 / 270:	42 hours.

Clinical rotations

Clinical rotations are predetermined by the instructor(s) and conveyed to students in a timely manner.

1. Students should abide by the set rotations schedule.
2. Students should at all-time be present in their assigned rotations during the specified clinical hours.
3. Students are not allowed to change their rotations schedule.
4. Students need to leave their rotations (for any reason) should inform their instructor (orally or by email) and senior radiographer (orally) of the assigned rotation and provide a valid reason.
5. Lunch breaks:
 - 5.1. DGRG 270: 2:00-2:30 (Monday), 1:00-1:30 (Tuesday and Thursday), and 10:00-10:30 (Friday)
 - DGRG 240: 10:30 – 11:00

¹ Post-graduation: employment / licensure to practice / post-graduate studies, might be affected by the total number of clinical hours completed during undergraduate studies.



- 5.2. If a student is undertaking a procedure during a scheduled break, the procedure takes precedent, and the break will be rescheduled.
- 5.3. Lunch breaks should be taken outside the MIS premises.

Dress code

1. Prior to the start of the clinical practicum courses (DGRG 220), students will be advised by instructors on the purchase of uniforms.
2. Students are required to purchase their uniforms prior to DGRG 220 course.
3. Students should change into their uniforms upon arrival to MIS premises and back to their own clothes upon leaving the MIS premises.
4. Uniforms should not be worn outside clinical areas.
5. Uniforms should be neat, clean, wrinkle free and in good shape.
6. Veils should be tucked inside the uniform at all-times and be of uniform color.
7. Navy blue, black, or white jackets may be worn over the uniform.
8. Male students should wear a white T shirt under their uniform top.
9. Shoes should be clean, closed toes, comfortable and noiseless. Preferably black, white, or navy.
10. All Students should wear their identification badges at all-times.
11. Light jewelry (such as a small necklace) should be appropriate and not cause safety hazards or hindrances while working (e.g., MRI-compatible = non-metallic).
12. All Students should remove and place their valuables and metallic objects in lockers prior to entrance into the magnetic field.
13. Hair should be well-groomed and tidy. Long hair should be tied up.
14. Nails should be sufficiently short. Light colored nail polish should be used if needed.
15. Male students should be well shaved or have a trimmed beard.
16. Tattoos should not be apparent.

Patient privacy and confidentiality

1. Students should preserve the privacy and confidentiality of all patients and patient related information that they might encounter during their clinical training.
2. Patient privacy and confidentiality should be maintained:
 - 1.1. Throughout the patient care process.
 - 1.2. While handling patient history.
 - 1.3. While handling electronic files of the patients (medical or imaging).
 - 1.3.1. Students must never download patient related information from any of the AUBMC systems.
 - 1.3.2. Students must never use images in course assignments if the images are not provided by the instructors.
3. Any student who breaches patient privacy and confidentiality will be placed on a disciplinary action.

Attendance

1. Students are required to fulfill all required clinical training hours.
2. Any absence should be accompanied by a valid excuse.
 - 2.1. Students planning on missing a whole day of clinical training should inform their instructors and provide a valid reason.
 - 2.2. Excused absenteeism:
 - 2.2.1. Should the student be late for their clinical training, your instructor(s) must directly be informed by email.
 - 2.2.2. Any excusable arrival delayed by more than 30 minutes should be compensated.
 - 2.2.3. Hours missed should be compensated on a day and time set by the instructor(s).
 - 2.3. Unexcused absenteeism:
 - 2.3.1. Unexcused absence from the clinical training will not be compensated.
 - 2.3.2. For every unexcused absence, 3% of the course average will be deducted.



3. Sick leaves:
 - 3.1. To be considered valid, only medical reports/sick leaves issued by an AUB Medical Center (AUBMC) doctor, or by the University Health Services will be accepted within 2 days. Should there be a question about the validity of any excuse presented by the student, the matter should be referred to the appropriate faculty committee.
 - 3.2. Students are recommended to refrain from scheduling their appointments at the University Health Services during clinical hours if feasible.

Personnel monitoring

1. Students will be assigned a personal radiation monitor.
2. The monitor should be worn at all-times in the clinical rotations.
3. The personnel monitor should be placed at the trunk region.
4. In case you lose the personal monitor, you have been assigned; the students should be charged \$17.

Safety lectures

Students will be asked to complete the below listed safety lectures during first two weeks of DGRG 220:

1. Fire safety.
2. Infection control.
3. Waste management.
4. Radiation safety.

Electronic devices

Cell phone use is prohibited during clinical rotations.

Non-Discrimination – Title IX – AUB

AUB is committed to facilitating a campus free of all forms of discrimination including sex/gender-based harassment prohibited by Title IX. The University's non-discrimination policy applies to, and protects, all students, faculty, and staff. If you think you have experienced discrimination or harassment, including sexual misconduct, we encourage you to tell someone promptly. If you speak to a faculty or staff member about an issue such as harassment, sexual violence, or discrimination, the information will be kept as private as possible, however, faculty and designated staff are required to bring it to the attention of the University's Title IX Coordinator. Faculty can refer you to fully confidential resources, and you can find information and contacts at www.aub.edu.lb/titleix. To report an incident, contact the University's Title IX Coordinator Mitra Tauk at 01-350000 ext. 2514, or titleix@aub.edu.lb. An anonymous report may be submitted online via EthicsPoint at www.aub.ethicspoint.com.

Warnings

1. Disciplinary action (oral / written warnings) will be taken against students who do not abide by the above listed rules (academic and non-academic).
2. Three oral warnings will lead to a written warning.
3. Upon obtaining a third written warning, the head of the Division of Health Professions and the Dean's office will be informed, and additional disciplinary action will be taken based on policies and procedures.

Clinical competencies

Clinical competencies are a set of interrelated knowledge and skills which you need to acquire from the clinical setting to be able to perform a given imaging procedure with the provision of the best health care.



Clinical education

1. The clinical education of a student is supervised by the radiographers in a given modality as well as the course instructors.
2. Instructors and radiographers provide an opportunity for guidance and assistance when student improvement is deemed necessary.

Clinical Evaluations

1. Radiographers and instructors at the clinical site will evaluate students on a regular basis. Each modality is overseen by the clinical educator and the supervisor of the modality. Contact details for modality supervisors are listed below:

Supervisor	Modality
Saly Abbas	General Radiography
Zeina Hosry	Computed Tomography Supervisor
Ghina Yassin	Fluoroscopy and Interventional Senior Radiographer
Ricardos Daniel	Magnetic Resonance Imaging Manager
Randa Ibrahim	Ultrasound Supervisor
Ibtissam Chouman	Breast Imaging Supervisor
Nemer Neaimeh	Positron Emission Tomography Cyclotron Manager

2. Student performance evaluation is based upon specific levels of technical and professional competency.
3. Clinical competency grading: the below 4-stage scale assessment system is followed to grade the required competencies for each modality:
 - Not Applicable: NA
 - Fail: 1
 - Need Improvement: 2
 - Meet Competencies: 3
 - Exceed Competencies: 4
4. Evaluations will be discussed with the students individually on need basis. Areas of concern will be emphasized, identified and an improvement plan will be implemented.
5. Clinical competency record:
 - 5.1. All students should fill the below table in each modality, for every case they observe/perform under supervision.
 - 5.2. It should be submitted on MOODLE at the end of every week (Appendix I).
 - 5.3. Failure to submit the form in a timely manner will lead to grades deduction (1 point).
6. AUB MOODLE:
 - 6.1. All documentation / announcements will be posted on MOODLE.

Academic integrity

1. Education is demanding, and time management is essential. Do not hesitate to use the resources around you but do not cut corners. Cheating and plagiarism will not be tolerated. Please review the Student Code of Conduct in your handbook available on the following web page and familiarize yourself with definitions and penalties (p. 33): <https://www.aub.edu.lb/sao/Documents/Student%20Handbook%202016-2017.pdf>



2. If you're in doubt about what constitutes plagiarism, ask your instructor because it is your responsibility to know. The American University of Beirut has a strict anti- cheating and anti-plagiarism policy. Penalties include failing marks on the assignment in question, suspension or expulsion from university and a permanent mention of the disciplinary action in the student's records.



Clinical Practicum Handbook Agreement

I have read and understood the Program Handbook. The contents have been fully explained by the course instructor(s) responsible for my course and all pertinent questions have been answered.
I fully understand that if there is a breach of the mentioned competencies in this handbook, then disciplinary action may be undertaken in accordance with the American University of Beirut policy and procedures for students.

Course Instructor(s):

- Ms. Saly Abbas

Student Name:

Date: ____ / ____ / ____

Course Instructor(s) Signatures:

Student Signature:

***Please Note: The policies and procedures of this handbook are in effect immediately.
Any additions, changes, or corrections made by the program will be circulated and communicated via email.***