

Indiana Society *of* Radiologic Technologists



Student Page Manual

PREFACE

This manual is designed as an information source for use solely by the ISRT Board and Student Page. The policies and procedures contained are those that have been approved by the Board. The Executive Secretary provides an updated copy of the Student Page Manual for the Student Page and Senior Board Member and for posting on the ISRT website. The Executive Secretary will provide further updates as changes in policies and procedures occur.

Information contained within this manual may not be released without the prior approval of the Board.

Any language contained in this manual should not be construed as a contract of employment to any individual and a contract should not otherwise be implied.

The ISRT Board reserves the express right to change any policy in the manual at any time.

Throughout this manual the word mentor will be used interchangeably with the Senior Board Member.

STUDENT PAGE MANUAL

ADOPTED: 7/87

LAST AMENDED: 1/06, 7/07, 10/07

ISRT...Bringing the Future of Medical Imaging to You

A. PURPOSE

1. The purpose of the Student Page program is to foster knowledgeable students with insight into the activities, functions, purpose, and goals of the Indiana Society of Radiologic Technologists, Inc. and to increase student participation and involvement in their professional organization.
2. Upon completion of serving a one-year term, the Student Page should be able to:
 - a. Explain the workings of the ISRT board
 - b. Identify the members of the ISRT board and briefly describe their duties
 - c. Operate as a member of a committee
 - d. Properly prepare and submit a board report
 - e. Serve as an active member of a board
 - f. Promote ISRT to their peers
 - g. Serve as a spokesperson for student technologists

B. APPLICATION AND QUALIFICATIONS

All applicants must:

1. Make application to serve as a Student Page to be received by August 15th.
2. Be a 1st or 2nd year student enrolled in an accredited entry-level program in the radiologic sciences at the time of application.
3. Be available to attend all ISRT Board of Directors meetings, the ISRT Annual Conference, and all Business Sessions.
4. Be a current ISRT member at the time of application and maintain membership while serving as a Student Page.

C. SELECTION

1. Student Pages will be selected by the ISRT Board of Directors and notified no later than August 30.
2. The number of Student pages is the prerogative of the ISRT Board each year.

D. TERM

1. The term will begin at the 1st board meeting of one year and conclude after the final board meeting and close of the Annual Conference of the following year.
2. Student Pages will have the option of continuing for a second term if they choose. To continue the Student Page Program for a second term, written notification must be made to the ISRT Board of Directors prior to the end of the initial program term.
3. A Student Page (first or second term) who graduates may continue the program as a technologist until the end of their term or they may withdraw from the program upon graduation by submitting a written letter to the ISRT Board of Directors.

E. BOARD MENTOR

1. The Senior Board Member will be the primary mentor for the Student Page. The mentor will assign the Student Page to a different board member at each board meeting. For example:
 - 1st board meeting—Treasurer
 - 2nd board meeting—Vice President
 - 3rd board meeting—Secretary
 - 4th board meeting—President
 - 5th board meeting—Chairman of the Board
2. The Senior Board Member will be responsible for briefing the Student Page prior to the board meeting, seeing that the Student Page is sitting with the proper person during the meeting, debriefing the Student Page following the meeting and answering any questions pertinent to the position. The Senior Board Member will also work with and encourage the Student Page to strive to achieve more than the minimum requirements (shaded areas below).
3. The Senior Board Member will be responsible for recording and tracking Student Page award points.

F. STUDENT PAGE AWARDS

1. The ISRT will award a Certificate of Recognition to the Student Page and mentor for each Student Page who completes a full term of the Student Page Program.
2. Student Pages will have the opportunity to earn awards for travel, meeting registration and membership.

3. Awards will be presented by earning the following number of points:

AWARD	POINTS NEEDED	RESTRICTIONS
\$10 Gasoline/travel voucher for attending a board of directors meeting	none	Limit 1 voucher per meeting. Must have submitted report prior to meeting.
Registration for Annual Conference (Student or Technologist Category)	40	
Free Student membership	10	
Convert Student membership into Active membership at graduation	30	
Free Active Membership for first year as a Registered Technologist	40	

4. All points earned will expire at the end of the Annual Conference one (1) year following completion of the program term. Points earned during a second term by a Student Page will expire at the end of the Annual Conference one (1) year following completion of the second term.
5. Points earned during the first term as a Student Page cannot be carried over to be used in addition to points earned during a second term.
5. During the term, the Student Page will be responsible for attendance at all board meetings and the business sessions at the Annual Conference and will earn award points as designated. The shaded areas in the table below are not mandatory for attendance but provide other avenues to earn award points. Applicable business sessions occur at the Annual Conference at the end of the Student Page's term.

ACTION	POSS. POINTS	POINTS AWARDED
Attend all board meetings		
1 st board meeting	1	
2 nd board meeting	1	
3 rd board meeting	1	
4 th board meeting	1	
5 th board meeting	1	
Attend all Annual Conference business sessions		
1 st business session	1	
2 nd business session	1	
Submit written reports on time prior to board meetings		
1 st board meeting		
2 nd board meeting	2	
3 rd board meeting	2	
4 th board meeting	2	
5 th board meeting	2	
Assist the Annual Conference educational program chairman to develop a student track for the Annual Conference		
Contact speaker	2	
Secure CV and outline	5	
Make AV arrangements	2	
Introduce speakers at meeting	1	
Tally speaker evaluation forms for educational meeting (1 point per lecture, 5 points maximum)	1 – 5	
Serve as Teller during Annual Conference Business Session	2	
Serve as Sergeant-at-arms during Annual Conference Business Session	2	
Give the invocation at the business session	2	
Carry the Flag during the business session	1	
Make presentation at the Annual Conference	10 – 15	
Serve as a Committee Chairman (Hospitality, Properties, Publicity, etc.) on Annual Conference Committee	15-20	
Attend ASRT conference	5	
Participate in ISRT Leadership Academy	10	
Participate in ASRT Leadership Academy	10	
Plan and put on a one-day seminar	40	
Serve on an ISRT committee	5 – 10	
Perform a student survey as approved by the Board	10 – 15	
Submit an article to be printed in the ISRT Journal	10 – 15	
Miscellaneous duties as approved by the Student Page Mentor	5-10	

G. STUDENT PAGE ORIENTATION

1. There will be a Student Page orientation to include:
 - a. Purpose of the Student Page Program
 - b. Definitions
 - c. Guidelines
 - d. Code of Ethics
 - e. Responsibilities
 - f. Required Attendance/Excused Absence Form
 - g. Student Page Policies
 - h. Student Page Awards
 - i. Student Page Performance Evaluation
 - j. Student Page Program Evaluation
 - k. Distribution of the ISRT Bylaws and Special Rules and Student Page Manual

2. The Student Page orientation will be held each year during the ISRT Annual Conference prior to the first ISRT Board of Directors meeting. The Student Page orientation will be conducted by the Senior Board Member.

H. ISRT RESPONSIBILITIES

The ISRT shall:

1. Plan and administer the Student Page Program.
2. Make Student Page applications available and provide a copy of the Student Page Manual to all involved parties in a timely manner.
3. Accept completed applications.
4. Inform all involved individuals of final selection outcome.
5. Provide the Student Page with all scheduled dates for required attendance during term as a Student Page.
6. Recognize Student Page(s) and mentor at the Awards Business Session of the Annual Conference and in the Annual Conference Final Program Booklet.
7. Present Certificates of Recognition to each Student Page and mentor at the Annual Conference.

I. MENTOR RESPONSIBILITIES

The Student Page Program offers the ISRT a unique opportunity to foster potential new officers and/or committee chairmen/members. Your attitude, actions and acceptance of the program will in essence predict its success. You will have the responsibility to be familiar with all policies and guidelines of the Student Page Program, and, as a mentor, assist the Student Page in successfully accomplishing all that is required. It is essential that this opportunity be a productive and positive learning experience. The ISRT is depending on you, as a mentor, to convey the epitome of professionalism during all your interactions. The personal involvement of your Student Page is of the utmost

importance, and as a mentor you must convey a positive attitude at all times, to insure an atmosphere of cohesiveness and professionalism.

The mentor shall:

1. Personally communicate and work closely with the Student Page.
2. Conduct an orientation program for the Student Page.
3. Assign tasks that are appropriate and within the guidelines for the Student Page.
4. Adhere to all policies and guidelines regarding the Student Page Program.
5. Set an example as a role model for the Student Page.
6. Ensure that the Student Page has been informed of all scheduled times and places of required meetings and special meetings.
7. Complete a board approved Student Page Performance Evaluation.

J. STUDENT PAGE RESPONSIBILITIES

Immediately upon assuming the responsibilities of an ISRT Student Page, you are required to attend the official orientation program conducted by the Senior Board member. Orientation is your introduction to a unique experience with the professional organization that represents you. Your conduct, sincerity, and incentive are a necessity if you are going to have a positive learning experience. The knowledge gained during your term as a "Page" can enhance your professional perspective and prepare you for future professional endeavors. Your involvement can lend itself to a greater understanding of the activities, functions, purpose and goals of the ISRT. A genuinely sincere effort to participate can foster your continued involvement in the ISRT as a registered technologist. It is your duty to take full advantage of this unique opportunity by applying all of your efforts to not only comply with the policies and guidelines, but by utilizing the term as "Page" to improve your understanding of the ISRT. This is an opportunity to foster your professional growth and maturity.

As the Student Page, when on official business for the Board or the Society, you are an official spokesman. The Student Page's words, whether in conversations, speeches, or written reports, are interpreted to reflect the board and the Society policies. For this reason, each Student Page member must be conscious at all times of what he is saying or writing, how it might be interpreted by others and whether he is truly reflecting established policies. In the event that a Student Page member is approached verbally or in writing regarding a concern/issue, the Chairman of the Board shall be notified immediately and then the Chairman of the Board will consult with all board members prior to giving a response. (Refer to Board Policy and Procedure Section II. C. Communications Policy.)

The Student Page shall:

1. Become familiar with and adhere to the Student Page Manual.
2. Conduct himself in a professional manner at all times, adhere to all Student Page policies and guidelines governing the Student Page Program and may not exceed his responsibility boundaries.
3. Sign and adhere to the Board approved "Code of Ethics" statement.
4. Attend the ISRT Student Page orientation program.
5. Attend all Board of Directors meetings, the ISRT Annual Conference, and all Business Sessions and any special meetings of the ISRT and/or Board of Directors meetings as instructed. The Annual Conference and Business Sessions occur at the end of the Student Page program term.
6. Be punctual for all required meetings.
7. Submit a written Board report (see example, page 11) prior to all Board of Directors meetings upon notice from the Executive Secretary.
8. Complete the Excused Absence Form if unable to attend a required meeting and submit the completed form to the Chairman of the Board and the mentor two (2) weeks prior to the scheduled meeting date.
9. Perform duties as assigned by the mentor and/or the ISRT Board of Directors on a timely basis.
10. Assume responsibility for attendance at ISRT educational courses at the Annual Conference.
11. To continue the Student Page Program for a second term, written notification must be made to the ISRT Board of Directors prior to the end of the initial program term.
12. Intentions to withdraw from the Student Page Program upon graduation from radiologic science program prior to the completion of a full-year term must be submitted in writing to the ISRT Board of Directors.
13. Submit a completed Student Page Program Evaluation within 30 days after completion of the Student Page Program to the current ISRT President.

STUDENT PAGE "CODE OF ETHICS"

Each Student Page must sign and adhere to the Board approved "Code of Ethics" as follows. The Code of Ethics is to serve as a guide for professional and ethical conduct during the term as an ISRT Student Page.

The Student Page shall:

- a. Fulfill the responsibilities of the ISRT Student Page.
- b. Become knowledgeable of all required documents governing the Student Page Program.
- c. Comply with all ISRT Student Page policies and guidelines.
- d. Conduct himself in a professional manner which reflects dignity, respect and a positive attitude toward the radiologic sciences and the Indiana Society of Radiologic Technologists, Inc.
- d. Respond to a charge/task assigned by the mentor and/or the Board of Directors.
- e. Perform charges/tasks in a competent and timely manner.
- f. Maintain confidentiality of all ISRT information and sensitive matters during and after completion of the term as Student Page.
- g. Participate in and actively support the ISRT and its Student Page Program.
- h. Work with the mentor, Board of Directors and fellow Student Pages in a positive manner reflecting respect and cooperation.

ATTESTATION:

I have read the ISRT Student Page Manual and agree to abide and uphold the policies and standards of professional conduct.

Student Page name (printed) _____

Student Page signature _____

Date _____

Term of Student Page:

_____ to the close of the 20__ Annual Conference.

STUDENT PAGE APPLICATION

The Indiana Society of Radiologic Technologists is committed to planning and providing leadership for the Student Page Program.

The purpose of the program is to foster knowledgeable students with an insight into the activities, functions, purpose, and goals of the ISRT and to increase the participation and involvement of students.

STUDENT QUALIFICATIONS:

Student Page applicants must be a student of an accredited entry level program in the Radiologic Sciences. The Student Page must be available to attend all ISRT Board of Directors meetings, the ISRT Annual Conference, and all Business Sessions. The Annual Conference and Business Sessions occur at the end of the Student Page's term. A Student Page who graduates may continue the program as a technologist until the end of their term or they may withdraw from the program upon graduation by submitting a written letter to the ISRT Board of Directors. The Student Page applicant must be a current member of the ISRT at the time of application and must maintain ISRT membership while serving as a Student Page. Please include a copy of your ISRT membership card.

NAME OF STUDENT PAGE APPLICANT _____

ADDRESS OF APPLICANT _____

CITY/STATE/ZIP _____

PHONE WITH AREA CODE _____ E-MAIL _____

MONTH/YEAR OF GRADUATION _____

NAME OF RADIOLOGIC SCIENCES PROGRAM _____

NAME OF PROGRAM DIRECTOR _____

APPLICANT STATEMENT:

Please provide a brief narrative that explains how serving as an ISRT Student Page would benefit you. Please type your statement on 8 ½ x 11" paper, double spaced and no more than two (2) pages in length and attach to your application.

APPLICANT CERTIFICATION:

I submit this application for consideration as an ISRT Student Page. If selected I will comply with all ISRT policies for the Student Page program.

Student Page applicant signature _____

Date _____

Please mail Student Page program application and all documentation to be received by August 15th to:

**ISRT STUDENT PAGE PROGRAM
c/o ISRT SECRETARY**

(Current ISRT Secretary's name and address can be located on the ISRT website at www.isort.org)

Postmarked/Received _____

ISRT membership verified _____

All documentation supplied _____

Signature of Secretary _____

SAMPLE BOARD REPORT

To: ISRT Board Members
From: Jane Patton
Student Page
Date: 12/06/06
Subject: 2nd ISRT Board Report

Below are my activities as a Student Page since the first ISRT Board of Directors Meeting on 9/22/06:

9/22/06 Completed orientation with Student Page Mentor
10/01/06 Contacted mentor via email to discuss my goals as a student page
11/2006 Participated in email discussion with ISRT board and committee chairman regarding the date for the 1st BOD meeting
11/24/06 Met with members of Ad Hoc Committee to review results of email survey to other affiliates

Respectfully submitted,



Jane Patton
Student Page

STUDENT PAGE PERFORMANCE EVALUATION

This evaluation is to be filled out by the Senior Board member. If any statements are answered NO, please provide specific comments.

1. Student Page complied with all policies/guidelines relative to the Student Page Program:

____ YES ____ NO

2. Student Page conducted himself in a professional manner while representing the ISRT and complied with the ISRT "Code of Ethics":

____ YES ____ NO

3. Student Page was punctual and attended:

a. Student Page Orientation ____ YES ____ NO

b. Board of Directors Meetings ____ YES ____ NO

c. ISRT Annual Conference ____ YES ____ NO

d. Business Sessions ____ YES ____ NO

4. Student Page complied with excused absentee guideline:

_____YES _____NO

5. Student Page became familiar with and complied with the responsibilities of the Student Page:

_____YES _____NO

6. Student Page successfully carried out duties as assigned by the mentor and/or the Board of Directors in a proper and timely manner:

_____YES _____NO

7. Please define the general overall performance of the Student Page in respect to incentive, acceptance of the program, participation, and willingness to serve/learn during the term as Student Page:

8. Upon completion of the Student Page Program, the Student Page demonstrated a good knowledge and insight into the activities, functions, purpose and goals of the ISRT:

_____YES _____NO

9. Student Page properly completed and submitted the Student Page evaluation of program by the designated date to the outgoing ISRT President:

_____YES _____NO

10. Would you recommend that this Student Page be considered for future ISRT appointments to Offices, committees or taskforces?

_____YES _____NO

If YES, what area(s) do you feel the Student Page has displayed the greatest interest? Please list Offices, committees or task forces.

Senior Board Member's signature _____

Date _____

Submit the completed evaluation within thirty (30) days after the Annual Conference with a copy to the board and Student Page.

STUDENT PAGE PROGRAM EVALUATION

This evaluation is to be filled out by the Student Page. If any statements are answered NO, please provide specific comments.

1. Do you have any comments/recommendations concerning the Student Page Manual?

YES NO

2. Are the Student Page policies and guidelines clearly identified?

YES NO

3. Did you find your responsibilities within reasonable expectations?

YES NO

4. What did you experience that assisted you in gaining a better understanding of the ISRT?

5. What did you like the most about the Student Page Program?

6. What did you like least about the Student Page Program?

7. You learned the most from (number in order of importance):

- a. Mentor _____
- b. Student Page Manual _____
- c. Annual Conference _____
- d. Business Sessions _____
- e. Board Meetings _____

8. List areas of needed change/improvement in the Student Page Program and suggest alternative methods, if possible.

9. Please give an overall general description of your experiences (positive/negative) during your term as an ISRT Student Page:

10. Would you be willing to serve as an officer, committee member or task force member in the future?

____ YES ____ NO

If YES, please list Office and/or Committees/Task Forces on which you have a prime interest in serving:

Student Page signature: _____

Date: _____

Submit the completed evaluation within thirty (30) days after the Annual Conference with a copy to the board and Senior Board Member who served as your mentor.

STUDENT PAGE EXCUSED ABSENCE FORM

The Student Page must complete the Excused Absence Form if unable to attend a required meeting and submit the completed form to the Senior Board member two (2) weeks prior to the scheduled meeting date.

Name of Student Page: _____

Scheduled meeting date: _____

Reason for Absence: _____

Signature of Student Page: _____

Date: _____

TO BE COMPLETED BY THE SENIOR BOARD MEMBER

Date received: _____

Excused _____ Unexcused _____

Comments: _____

Senior board member signature

STUDENT PAGE POINTS

1. 40 points earns a Student Page free membership for the following year. If a Student Page is still a Student member at \$10 per member for the year, how will the points be adjusted? If the points are kept at 40, will that number of points automatically switch Student Page from Student member to Active member when they graduate?

10 points free Student membership
30 points to convert a Student membership to Active membership
40 points get a credit for 1st year of membership as an RT

2. According to the Student Page manual, if the Student Pages put on a 1-day seminar and they receive 40 points, what would the points be for putting on the Annual Conference?

Points would stay at 40. Student Pages would receive part of the commission paid to host a meeting and much of the additional work is delegated to committees.

3. How would you decide the points for the following items that were listed as 10-15 points?
 - a. Perform a student survey as approved by the Board
 - b. Submit an article to be printed in the ISRT Journal
 - c. Make a presentation at the Annual Conference

These would all be decided on an individual basis depending on the amount of work involved, the quality of the product and the benefit to the Society. The board would approve the number of points based on a recommendation by the mentor and the student.

4. Can a Student Page use any of the points that have been saved in order to pay for a hotel room at the Annual Conference?

No. The ISRT does not have the funds to allow for this.

It was the intention of the board when the Student Page program was structured that when the Student Page attended the board meeting that they would be reimbursed the \$10 for travel expenses at that time provided all criteria was met. This would follow the same guideline as any other board member, i.e., they would not be reimbursed if they rode with another individual or if they did not turn in a report, etc.