Indiana State Department of Health
Health Care Regulatory Services
Medical Radiology Services Program

Approval Process for Radiology Educational Programs

ISDH HCRS Program Advisory Letter
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Purpose

The purpose of this program advisory letter is to inform radiology educational programs about the procedures for becoming an approved program pursuant to 410 Indiana Administrative Code [IAC] 5.2.

Background Information

On September 20, 2006, the Executive Board of the Indiana State Department of Health (ISDH) adopted a revision to radiography licensing rules. The revised rules are codified at 410 Indiana Administrative Code 5.2. Pursuant to the revised rules, in order to be issued a license or permit, an individual applying for a radiography license or permit is required to have graduated from or be a student at an educational program approved by the ISDH.

Approval Process for Radiologic Technology, Nuclear Medicine Technology, Radiation Therapy, and American Dental Association approved Dental Assisting Programs

1. The educational program submits an *Application for Approval of Radiography Program* [State Form 53193].

2. Along with the application, the educational program submits proof that the program is approved by the applicable credentialing organization. Documentation should include the expiration date of the accreditation.

    a. Radiologic Technology programs may satisfy the requirement by submitting a copy of a document showing approval by the American Registry of Radiologic Technologists or by a document showing current accreditation status by an

accreditation organization recognized by the American Registry of Radiologic Technologists.

b. Nuclear Medicine Technology programs may satisfy the requirement by submitting a copy of a document showing approval by the American Registry of Radiologic Technologists or Nuclear Medicine Technologist Certification Board or by a document showing current accreditation status by an accreditation organization recognized by the American Registry of Radiologic Technologists or Nuclear Medicine Technologist Certification Board.

c. Radiation Therapy programs may satisfy the requirement by submitting a copy of a document showing approval by the American Registry of Radiologic Technologists or by a document showing current accreditation status by an accreditation organization recognized by the American Registry of Radiologic Technologists.

d. Dental Assisting programs may satisfy the requirement by submitting a copy of a document showing approval by the American Dental Association or by a document showing current accreditation status by an accreditation organization recognized by the American Dental Association.

3. For programs accredited by an appropriate credentialing organization as indicated above, no additional documentation is required other than the documentation of appropriate accreditation.

4. Upon receipt of the completed application and verification by the ISDH, the ISDH will issue a letter of approval. The approval expires in five years of the date of issue or upon a change in the accreditation status of the program. The program must update the ISDH in a timely manner on the accreditation status of the program.

Approval Process for Limited Radiography Programs

1. The educational program submits an *Application for Approval of Radiography Program* [State Form 53193].

2. Along with the application, the educational program submits the following program information:
   a. Detailed curriculum of the program
   b. Overview of the program
   c. Location of the program
   d. Curriculum vitae and/or resume of all faculty showing credentials and educational and professional background
   e. Description of clinical education and clinical evaluation system
   f. Description of competency-based evaluation system

3. The ISDH will evaluate the program information. The ISDH may have an *ad hoc* task force composed of health care professionals in the applicable category review the program information and make a recommendation for approval as an ISDH-approved limited radiography program. Evaluation of the program information will include the following:

a. Detailed curriculum of the program

The ISDH has developed an approved curriculum for each limited radiography category. The program must demonstrate that the program curriculum includes all components of the ISDH-approved curriculum. Documentation should include a description of program "courses" and the curricular content included in each course.

b. Overview of the program

The program information must include a general overview of the program to include the overall structure and format of the program. Included should be areas such as:

1) program goals and objectives;
2) program sponsor or governing body (include organizational chart if applicable);
3) program admission policies and procedures;
4) program academic standards to include program completion requirements, demonstration of academic progress requirements, and dismissal policies and procedures;
5) scope of education provided (i.e. didactic education, clinical education, or both);
6) format of the program (organization of the educational experience for the student, whether classroom or online, simulation opportunities, etc.);
7) expected length of the program;
8) program calendar to include any planned start and completion dates; and
9) program quality review and evaluation system established to ensure that program is meeting its goals and objectives.

c. Location of the program

Information must include the location of the didactic component of the program and the facilities and resources available to the students. A program may be an online program. If the program is an online program, the information should include how students will access the program and what other facilities and resources are available to the student. If the program will include a clinical component, the information should include the location of the clinical component.

d. Curriculum vitae and/or resume of all faculty showing credentials and educational and professional background

Program faculty must be appropriately credentialed for the category of program and course content. Information must be provided demonstrating appropriate faculty credentials and experience.

e. Description of clinical education and clinical evaluation system

In order to be licensed as a limited radiographer, the student must complete an ISDH-approved educational program and obtain a clinical competency certification. An educational program is not required to provide clinical experiences. If the educational program includes a clinical component, however, the program information must include a description of the clinical education and clinical evaluation system.

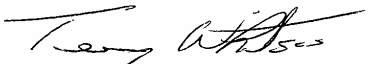
f. Description of competency-based evaluation system

Each program must have an evaluation system that assesses the competency of the student and evaluates academic progress. Program information must include a description of the competency-based evaluation system utilized by the program as to the evaluation of the student in determining completion of the program requirements.

4. Upon a determination by the ISDH that the program meets program requirements, the ISDH will issue a letter of approval. The approval expires in five years of the date of issue. The program must update the ISDH in a timely manner as to any changes in the program.

Questions about this program advisory letter may be addressed to Terry Whitson, 317-233-7022, email twhitson@isdh.in.gov or Mary Stiker, Medical Radiology Services Program Director, phone 317-233-7563, mstiker@isdh.in.gov.

Approved by,



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