

Reid Health
School of Radiologic
Technology
Student Handbook

INTRODUCTION.....	5
PURPOSE AND USE OF THE STUDENT HANDBOOK	5
ABOUT REID HEALTH	5
SCHOOL OF RADIOLOGIC TECHNOLOGY	6
RADIOLOGIC TECHNOLOGY	7
PROFESSIONAL SOCIETY MEMBERSHIP	7
PATIENTS	7
MISSION, VISION, VALUES	8
REID HEALTH CARE OUR MISSION	8
PROGRAM MISSION, GOALS, AND OUTCOMES	8
C.A.R.E PRINCIPLES	9
FACULTY & ADMINISTRATION	10
ADMISSIONS	12
ADMISSION POLICY AND PROCEDURE	ERROR! BOOKMARK NOT DEFINED.
NON-DISCRIMINATION POLICY	13
ASSOCIATE DEGREE OPTION	14
EVALUATION OF PAST TRAINING AND EDUCATION	14
TECHNICAL STANDARDS	15
PRE-ENROLLMENT DRUG SCREEN AND IMMUNIZATIONS	16
PROGRAM STANDARDS.....	17
ASRT RADIOGRAPHY SCOPE OF PRACTICE	17
ARRT CODE OF ETHICS	18
PROFESSIONAL MALPRACTICE/LIABILITY INSURANCE POLICY.....	19
ACADEMIC STANDARDS.....	20
ACADEMIC INTEGRITY	20
ACADEMIC PROBATION.....	21
REINSTATEMENT OF A DISMISSED STUDENT POLICY.....	21
STUDENT TUITION.....	22
TUITION AND TEXTBOOK FEE POLICY.....	22
FINANCIAL AID.....	23
CONFIDENTIALITY OF STUDENT RECORDS.....	23
RECORDS SECURITY POLICY.....	23
EQUITABLE LEARNING OPPORTUNITIES POLICY	24
TECHNICAL STANDARDS COMPLIANCE POLICY.....	24
DIDACTIC CURRICULUM.....	25
TEXTBOOKS	25
CURRICULUM PROGRESSION	26
COURSE DESCRIPTIONS.....	28
CLINICAL CURRICULUM	31
SCHEDULING OF CLASS AND CLINICAL HOURS	31
CLINICAL ASSIGNMENT TIME KEEPING.....	32
VACATION	33
HOLIDAYS.....	33
MAKE-UP TIME	33
INTRODUCTION OF CLINICAL MANUAL	34
OFF-HOUR CLINICAL ASSIGNMENT POLICY	34
TERMINAL COMPETENCIES.....	35
STUDENT COMPETENCY.....	36

ATTENDANCE.....	37
ABSENCES AND TARDINESS	37
INCLEMENT WEATHER POLICY.....	38
PERSONAL DAYS.....	38
BEREAVEMENT LEAVE.....	39
PROGRAM EXTENSION.....	40
WITHDRAWAL FROM THE PROGRAM.....	40
LEAVE OF ABSENCE (LOA) POLICY	41
GENERAL HOSPITAL POLICIES	41
CONTACT INFORMATION	41
IDENTIFICATION BADGES.....	41
SUBSTANCE ABUSE POLICY.....	42
SMOKE FREE WORKPLACE.....	44
TELEPHONE USE.....	45
ONLINE SOCIAL NETWORKING POLICY.....	46
CONFIDENTIAL INFORMATION.....	48
ELEVATOR USAGE.....	48
CLINICAL POLICIES.....	49
THE CLINICAL ENVIRONMENT.....	49
PROFESSIONAL BEHAVIOR.....	50
STUDENT INTRODUCTION POLICY.....	51
SUBSTITUTION OF STUDENTS FOR PAID PERSONNEL POLICY.. ..	52
CLINICAL SUPERVISION MONITORING POLICY.....	52
DIRECT SUPERVISION POLICY.....	53
INDIRECT SUPERVISION POLICY.....	54
SIMULATION POLICY.....	54
REPEAT RADIOGRAPH POLICY.....	55
MAMMOGRAPHY POLICY.....	56
MRI SAFETY POLICY.....	57
DOCUMENTATION OF PREGNANCY STATUS.....	57
RADIOLOGIC PROCEDURES.....	58
STUDENT CONDUCT.....	58
DUE PROCESS POLICY.....	58
STUDENT CONFERENCES.....	60
RULES OF CONDUCT.....	60
SEXUAL HARASSMENT.....	62
YOU ARE REID HEALTH.....	63
STUDENT RIGHTS AND RESPONSIBILITIES.....	64
STUDENT SERVICES POLICY.....	65
LIBRARY AND COMPUTER RESOURCES.....	65
THE CAFETERIA.....	66
OUTSIDE EMPLOYMENT.....	67
APPEARANCE AND DRESS CODE.....	67
PROGRAM EFFECTIVENESS.....	69
HEALTH SAFETY AND SECURITY.....	69
HEALTH SERVICES AND FINANCIAL RESPONSIBILITY.....	69
CONFIDENTIALITY.....	70
COUNSELING.....	71
DEPARTMENT VISITING.....	71
RADIATION PROTECTION AND MONITORING EXPOSURE GUIDELINES.....	72

PREGNANT STUDENT POLICY.....	73
PERSONALPROPERTY.....	74
RIGHT TO INSPECTION.....	74
PARKING.....	74
HOSPITAL EMERGENCY CODE INFORMATION.....	75
HOW TO REPORT A FIRE.....	75
ALARA POLICY.....	76
SAFETY AND ACCIDENT PREVENTION.....	77
STUDENT JOB-RELATED INJURIES AND ILLNESSES.....	79
QUIET, PLEASE!.....	79
LICENSURE AND STUDENT PERMIT.....	79
INFECTION CONTROL AND COMMUNICABLE DISEASE POLICY.....	80
ACCOMMODATION FOR DISABILITY POLICY.....	81
GRADUATION REQUIREMENTS.....	82
GRADUATION.....	82
EARLY COMPLETION OF GRADUATION REQUIREMENTS.....	83
ARRT CERTIFICATION.....	84
TRANSCRIPT REQUESTS.....	85
OUTSTANDING STUDENT AWARD.....	85
CHANGES IN POLICY.....	85
RADIOLOGY DEPARTMENT ORGANIZATIONAL CHART.....	86
REID HEALTH ORGANIZATIONAL CHART.....	88
STANDARDS FOR AN ACCREDITED EDUCATION PROGRAM.....	90

Introduction

PURPOSE AND USE OF THE STUDENT HANDBOOK

The primary purpose of this handbook is to provide students of the Radiologic Technology program information to assist them, not only in their initial adjustment to the program, but continue to serve as a reference in answering many of the questions that are certain to arise in the course of their studies.

Obviously, it is virtually impossible to anticipate all the problems that may develop in our academic relationship. If the handbook does not cover your problem, or provide an answer to your question, do not hesitate to bring the matter to the attention of one of the School administrators. If they cannot give you the information you need, they will follow through to see that you get an answer.

ABOUT REID HEALTH

Reid Health is a not for profit 242 bed regional referral medical center serving east central Indiana and west central Ohio. Reid refuses medical care to no one, rich, poor or wholly unable to pay.

Reid, Wayne County's largest employer with more than 3,000 team members has approximately 200 medical staff members. Of those, 92 percent are board certified in their specialty. Our physicians provide care in nearly 40 medical specialties and sub-specialties, including cardiothoracic surgery. Additionally, hundreds of volunteers serve the hospital in many areas.

A Board of Directors made up of community leaders governs Reid. The hospital also reaps the benefits of the Reid Foundation, through which the community's giving spirit is manifested daily in donations to Reid's mission of providing quality, affordable care.

Reid Health is accredited by the Det Norske Veritas, the Indiana Department of Health, Medicare/Medicaid, the American Association of Blood Banks, the American College of Surgeons, Community Cancer Program, and the College of American Pathologists.

The organization opened in 1905 as Reid Memorial Hospital. Former Richmond resident Daniel G. Reid, an industrialist whose wealth came from tin plating, railroads, and steel, donated most of the funds for the original building and its 50-acre site. The new facility replaced the over-crowded St. Stephen's Hospital near downtown. Reid's gift memorialized his wife and son.

Reid began the twenty-first century building for the future. Located 1 ½ miles north of the old

campus is Reid Health's present location built to meet the needs of a twenty-first century of health care. The new campus includes a medical office building and an outpatient care center along with the main hospital.

SCHOOL OF RADIOLOGIC TECHNOLOGY

The Reid Health School of Radiologic Technology is a fully accredited, 24-month hospital-based program, geared to the development of qualified technologists proficient in the use of diagnostic levels of radiation.

Accreditation is granted by the:

Joint Review Committee on
Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-2901
(312) 704-5300
Website: www.jrcert.org
Email: mail@jrcert.org

The JRCERT is the only nationally recognized accrediting body for radiography programs. Site visits are conducted on a regular basis by the JRCERT. These visits assure that all education and training meets nationally established standards.

The program consists of both didactic and clinical components. Didactic instruction is provided through classroom delivery of a structured curriculum directly related to the field of Radiologic Technology and following the recommendations of the American Society of Radiologic Technologists. Classes are conducted by program faculty, as well as by various guest speakers, such as radiologists, nurses and other hospital staff who are experts in their field.

The clinical component includes student rotation through all areas of the Radiology Department, teaching students to perform radiographic examinations under the supervision of clinical instructors, who are registered technologists. Although the program is competency-based, students must maintain their competency in the required procedures until the entire 24-month course is completed. After successful completion of the program, the student is awarded a certificate of achievement.

Graduates are eligible to take the national certification examination given by the:

American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120-1155
(651) 687-0048
Website: www.arrt.org

After successful completion of this examination, the student is certified in the field of Radiologic Technology

RADIOLOGIC TECHNOLOGY

Radiologic Technology is a profession that is both an art and science. Radiographers are technically artistic by innovative adaptations of routine procedures while producing high quality images for accurate diagnosis. The science of radiology utilizes specialized skill and knowledge in applying principles of radiation concerning: exposure, physics, protection and radiobiology to produce diagnostic images. The professional radiographer incorporates problem solving, analysis, evaluation, decision-making and communication skills.

PROFESSIONAL SOCIETY MEMBERSHIP

Students are required to conduct themselves in a manner deemed appropriate to represent the profession. A part of that commitment is reflected in student awareness and involvement with the state and national professional societies representing radiography. Membership to the American Society of Radiologic Technologists (ASRT) is a requirement for every student. The society encourages participation by heavily discounting membership dues for students. Application is made through the School so student status can be confirmed.

PATIENTS

Patients are:

...the most important people in our business.

...not dependent on us; we are dependent on them.

...not an interruption of our work, but they are the purpose of it.

...not outsiders in our business; they are our business.

...not cold statistics; they are flesh and blood, human beings with feelings and emotions, likes and dislikes.

...not someone to argue with, match wits with, or try to outsmart. No one ever won an argument with a patient.

...people who come to us with needs. It is our job to address those needs so pleasantly and helpfully that they will want to come back to Reid when they need health care again.

We are not doing patients a favor by serving them. They are doing us a favor by giving us an opportunity to serve them.

MISSION, VISION, VALUES

REID HEALTH CARE OUR MISSION

Who we are, why we exist and what we stand for as a hospital is summed up best in our mission:

To lead our communities to well-being, one person at a time.

Our Vision includes commitment to:

- Healthier people
- Thriving Communities
- Trusted partner

Our Values which help achieve our vision include:

- Excellence
- Empathy
- Integrity
- Accountability

These convictions are expressed daily utilizing our 8 Key Service Behaviors:

- AIDET
- Active listening
- Keywords at Key times
- Managing up
- Creating and environment of healing
- 10/5 rule
- No pass Zone
- HEART

These principles are directed toward those people we are privileged to serve and among all of us who serve.

PROGRAM MISSION, GOALS, AND OUTCOMES

The mission of the Reid Health School of Radiologic Technology is to provide an educational experience that will develop a proficient, compassionate, and employable radiographer who will fulfill regional needs and serve as a positive example for the profession.

Achievement of the program mission is determined by the degree to which the following goals are accomplished by student graduation:

Goal #1 Our students will practice as entry-level radiographers. They will...

- ...produce diagnostic radiographs.
- ...employ applicable principles of radiation protection.

- ...administer excellent patient care.
- Goal #2 Our students will apply effective problem solving and critical thinking skills necessary for professional practice. They will...
- ...modify imaging protocols to accommodate non-routine patient limitations.
 - ...evaluate radiographic images for diagnostic quality.
- Goal #3 Our students will use appropriate communication skills at all levels within the health care environment. They will...
- ...employ effective oral communication skills with professional staff and patients.
 - ...demonstrate effective written communication skills.
- Goal #4 Our program will exceed effectiveness standards set by the Joint Review Committee on Education in Radiologic Technology.
- ...Students will complete the program within the appropriate timeframe.
 - ...Graduates will pass the ARRT certification exam on the first attempt.
 - ...Graduates pursuing a job in the field will be employed within 12 months.
 - ...Alumni will be satisfied with their radiography program experience.
 - ...Employers will be satisfied with the preparation of our graduates as entry-level radiographers.

C.A.R.E PRINCIPLES (Courtesy, Attitude, Respect and Enthusiasm)

Our basic mission is to serve the needs of our customers, body mind and spirit. However, we must exceed our customer's expectations and win their loyalty. With the appropriate education and experience, knowledge and skill needed for the job are usually present or can be acquired with proper motivation. The qualities that we seek in our employees are Courtesy for those around you, an Attitude that's positive, Respect for the individual regardless of differences and Enthusiasm for what you do and how you care.

The C.A.R.E. program is based on one very simple and undeniable fact: As a student of our radiography program, you are a part of the Reid family; people who care for those who are sick and in need of our help. No matter what your daily activity involves, you are important. Any hospital that is clean and attractive, has a broad range of services, has the best in modern equipment, and has a highly respected medical staff is considered to be a good hospital. However, the only thing that can make the difference between Reid being a good hospital and an outstanding hospital in the eyes of our patients and our community is YOU.

If each of us, regardless of our roles, displays in our behavior personal and professional competence, human warmth, understanding, concern, and a positive attitude, we can make all the difference in the world! Our patients, visitors, fellow workers and students need all of this

from each of us if we are to maintain and build upon Reid's reputation as an outstanding hospital.

The C.A.R.E. program will be one you will become more and more familiar with, and supportive of, as you see the positive results of its effective implementation. It will become a vital component of your education, from your general hospital orientation, until the day you graduate.

FACULTY & ADMINISTRATION

School Faculty

Chris Werking M.S. Ed. RT(R)

Program Director, Reid School of Radiologic Technology

Kendra Gilley RT(R)(BD)

Clinical Coordinator, Reid School of Radiologic Technology

Radiologists

Beth E. Ingram, MD.

Medical Director, Diagnostic and Interventional Radiologist, Radiology

Roy Teng, D.O.

Diagnostic and Interventional Radiologist, Radiology

Michael G. Khamis, M.D.

Diagnostic Radiologist, Radiology

William Cory Gray, M.D.

Diagnostic Radiologist, Radiology

Luke Tilmans, M.D.

Diagnostic Radiologist, Radiology

Jeremy A. Lindahl, D.O.

Diagnostic Radiologist, Radiology

Tyler Fredenburg, M.D.

Diagnostic and Interventional Radiologist, Radiology

A. Stephan Tilmans, MD

Medical Director Radiation Oncology

Leadership

Ben Austerman

Director of Radiology Services

Amy Drook

Supervisor, Radiation Therapy

Krista Retter RT (R),(M)

Supervisor, MRI

Mary Ellen Weisner, CNMT

Supervisor, Nuclear Medicine

Heather Towns RT (R), RDMS (AB, OB)

Supervisor, Ultrasound

Jeanna Elza RT (R)

Supervisor, Interventional Radiology

Shelby Burk RT (R)

Manager, General Radiology

Melissa Moles RT (R), (M)

Supervisor, Mammography

Jana Brown RT (R)

Supervisor, CT & PET/CT

Admissions

If You Do Not Have A College Degree

A total of 22 credit hours in prerequisite courses are required by Ivy Tech in order to confer an Associate of Applied Science in Imaging Science through Reid Health's program. Out of the 22 credit hours, at least 15 hours must be completed at Ivy Tech. The remaining 7 credit hours may be transferred from another institution. All prerequisite courses should be completed with a minimum grade of "C." All prerequisite courses must be completed by the program start date. Participants will be required to pass an exit exam with a minimum score of 675, before the degree will be awarded by Ivy Tech

If You Have an Associate Degree (or Higher)

Admission to the School of Radiologic Technology is open to any individual who has successfully completed at least 15 credit hours of 100-level or higher college coursework with a grade of "C" or better in the following:

- 3 credit hours of intermediate algebra or higher
- 3 credit hours of English composition, or interpersonal communication, or public speaking
- 6 credit hours of natural science, such as human anatomy and physiology, biology, chemistry, physics
- At least 3 additional credit hours in any of the following: psychology, sociology, information technology, medical terminology, or humanities

Advanced placement, Transfer Students and Part-Time Students

Class sizes are limited by the Joint Review Committee on Education in Radiologic Technology. Advanced placement is not granted due to curriculum sequence and design. Selection of students is made without discrimination with regard to race, color, religion, gender, national origin, citizenship, age, mental or physical disabilities, sexual orientation, gender identity, veteran status, genetic information, or any other factor protected by law. Reid Hospital's School of Radiologic Technology does not accept transfer, advanced-placement, or part-time students.

Application Process

Step 1.

- Review all pertinent information on this website.
- Applicants should complete and then mail their application, and application fee of \$25.
- Arrange that we receive copies of official transcripts from high school and any post-secondary institutions you may have attended.

- Applications will not be considered if they are not received by the application deadline. Once the application, associated materials, and transcripts are received by the program, the applicant will receive information on next steps via mail and email.

Step 2. – Complete a Prospective Student Tour

- Prospective student tours can be scheduled with our Clinical Coordinator, Kendra Gilley, by email Kendra.Gilley@ReidHealth.org or by phone (765) 983-3000 EXT:4767.

Step 3. – Attend an information session

Prior to the application deadline, prospective students are required to attend one of the program's information sessions. A morning and an afternoon session are offered on two different days approximately 1-2 weeks prior to the application deadline. These sessions are to review the application process to ensure all prospective students have submitted required documents, learn about the program's course work and clinical expectations, as well as have the opportunity to ask questions of current students and faculty.

Step 4. – Complete an in-person interview

Qualified students who have fully completed the application process will be asked to interview with the program faculty and the Advisory Board. Please see the Advisory Board's - *Radiography Program Interview Evaluation Form* linked [here](#). Scores are awarded in each of the categories on this form by the Advisory Board members, candidates with the highest total score will be those selected.

All applicants will be notified of the program's decision for enrollment as soon as possible. Those applicants not initially selected for the program may become alternates. Alternates will be ranked based on the average of the interview score. In the event an accepted student declines to attend, the position will be offered to the first alternate, and so on.

NON-DISCRIMINATION POLICY

The Reid Health School of Radiologic Technology shall provide equal opportunity to all applicants, students, and faculty without regard to race, color, religion, gender, national origin, citizenship, age, mental or physical disabilities, sexual orientation, gender identity, veteran status, genetic information or any other factor protected by law.

ASSOCIATE DEGREE OPTION

Reid Health and Ivy Tech Community College of Indiana-Richmond have partnered to enable radiography program graduates to obtain an associate degree in addition to the hospital's certificate of completion. Applicants pursuing the degree option will need to complete the following courses through Ivy Tech with a grade of C or higher before enrolling in the Reid radiography program:

IVYT	112	Student Success in Healthcare, 1 credit hour
APHY	101	Anatomy and Physiology I, 3 credit hours
APHY	102	Anatomy and Physiology II, 3 credit hours
HLHS	101	Medical Terminology, 3 credit hours
ENGL	111	English Composition, 3 credit hours
MATH	136	College Algebra, 3 credit hours
PSYC	101	Introduction to Psychology, 3 credit hours

Or

SOCI	111	Introduction to Sociology, 3 credit hours
COMM	101	Fundamentals of Public Speaking, 3 credit hours

Or

COMM	102	Introduction to Interpersonal Communication, 3 credit hours
------	-----	---

Please note that completion of these courses does not guarantee acceptance by Reid's highly selective program.

Upon a candidate's completion of the Reid radiography program and the ARRT examination, Ivy Tech will award the remaining 52 professional/technical credit hours and the Associate of Science in Radiologic Technology degree to Reid graduates. The ARRT requires all candidates for certification to have completed education resulting in an associate degree or higher prior to being granted eligibility to sit for the ARRT examination.

EVALUATION OF PAST TRAINING AND EDUCATION

It is the policy of the Reid Health School of Radiologic Technology that during the initial student selection process, the prospective student's past training and education will be evaluated and taken into consideration. Where warranted, credit will be given for past training and education.

TECHNICAL STANDARDS

The Reid Health School of Radiologic Technology has specified that student radiographers must be able to meet and maintain certain minimum technical abilities in order to effectively function in this highly demanding field. Therefore, all prospective students applying for enrollment must:

HAVE THE MENTAL OR INTELLECTUAL CAPACITY TO:

- Meet all of the educational requirements.
- Effectively express themselves in both oral and written English to a variety of patient and professional groups.
- Calculate, select and manipulate exposure factors according to individual patient needs and the requirements of the procedure's standards of speed and accuracy.
- Critique and evaluate radiographs for the purpose of identifying proper patient positioning, patient identification, proper exposure factors and other pertinent technical qualities.

POSSESS THE BEHAVIORAL AND SOCIAL ATTRIBUTES THAT:

- Assure the emotional health required to fully utilize their intellectual abilities.
- Enable them to exercise good judgment under stress.
- Help them to render both emotional as well as physical support to their patients before, during and after radiographic procedures.
- Enable them to tolerate taxing workloads, adapt to an ever changing environment, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients.
- Are evidenced by compassion, integrity, concern for others, self motivation, organization, promptness, and professional discretion.

PHYSICALLY BE ABLE TO:

- See with normal visual acuity or have corrective lenses which will improve vision necessary to evaluate radiographic quality, enable visual observation of all patient activity, and accurately read written orders.

- Hear normally, or wear a device which enables accurate assessment of blood pressure and breath sounds, verbal orders, and during emergencies, alarms or distress calls from patients and/or staff.
- Speak English with volume, clarity and without excessive impediment in order to effectively communicate with patients.
- Lift weight comparable to that encountered while transferring patients to and from beds, carts, wheelchairs and radiographic equipment.
- Demonstrate levels of manual dexterity and eye/hand coordination necessary to proficiently manipulate radiographic and medical equipment.
- Push, pull, bend, kneel, and squat in a manner routinely necessary for radiographic activities.
- Perform radiographic duties while standing on feet 80% of the time.
- Participate in clinical education rotations involving night-time hours, and weekends.
- Work with sick patients who may have communicable diseases.
- Be exposed to low levels of ionizing radiation.
- Be 17 years of age by January 1 of the year which they are seeking admission. No upper limits of age have been established.

PRE-ENROLLMENT DRUG SCREEN AND IMMUNIZATIONS

All incoming students will submit to a drug-screening test administered by the hospital. The 5 panel sensitive urine drug profile must be successfully completed prior to enrollment.

Enrollment will be contingent upon passing a sensitive drug screen.

This test is done at student expense for approximately \$30. To schedule an appointment please call 765-983-3031.

Students must also remain current on all of the appropriate immunizations for health care workers. Incoming students must be able to document immunization or immunity to Rubella, Rubella, Varicella Zoster, and Hepatitis B. In addition, all students must show evidence they have had a two-step tuberculosis screening (PPD) within the past year.

In addition, a criminal background check must be completed. The criminal background release form needs to be filled out completely. The fee for this is \$75.00. Please make the check out to Reid Health. This paperwork may be dropped off with your other paperwork. Please note—It can take 7-10 days for results to be returned, so this needs to be completed well in advance of the start of classes; preferably two weeks prior to classes starting in case there is anything we need to follow up on.

All immunization records, and drug screen paperwork will be turned in the Clinical Faculty Office.

Program Standards

ASRT RADIOGRAPHY SCOPE OF PRACTICE

The scope of practice of the medical imaging and radiation therapy professional includes:

- Administering medications parenterally through new or existing vascular access, enterally or through other appropriate routes as prescribed by a licensed practitioner.*†
- Administering medications with an infusion pump or power injector as prescribed by a licensed practitioner.*†
- Applying principles of ALARA to minimize exposure to patient, self and others.
- Applying principles of patient safety during all aspects of patient care.
- Assisting in maintaining medical records, respecting confidentiality and established policy.
- Corroborating a patient's clinical history with procedure and ensuring information is documented and available for use by a licensed practitioner.
- Educating and monitoring students and other health care providers.*
- Evaluating images for proper positioning and determining if additional images will improve the procedure or treatment outcome.
- Evaluating images for technical quality and ensuring proper identification is recorded.
- Identifying and responding to emergency situations.
- Identifying, preparing and/or administering medications as prescribed by a licensed practitioner.*†
- Performing ongoing quality assurance activities.
- Performing venipuncture as prescribed by a licensed practitioner.*†
- Postprocessing data.
- Preparing patients for procedures.
- Providing education.
- Providing optimal patient care.

- Receiving, relaying and documenting verbal, written and electronic orders in the patient's medical record.*
- Selecting the appropriate protocol and optimizing technical factors while maximizing patient safety.
- Starting, maintaining and/or removing intravenous access as prescribed by a licensed practitioner.*†
- Verifying archival storage of data.
- Verifying informed consent for applicable procedures.

The scope of practice of the radiographer also includes:

1. Performing diagnostic radiographic and noninterpretive fluoroscopic procedures as prescribed by a licensed independent practitioner.
2. Assisting licensed practitioner with fluoroscopic and specialized radiologic procedures.

ARRT CODE OF ETHICS

Students are required to present themselves in a professional manner adhering to the American Registry of Radiologic Technologists Code of Ethics.

1. The radiologic technologist acts 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 principal 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 the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were 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 of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare 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, respects 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 continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

PROFESSIONAL MALPRACTICE/LIABILITY INSURANCE POLICY

Students enrolled in the radiography program, are functioning within the scope of practice for student radiographers, and in compliance with program policies for didactic and clinical education. As such, they are covered under Reid Health's Professional Malpractice/Liability

Insurance. If desired, students may purchase additional coverage through a variety of sources at a relatively low cost.

ACADEMIC STANDARDS

Students are given frequent oral, written and practical examinations and will be expected to complete all class and laboratory assignments on time. Student progress is evaluated frequently by the faculty. Students whose academic performance, clinical practice, attitude or personal qualities are not commensurate with program standards will be counseled immediately.

Although informal evaluation sessions are conducted as often as needed, formal evaluation of all aspects of student progress are held at the end of each semester. Individual instruction, remedial assignments and examinations are given as appropriate for any individual who is not making satisfactory progress.

All courses taught by program faculty will be graded according to the following schedule:

A	95-100%
B	85-94%
C	75-84%
D	65-74%
F	below 65%

A minimum grade average of "C" in all coursework in both the didactic and clinical settings is required to maintain normal progress. Any student who does not satisfy the minimal academic requirements will be counseled and may be subject to academic probation.

ACADEMIC INTEGRITY

Each student bears a fundamental responsibility for maintaining academic integrity and intellectual honesty in his or her academic work. For example, all students are expected to observe the generally accepted principles of scholarly work, refrain from falsifying data, and refrain from receiving and /or giving aid on examinations or other assigned work requiring independent effort. In submitting written material, the writer takes full responsibility for the work as a whole and implies that, except as properly noted by the use of quotation marks, foot notes, etc., both the ideas and the words used are his or her own.

Failure to abide by the rules of scholarship is academically dishonest. It should be clearly understood that plagiarism, cheating or other forms of academic dishonesty will not be tolerated. Students involved in an act of academic dishonesty may be subject to separation from the program.

ACADEMIC PROBATION

Probationary status may be instituted at any time the student fails to meet the minimum academic requirements, displays inappropriate behavior, or has excessive absences/tardiness. The length of probation is dependent upon circumstances, and will be determined on an individual basis by the program director. However, any student who remains on probation throughout an entire two semester period will be automatically terminated.

Probation is handled as follows:

1. A meeting is scheduled with the student and the program director to discuss the substandard or inappropriate behavior. The student is informed verbally and encouraged to discuss the matter with the program director. The discussion is documented and placed in the student's file.
2. If the previously specified substandard or inappropriate behavior continues, a second meeting is scheduled. At this time, the program director provides the student with a document that describes the particular problem, methods of improvement, and a timetable for demonstration of progress. Suspension may be imposed, if it is appropriate for the circumstances. A copy of the document is given to the student. The original document is signed by the student and is placed in the student's file.
3. If the student fails to rectify the problem within the time frame outlined in the document, termination from the program will result.
4. Any student terminated from the program has all of the rights afforded through the Due Process Policy. These appellate procedures may be exercised in the event the student feels he/she has been dismissed unfairly.

REINSTATEMENT OF A DISMISSED STUDENT POLICY

Students are only dismissed from the program after much deliberation, counseling and careful consideration. A dismissed student may be reinstated into the program under the following conditions:

- The dismissed student immediately makes an appeal in accordance with the Due Process Policy. Should the dismissed student be reinstated as a part of that process, he or she would not miss valuable clinical and didactic education.

- The dismissed student, who is not immediately reinstated must reapply to the program via the standard prospective student admission procedure. At that point the admissions committee will evaluate the circumstances surrounding the student's dismissal and what

provisions have been made which might improve the former student's performance. If a reinstatement decision is made, the committee will also determine the level at which the student may return.

STUDENT TUITION

Tuition for the School of Radiologic Technology is \$1,800 per semester or \$3,600 annually. Tuition can be paid per semester or in installments. The first tuition installment of \$300 is due upon acceptance to the program. Reid's Accounting office will be invoicing students for tuition and textbook fees. For ease of billing, Accounting will send bills on a semester basis (every 6 months). So you will receive a bill for \$1,800 at the beginning of each semester. To allow some flexibility the \$1,800 amount does not have to be paid at once, it can be paid in installments that are convenient for you as long as the total is paid off by the end of the semester.

The initial \$300.00 tuition installment is nonrefundable. Should the student withdraw or be terminated after beginning the program, a prorated refund schedule would be used.

For example, a student who leaves after 25% of a semester is completed will be issued a 75% refund. If a student leaves halfway into a semester, a 50% refund will be issued, etc. Students who choose to pay their tuition in monthly installments will be refunded the prorated amount for that month. No refunds will be given for books or uniforms purchased through Reid Health.

TUITION AND TEXTBOOK FEE POLICY

All of the required textbooks for the entire program are purchased at the beginning of student enrollment. Textbook fees are subject to change according to pricing and textbook selection.

Tuition and textbook fees are payable on the following schedule:

Textbook Fees: Due the first week of Semester I.

Semester I Tuition of \$1,800: Due before the end of Semester I.

Semester II Tuition of \$1,800: Due before the end of Semester II.

Semester III Tuition of \$1,800: Due before the end of Semester III.

Semester IV Tuition of \$1,800: Due before the end of Semester IV.

Students choosing to pay their tuition in installments must do so in a way which reaches the \$1,800 amount before the end of each semester. Late payment of tuition may result in termination from the program.

FINANCIAL AID

The school is not subsidized by any government agencies, so federal government financial aid is not available to our students. We work with the Veterans Administration for those students eligible for VA financial aid assistance.

CONFIDENTIALITY OF STUDENT RECORDS

The School of Radiologic Technology is prepared to comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment).

In accordance with the Rights and Privacy Act, all information contained on applicants and students is secure and protected from general release. Only school faculty and the individual applicant/student have access to these records. Others wishing to view applicant/student records (including parents and other family members) must have written permission of both the faculty and individual applicant/student. Select portions of students' files are maintained as permanent records in the care of the School of Radiologic Technology. Files of applicants not accepted for training will be retained for no more than one year, except upon request of the applicant.

RECORDS SECURITY POLICY

Program and student records are to be maintained and adequately secured in the program director's office, the clinical coordinator's office, and the classroom storage area. Radiography program and hospital security department officials will only have keys to access these areas.

Lock-boxes are provided at each clinical site to assure confidentiality of student clinical paperwork. Only the Clinical Coordinator and Clinical Supervisor have access to these boxes.

Provisions for availability and security of all records will be FERPA compliant.

EQUITABLE LEARNING OPPORTUNITIES POLICY

All students are provided equitable learning opportunities in both the didactic and clinical components of the program. Each student participates in identical classroom offerings, rotates through all mandatory clinical assignments, and has equal access to every elective clinical rotation. Students have the opportunity to request an additional rotation through an elective clinical assignment during their second year.

TECHNICAL STANDARDS COMPLIANCE POLICY

Student radiographers must be able to meet and maintain certain minimum technical abilities in order to effectively function in the field.

If a student does not appear to meet the minimum technical standards, he or she will be counseled concerning such. The student may then be referred to Employee Health Services for further evaluation. If this proves inconclusive, further testing or evaluation may be necessary.

If a student is unable to meet minimum technical standards due to a disability, the Accommodation for Disability Policy guidelines would be followed.

Should the student prove unable to meet and maintain the technical standards after reasonable efforts have been made, he or she will be terminated from the program.

Didactic Curriculum

TEXTBOOKS

All the required textbooks for the entire program are purchased at the beginning of student enrollment. Textbook and subscription fees are subject to change according to pricing and textbook selection, but the approximate price is \$1,800. This includes **all** textbooks and subscriptions for the entirety of the program. That complete list can be seen below.

Subscriptions

- Corectec online Subscription
- HESI Testing Package
- ASRT Student subscription
- Clover Learning Online Subscription

Author

Book

Johnston/Fauber	Essentials of Radiographic Physics and Imaging
Adler/Carlton	Introduction to Radiologic Sciences and Patient Care
Callaway	Introduction to Radiologic Technology
Statkiewicz Sherer	Radiation Protection in Medical Radiography
Eisenberg	Comprehensive Radiographic Pathology
Patton	Anatomy and Physiology
Gyls	Medical Terminology: A Body Systems Approach
Long/Rollins/Curtis	Merrill's Atlas of Radiographic Positions
Long/Rollins/Curtis	Merrill's Workbook
	Nursing and Allied Heath Dictionary
Callaway	Comprehensive Review of Radiography

CURRICULUM PROGRESSION

Semester One (Mid-August to Mid-February)		Contact Hours
Rad. Tech. 101	Introduction to Radiologic Technology.....	70
Rad. Tech. 111	Anatomy and Physiology.....	90
Rad. Tech. 121	Physics.....	30
Rad. Tech. 131	Introduction to the Digital Image.....	20
Rad. Tech. 141	Radiographic Procedures.....	115
Rad. Tech. 151	Medical Terminology.....	30
Rad. Tech. 161	Basic Patient Care.....	35
Rad. Tech. 171	Principle of Radiographic Exposure.....	30
Rad. Tech. 191	Clinical Education.....	510

Semester Two (Mid-February to Mid-August)		Contact Hours
Rad. Tech. 112	Anatomy and Physiology.....	40
Rad. Tech. 122	Physics.....	30
Rad. Tech. 142	Radiographic Procedures.....	30
Rad. Tech. 152	Medical Terminology.....	5
Rad. Tech. 172	Principles of Radiographic Exposure.....	15
Rad. Tech. 175	Radiographic Image Evaluation.....	10
Rad. Tech. 181	Radiation Protection.....	20
Rad. Tech. 192	Clinical Education.....	816

Curriculum Progression - continued

Semester Three (Mid-August to Mid-February) Contact Hours

Rad. Tech. 211	Cross-Sectional Anatomy.....	10
Rad. Tech. 215	Radiologic Pathology.....	40
Rad. Tech. 225	Imaging Equipment.....	30
Rad. Tech. 231	Digital Applications.....	40
Rad. Tech. 241	Radiographic Procedures.....	25
Rad. Tech. 275	Radiographic Image Evaluation.....	5
Rad. Tech. 291	Clinical Education.....	816

Semester Four (Mid-February through July) Contact Hours

Rad. Tech. 221	Physics.....	20
Rad. Tech. 232	Digital Applications.....	25
Rad. Tech. 261	Advanced Patient Care.....	10
Rad. Tech. 276	Radiographic Image Evaluation.....	5
Rad. Tech. 281	Radiation Protection.....	25
Rad. Tech. 282	Medical Ethics and Legal Issues.....	20
Rad. Tech. 285	Radiation Biology.....	20
Rad. Tech. 289	Comprehensive Review.....	20
Rad. Tech. 292	Clinical Education.....	748

COURSE DESCRIPTIONS

INTRODUCTION TO RADIOLOGIC TECHNOLOGY

This course is designed to provide the student with an overview of radiography and its role in health care delivery. Student and radiography professional responsibilities will be outlined. Students will be oriented to academic and administrative structure, key departments and personnel, and to the profession as a whole. Principles, practices and policies of the health care organizations will be examined and discussed. Ethical and legal responsibilities of the radiographer will be included. Basic principles of radiation protection and MRI safety will be introduced. (Rad. Tech. 101—70 CONTACT HOURS)

ANATOMY AND PHYSIOLOGY

This course is designed to give the student a detailed knowledge of the structure and function of the various systems of the human body. This includes interrelationships and interactions of these systems with each other and the body as a whole. An especially in-depth study of the skeletal system is included, emphasizing both radiographic and physical anatomy. An overview of basic cross-sectional anatomy is included. (Rad. Tech. 111, 112, 211—140 CONTACT HOURS)

PHYSICS

The intent of this unit is to teach the fundamentals of electrical and radiation physics. Included is information about atomic structure, electrostatics, electrodynamics, electromagnetism, transformers, x ray tubes, x ray circuits, and related equipment. This course also introduces radiation production, its physical properties, measurement, and interaction with matter. (Rad. Tech. 121, 122, 221—80 CONTACT HOURS)

RADIOGRAPHIC PROCEDURES

Instruction in the common and specialized radiographic procedures used to image the structures and organs of the human body. Designed to provide precise and detailed information on radiographic positioning supplemented with practical instruction and application in the radiographic suite. (Rad. Tech. 141, 142, 241—170 CONTACT HOURS)

PRINCIPLES OF RADIOGRAPHIC EXPOSURE

The student acquires a working knowledge of the technical factors and radiographic accessories utilized to produce a diagnostic radiograph. The student will become familiar with radiographic quality in terms of image brightness, contrast, spatial resolution, and distortion and how each can be controlled by the radiographer. (Rad. Tech. 171, 172—45 CONTACT HOURS)

MEDICAL TERMINOLOGY

This course is designed to enable the student to master medical terminology in order to interact intelligently and effectively in the health care environment. Prefixes, suffixes, word roots, symbols, and abbreviations relating generally to medicine, and specifically to radiology are learned enabling the student to read, write, and speak the medical language. (Rad. Tech. 151, 152—35 CONTACT HOURS)

BASIC PATIENT CARE

This course is designed to acquaint the student with nursing procedures and techniques used in the general care of the patient with emphasis on the role of the radiologic technologist in various patient care situations. (Rad. Tech. 161—35 CONTACT HOURS)

IMAGING EQUIPMENT

Different imaging modalities, their functions, theory of operation, and the purpose of each is covered in this course. Areas included are mobile radiography, fluoroscopy, computed tomography, ultrasound, and magnetic resonance imaging. (Rad. Tech. 225—30 CONTACT HOURS)

RADIATION PROTECTION

The intent of this course is to provide the student with knowledge of the proper use of radiation. Emphasis is placed upon protecting the patient and technologist, as well as the general public. (Rad. Tech. 181-281—45 CONTACT HOURS)

RADIATION BIOLOGY

This course provides the student with an overview of the principles of the interaction of radiation with the living systems. Radiation effects on biological molecules and organisms and factors affecting biological response are presented. Acute and chronic effects of radiation are discussed. (Rad. Tech. 285—20 CONTACT HOURS)

RADIOGRAPHIC IMAGE EVALUATION

This course is designed to enable the student to recognize the difference between technically diagnostic and poor quality radiographs. The student will also learn how to make adjustments in technical factors based on radiographic results. Radiographic image evaluation is the terminal point in the radiographic process, and as such, relates and integrates with all other units included in the curriculum. (Rad. Tech. 175, 275, 276—20 CONTACT HOURS)

DIGITAL APPLICATIONS

This course introduces the student to the components, principles, and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving, and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented. (Rad. Tech. 131, 231, 232—85 CONTACT HOURS)

RADIOLOGIC PATHOLOGY

This course is designed to acquaint the student with certain changes that occur in disease and injury and their application to the radiologic sciences. An understanding of these processes will enable the technologist to handle seriously ill or injured patients more intelligently and produce more diagnostic radiographs. (Rad. Tech. 215—40 CONTACT HOURS)

MEDICAL ETHICS and LEGAL ISSUES

This course is designed to provide the student with an overview of ethics and law and how they relate to the radiologic sciences. Students will examine a variety of ethical and legal issues found in clinical practice. (Rad. Tech. 282—20 CONTACT HOURS)

ADVANCED PATIENT CARE

This course will provide the student with the basic concepts of pharmacology as it relates to the radiologic sciences. Basic techniques of EKG, phlebotomy, venipuncture, and administration of diagnostic contrast agents and intravenous medications is included. (Rad. Tech. 261—10 CONTACT HOURS)

COMPREHENSIVE REVIEW

This course is designed to review those aspects of education pertinent to the certification examination administered by the American Registry of Radiologic Technologists following completion of the program. Content is dependent upon group and individual needs. (Rad. Tech. 289—20 CONTACT HOURS)

CLINICAL EDUCATION

Clinical application of radiographic techniques in the Radiology Department. (Rad. Tech. 191, 192, 291, 292—2,890 CONTACT HOURS)

Clinical Curriculum

SCHEDULING OF CLASS AND CLINICAL HOURS

All class hours are scheduled during normal working hours, Monday through Friday. The students' first ten weeks of training will consist of full-time classes between the hours of 7:30 a.m. to 4:00 p.m.

After the initial classroom work, students will be assigned to particular areas in the Radiology Department to begin clinical development. Students are directly supervised and instructed by our clinical coordinator and clinical preceptors, who are all registered technologists. Class is scheduled two days per week, during the time students are here for clinical rotations. Class attendance is mandatory.

Students routinely spend 40 hours a week in the classroom and/or clinical areas. Although most rotations involve Monday through Friday during the day, students are also exposed to the evening and weekend rotations with other students in the class.

All clinical education is conducted at facilities operated by Reid Health. Students will primarily rotate through the inpatient and outpatient departments at the main

Reid campus. In addition, some rotations will take place at the Reid Orthopedic Center on Highland Road, Reid Health Urgent Care, and Reid Health Connersville.

Students will be given an orientation of basic radiation safety and MRI safety prior to clinical observation and assignment. Safety measures are to be exercised at all times.

Clinical hours, rotations in the clinical area, class hours, and days off are scheduled at the discretion of the administration of the school. Any changes in either class or clinical schedules must be given administrative approval.

CLINICAL ASSIGNMENT TIME KEEPING

The JRCERT **STANDARDS** requires that students not be scheduled for more than 10 hours per day in the clinical setting. In addition, didactic and clinical hours combined may not exceed 40 hours per week.

To ensure compliance with the accreditation guidelines, student schedules are posted monthly, and accurate attendance records are maintained.

Students will log in and out at the assigned times at the appropriate attendance terminals. Personal time badges are supplied to each student for this purpose.

- Students reporting for didactic or clinical assignment who do not have their time and attendance badge must go to a manual punch site and use the date and time stamp machine. Blank timecards are available there for this purpose. The student must sign the face of the card and place it in the Program Director's mailbox.
- Lost or defective badges must be reported to the Program Director immediately. While a badge is being replaced the student is responsible for documenting time on a manual punch card.
- There is a charge of \$15.00 for replacement of lost badges. If a badge is **defective** there will be no charge for a replacement.
- It is the student's responsibility to properly document starting time and ending times using the time and attendance badge, or the date and time stamp machine.
- When a student is tardy, or when an ending time differs from the clinical schedule by more than 15 minutes, the student must fill out an explanation sheet and place it in the program director's mailbox. If applicable, appropriate absence or credit time will be documented.

- Students will be given credit time for increments of time exceeding 15 minutes beyond their assigned clinical shift.
- Use of another student's badge is cause for immediate termination.
- Badges are used for security purposes for entering into various areas of the hospital.

VACATION

Six weeks of vacation are awarded to students during the 24-month period. Vacation time is scheduled at the discretion of the administration of the school, so it will not interfere with class or clinical activities.

HOLIDAYS

Reid Health recognizes the following holidays:

New Year's Day	Labor Day	Christmas Eve
Martin Luther King Jr Day	Thanksgiving Day	Christmas Day
Memorial Day	Independence Day	Easter

Students are not scheduled for clinical or classroom assignment on holidays.

MAKE-UP TIME

On occasion a student may need to make up time missed due to excessive absences or suspension. Two options exist to make up time:

The student may opt to make up time after graduation. If the student chooses this option, he or she will be informed that the ARRT stipulates that all program requirements for graduation must be completed prior to sitting for the registry examination.

The student may opt to make up time prior to graduation. If the student chooses this option, it will be necessary to schedule make-up days in addition to regularly scheduled hours. These days will be mutually agreed upon by the student and the program director. Make-up days may not take place on a holiday recognized by Reid Health.

The JRCERT STANDARDS mandate that the maximum hours of clinical and academic involvement of radiography students shall not exceed forty hours per week. Therefore the student will never be required by the program to exceed this limit. In most instances time can be made up without violating the STANDARDS by scheduling make-up time during a clinical rotation that involves a

thirty-two-hour week.

A student may voluntarily exceed a forty-hour week, if he or she finds that to be the most attractive option. However, this may be scheduled only after consultation with and approval by the program director. The student will be required to sign a written statement indicating that he or she is voluntarily exceeding the forty-hour limit.

The student making up time will be assigned to a clinical supervisor and should report to that individual at the beginning and throughout the entire shift. The Clinical Coordinator and Clinical Instructor are available by phone if needed. Students making up time are included in the general liability and medical malpractice coverage of Reid Health. That coverage is limited to actions taken within the scope of their activities as a radiography student.

INTRODUCTION OF CLINICAL MANUAL

The Clinical Manual is distributed to each student during the 10-week orientation period. The purpose of this clinical manual is to give the student a step by step guide to the clinical education they will be receiving while enrolled in this program. The clinical portion of the student's education is the most time consuming aspect of the training. To meet the goals and objectives of the program, the student must be able to prove clinical competency by successful participation in all aspects of the clinical education. The clinical phase provides an environment for supervised competency based clinical education.

OFF-HOUR CLINICAL ASSIGNMENT POLICY

The School of Radiologic Technology will observe all holidays recognized by Reid Health. Students will not be scheduled for clinical assignment or make-up time on those days.

During the second year of education, students are scheduled for clinical assignment on evenings Tuesday through Saturday. The purpose is to provide a broader base of experience that corresponds with the conditions and duties that a radiologic technologist encounters in an active radiology department. The assignments will be made in accordance with the master plan for clinical rotations. The students are instructed, supervised, and evaluated by registered staff technologists at all times.

Learning outcomes provided by off-hour clinical assignments are as follows:

- Students will be exposed to and gain experience with a variety of patient conditions that are more frequently seen on evenings and weekends. Examples of these conditions include patients under the influence of alcohol and/or drugs, as well as patients who have sustained multiple trauma.

- Students will have the opportunity to experience and appreciate differences in patient workflow and technologist responsibilities compared to the typical Monday-Friday day shift assignments.
- Since many entry-level radiography positions require off-hour assignment, having some evening and weekend clinical experience will make a new graduate more employable.

Students will typically be scheduled for a two-week clinical assignment on evenings three times during the second year. This timeframe should afford ample opportunity to accomplish the learning outcomes. Students may request additional evening assignments as an elective.

Evaluation tools will be used to measure how well the student meets the objectives of this assignment.

JRCERT accreditation **STANDARDS** requirements limit off-hour clinical assignments to no more than 25% of the total clinical clock hours. Clinical scheduling will assure we remain well below this level.

TERMINAL COMPETENCIES

The Reid Health School of Radiologic Technology has established certain competencies as essential and minimum for a radiographer to function adequately in a modern health care system. Upon completion of this program, the student will have achieved the following through the educational process. These shall include, but not necessarily be limited to, the following:

The graduate should be able to:

1. Use oral and written medical communication.
2. Demonstrate knowledge of human structure, function, and pathology.
3. Anticipate and provide basic patient care and comfort.
4. Apply principles of body mechanics
5. Operate radiographic imaging equipment and accessory devices.
6. Position the patient and imaging system to perform radiographic examinations and procedures.

7. Modify standard positioning procedures and exposure factors to accommodate for patient condition, equipment, accessories, and contrast media to maintain appropriate radiographic quality.
8. Determine exposure factors to obtain diagnostic quality radiographs with minimal radiation exposure.
9. Demonstrate the process of obtaining a digital radiographic image, processing the image, and electronically sending the image to the PACs system.
10. Practice radiation protection for the patient, self and others.
11. Recognize emergency patient conditions and initiate first aid and basic life-support procedures.
12. Evaluate radiographic images for appropriate positioning and image quality.
13. Evaluate the performance of radiologic systems, know the safe limits of equipment operation, and report malfunctions to proper authority.
14. Exercise critical thinking and problem solving in technical performance of medical imaging procedures.

STUDENT COMPETENCY

The Reid Health School of Radiologic Technology is a competency-based program. It is also a 24-month program. Although students may show evidence of competency prior to graduation, students remain in the program for 24 months to show competency has been maintained.

Student must satisfactorily complete four semesters of academic and clinical assignments and to demonstrate proficiency in performing various radiographic exams and related duties.

A student will not be considered for completion of the program and receipt of a certificate of graduation until all academic and clinical requirements are met.

The following outlines the required competencies for graduation:

I. Academic

The student must achieve the following competencies:

- A minimum average grade of 75 in every course.
- A minimum grade of 75 on at least one of the Comprehensive Registry Review Examinations given during Semester IV.

II. Clinical

The student must achieve competency through the following processes:

- Classroom instruction and clinical simulation labs.
- Faculty observation and evaluation.
- Clinical instructor/supervisor daily clinical evaluations.
- Semesterly clinical competency-based testing and simulations.
- Successful completion of required Semester IV clinical proficiencies.

Attendance

ABSENCES AND TARDINESS

Students are permitted five excused absence days per year. An excused absence is one that is due to illness, a single day to attend a funeral of an individual not identified under the bereavement policy, or any other unavoidable circumstance. These days are not to be carried over into the next year. Any days in excess of the five days will be made up at the discretion of the administrators of the School.

Unexcused absences are not allowed. They will be dealt with directly by the Program Director on an individual basis, and may result in a written warning, suspension, or dismissal, depending upon the circumstances. Any unexcused absence of three consecutive days will result in automatic dismissal of the student from the program.

Tardiness is considered an unexcused absence. Four episodes of tardiness in a semester will result in placement of the student on probation.

One job interview day during the last month of training is granted to the student, and would not be counted as one of the five days mentioned above.

If the student will be late or absent, he must notify the Radiology Department, Program Director, or Clinical Coordinator prior to time to report for class or clinical assignment or it will be considered an unexcused absence.

In the case of prolonged illness, the student must contact the Program Director and relate the extent of the illness and the probable length of time that he will be unable to continue training. If the illness continues for 3 scheduled clinical days, the student must obtain a written permission slip from his physician establishing that he is physically able to return to school.

INCLEMENT WEATHER POLICY

Inclement weather due to snow, ice, flooding, etc., may create road conditions that pose a travel risk. While students are urged to make a reasonable attempt to report for class and/or clinical assignment, common sense must rule.

Students bear the responsibility of determining if weather conditions prevent safe travel during their commute. They should not seek counsel from program faculty regarding travel safety.

Absence due to inclement weather is an excused absence. If the county in which the student resides or travels during his/her daily commute issues a Level III weather-related state of emergency, the student will not be counted absent. Those students who can travel safely and voluntarily choose to report for clinical assignment during a Level III weather-related emergency will be awarded credit time.

Weather-related absences or tardies must be reported like any other occurrence.

PERSONAL DAYS

Six weeks of vacation time is awarded to students during their 24 months here. Vacations are scheduled for each student group at the discretion of the School administration, so as to not interfere with classroom or clinical education.

In an effort to allow some flexibility, a student may take up to two personal days per year out of his or her vacation time. Any days taken must come from their next week of vacation. For example, if a student wants to take a personal day in October, it must be taken from their Christmas vacation.

The following stipulations apply to personal days:

- A written request must be submitted to the Program Director at least 48 hours prior to taking a personal day.
- Once a personal day is granted, the student must make sure all clinical schedules reflect the change and the student's clinical supervisor must be given prior notice.

- The student must notify the clinical scheduler of which vacation day he or she is forfeiting prior to when vacation schedules are posted.
- The student is responsible for all tests and/or lesson materials missed while away on a personal day.
- Personal days and excused absences are totally separate. Students are still permitted 5 excused absences per year due to illness or unavoidable circumstances.
- Violations or abuse of this policy or its intent will result in the loss of personal day privileges.

BEREAVEMENT LEAVE

We recognize the anxiety, grief, and personal difficulties that are experienced in connection with the death of a relative or significant friend. We wish to be sensitive to this situation. Bereavement leave is granted to the student and will not be counted as part of the five day of excused absence per year.

Bereavement days are expected to be taken within seven (7) calendar days following the day of death (with the exception of spouse and child) and are for scheduled workdays only during those seven (7) days.

Ten (10) days	Spouse Child (including step)
Three (3) days	Parent (including step) Sibling (including step)
Two (2) days	Grandchild (including step and great) Current mother/father-in-law Current brother/sister-in-law Current son/daughter-in-law
One (1) day	Grandparent (including step and in-law) Aunt/Uncle Niece/Nephew (including great)

PROGRAM EXTENSION

Occasionally circumstances arise which make it impossible for a student to complete all of the requirements necessary for graduation prior to the scheduled graduation date. Students in this situation will be considered on an individual basis.

However, the following criteria will be followed:

- Students will not receive a certificate until all requirements of the program Graduation Policy are met.
- Participation in graduation ceremonies with the other members of the class will be at the program director's discretion.
- Students will not be eligible to sit for the ARRT. examination until all requirements of the Graduation Policy are satisfied.
- Students who cannot meet all requirements of graduation within a reasonable amount of time will be terminated. This time frame will be at the discretion of the program director and will be determined based upon mutually agreed upon arrangements with the student.

WITHDRAWAL FROM THE PROGRAM

If a student decides that the program is not what he wants in the way of a career, or for any other reason, the student is requested to give at least a five day notice of his withdrawal. During this period, he is requested to discuss his reasons for leaving freely with the School administration. This will give the student time to seriously think over his decision with any comments that the School administration has made, and he may wish to continue the program. If the student still wishes to leave after the five-day period, then he must give the School administration a written withdrawal statement.

Students who cannot meet all requirements of graduation within a reasonable amount of time will be terminated. This time frame will be at the discretion of the Program Director and will be determined based upon mutually agreed upon arrangements with the student.

LEAVE OF ABSENCE (LOA) POLICY

A student may request a Leave of Absence (LOA) from the program provided that the request is in writing, stating the reason for the leave, and provided the student is currently in good standing (i.e., not under any disciplinary action).

If the LOA is granted, the LOA shall be for one full year. Only one LOA shall be granted, and a space must be available in the class for the student who wishes to resume the program.

It is the responsibility of the student to notify the school prior to the time the student is to resume the program.

General Hospital Policies

CONTACT INFORMATION

Students are required to keep current addresses (including e-mail), telephone numbers, and name change(s) on file in the school office. These records should be updated in writing at the time of change. In the event of a name change, the student will provide official documents acknowledging the change to the school office as soon as possible. For academic purposes, the official change will be noted at the beginning of the next semester if the change occurs within a semester.

IDENTIFICATION BADGES

Reid Health issues an identification badge to every student. We believe our customer has the right to know who is providing their care. The Reid identification badge puts the customer on notice that the caregiver is qualified to provide the procedures the customer requires, and that the caregiver is accountable. With the Reid identification badge comes the knowledge the caregiver has been properly educated, trained and oriented to the needs of the customer. The Reid identification badge symbolizes the quality of services provided by the person wearing the identification badge.

All students are required to wear their identification badge at all times while in the hospital. Badges must be visible to those with whom the employee comes in contact.

- Badges must be worn in a clearly visible place in the lapel area.
- Stickers, pins, and decals shall not be placed on badge.
- Your time and attendance badge shall not to be worn on your ID badge.
- Badges must be returned to school office upon withdrawal, dismissal or graduation from the program.
- The first badge is provided for the student; the student pays for replacement badges at a cost of \$15.00

Drug and Alcohol Free Workplace Policy

PURPOSE

Reid Health is committed to maintaining a safe, healthy, and efficient environment for its patients, employees, students, physicians and other healthcare providers, visitors, volunteers, and other members of the public. An important component of our effort to meet our patients' expectations is to maintain this environment. Our patients expect that our all the staff are working in a condition that allows our patients to receive effective treatment and assistance from Reid Health. Therefore, employees and students must remain free of impairment relating to drug and alcohol use or abuse. The possession or sale of any illegal drug or alcohol on Reid Health property or the property of any of its affiliates or related entities is prohibited (such properties are collectively referred to in this Policy as "Reid Health property"). Reid Health property includes, but is not limited to, all working and non-work areas such as break rooms, restrooms, cafeteria, patio, vehicles, grounds, and parking lots.

This Policy is also implemented in compliance with the Drug-Free Workplace Act of 1988. In accordance with the above objectives, Reid has established the following rules and guidelines for all employees and students.

REQUESTS FOR ASSISTANCE AND COUNSELING

1. Reid will assist employees and students with a referral for confidential drug and/or alcohol counseling. Reid may also be in a position to provide relevant information, education, and assessment in regard to substance abuse issues. We encourage employees or students to seek this assistance before the development of a serious employment-related performance or other issue.

2. Employees or students who believe that such assistance may be helpful to them should contact an Employee Assistance Counselor at 765-983-3379 or 765-983-3099. Discussions with Employee Assistance Counselors are confidential.

3. While an employee or student may seek assistance or engage in rehabilitation programs, doing so does not affect or interfere with Reid's right to take appropriate action in response to a violation of this Policy or other work-related policies, or due to the employee's or student's failure to meet performance expectations. In addition, if Reid requests an employee or student to undergo a drug or alcohol test, the employee or student must promptly and fully submit to and cooperate with such a request. These requirements do not change even if an employee or student states that he/she needs assistance as described above. In addition, if an employee or student is working during a period when he/she is also seeking assistance for a substance abuse issue, the employee or student is not relieved of his/her responsibility to meet Reid's expectations in connection with the performance of assigned duties and responsibilities. Reasonable accommodations may be considered if requested by an employee or student and will be evaluated in accordance with applicable Reid policies and legal requirements.

PROHIBITED CONDUCT AND OTHER GUIDELINES

1. Reporting to work or being present on Reid Health property while "under the influence" of illegal drugs or alcohol is prohibited. For purposes of this Policy, being "under the influence" means that drugs or alcohol are present in an employee's or student's system in any detectable amount. Being "under the influence" does not necessarily mean that you are adversely affected by a drug and/or alcohol. At times, being "under the influence" may be indicated by misbehavior or impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance, the odor of alcohol on your breath, or other unusual behaviors.

2. The unauthorized use of alcoholic beverages in the workplace or the unlawful use, possession, dispensation, diversion, concealment, transportation, promotion, manufacture, sale, or distribution of illegal drugs on the job, on Reid Health property or while engaged in Reid Health business off of such property is prohibited.

3. "Illegal drug" means: (a) any drug or other substance that cannot be lawfully possessed or used, pursuant to local, state, or federal law; (b) synthetic derivatives of such drugs or substances; (c) any prescription medication that was

not legally obtained; or (d) prescription medications that are not used for the prescribed purposes.

4. If Reid has a reasonable suspicion of a violation of this Policy or any other rule, it has the right to conduct inspections or searches of Reid Health property, as well as searches of a student and/or his/her belongings in order to determine whether a violation of this Policy occurred. Searches may include, but are not limited to, desks, offices, briefcases, lockers, purses, clothing, and vehicles. Refusal to promptly and fully cooperate with a search will be considered insubordination and will result in immediate termination from the program. Any attempt to destroy or dispose of drugs, alcohol, or other evidence will also result in immediate termination.

5. Any illegal substance found on Reid Health property will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. As indicated below, Reid will also report such matters, as necessary, to licensing agencies.

6. If an employee or student is arrested for or charged with any crime relating to alcohol or drugs, and without regard to whether the arrest or criminal charge relates to conduct that occurred at work or clinical setting, the student must report the arrest immediately and in writing to the Program Director. Reid Health has the right to terminate the student upon receipt of such information.

PRESCRIPTION MEDICATIONS AND OVER-THE-COUNTER MEDICATIONS

1. If a student is using prescription medications, he/she must use them in the manner, combination and quantity prescribed by his/her health care provider. If over-the-counter medications are used, they must be used in the manner recommended by the manufacturer.

2. The usage of prescription or over-the-counter medications cannot adversely affect the student's ability to safely perform his/her job duties or his/her ability to meet performance expectations.

SMOKE FREE WORKPLACE

Reid Health is committed to providing a safe, healthy and comfortable environment for those we serve – patients, families, employees and students. Smoking is not permitted anywhere on hospital property. This includes all land, buildings, structures, parking lots and means of transportation owned by or leased to Reid Health. Students may not smoke in their cars on Reid property. In addition, students may not use other tobacco products while on Reid property.

Staff members wishing to leave hospital property to smoke or use other tobacco products are required to clock out and may do so only during scheduled meal times.

This policy is considered a part of the hospital's C.A.R.E. standards and an expectation of conduct for students. Students who do not follow the policy will be subject to corrective action. Students who violate this expectation will be subject to corrective action.

The Security Department is charged with the overall and primary responsibility for adherence to these guidelines. Security, as part of their schedule, makes regular rounds at all entrances. To ensure that the smoke free campus effort succeeds, however, it must be the responsibility of all employees, students, volunteers and physicians to assist in this regard by pro-actively communicating our guidelines and initiating a courteous reminder or intervention when infractions are noticed.

TELEPHONE USE

Students are expected to observe the C.A.R.E. principles at all time while using hospital telephones. When answering the telephone, students must identify their department, name and always ask the caller "How may I help you?" We recognize that students will occasionally need to place and receive personal phone calls during the time they are here. In all cases personal calls should be minimal, whether the calls are placed or received using hospital phones or personal cell phones. Personal calls that may result in charges to Reid Health are prohibited.

Cellular telephone use is prohibited in the classroom and clinical setting. Students are not permitted to make or receive text messages while in the classroom or clinical setting. Use of a cellular phone should be limited to the student's personal break time.

Excessive personal calls during the workday, regardless of the phone used, can interfere with patient care and other job responsibilities and can be distracting. As such, abuse of this privilege will be subject to corrective action.

ONLINE SOCIAL NETWORKING POLICY

The purpose of this policy is to establish expectations regarding online social networking activities, including those that relate to Reid Health ("Reid" or "hospital"). A number of important objectives are served by this policy. These include, but are not limited to, protecting patient privacy; protecting the privacy of Reid employees and other individuals and entities with which Reid has relationships; protecting Reid's confidential information and other intellectual property and assets; and preserving and protecting Reid's brand identity and its reputation.

This policy applies to all Reid employees, physicians, providers, students, Board members, contractors, and volunteers, collectively referred to in this policy as "team members."

The following rules are applicable generally to online social networking and, as noted below, also apply to online social networking relating to Reid. These rules apply to activities occurring within and outside the workplace.

1. Reid recognizes the value that team members gain in remaining connected to their communities. However, online social networking at work can interfere with a team member's attention to his/her responsibilities. Accordingly, team members may not engage in online social networking during their scheduled work hours. Online social networking is permitted only when a team member is on an authorized break, such as a lunch or other designated break period.
2. Except as expressly provided below, online social networking relating to Reid must occur solely on Internal Sites. Notwithstanding the foregoing, nothing in this policy shall be deemed to interfere with an employee's right to engage in protected concerted activity pursuant to Section 7 of the National Labor Relations Act.
3. There may be occasions when Reid determines that a legitimate business purpose will be served by online social networking relating to Reid on an External Site. In these cases, the team member who wishes to engage in that activity must allow his/her supervisor to review the intended communication, and the communication may not be placed on an External Site without the supervisor's prior written approval. The supervisor will be expected to review the team member's intended communication in advance in order to ensure that it is consistent with Reid's best interests and that it fulfills one or more of the objectives of this policy.

4. Team members are expected to adhere to Reid policies relating to confidentiality, security, and privacy. For example, patient-related information may not be disclosed or discussed on any Internal or External site. Communications with or about patients involving protected health information (PHI) and other patient-related information are private and may occur only among those who have an identifiable and legitimate need the information for treatment, payment, or other healthcare activities or operations.
5. Team members have a duty to maintain and protect the confidentiality of other team members' home addresses and other personal information. Team members must also maintain and protect the confidentiality of Reid trade secrets, strategic business plans, financial information, business contracts, patient information and data, and any other non-public matters and information.
6. Team members shall not use online social networking on any Internal or External site to harass, threaten, or discriminate against other team members, patients, any organizations or businesses associated with or doing business with Reid, or any member of the public. In addition, a team member may not use text, photos, or any other image that is demeaning, belittling, or insulting to Reid and/or its associated entities and brands, products, services, team members, patients, and/or others served by Reid.
7. A team member who engages in online social networking on an External Site and who identifies him/herself as associated with or employed by Reid shall state explicitly, clearly, and in a prominent place on the site that his/her views expressed are his/her own and not Reid's, nor that of any other person or organization affiliated with or doing business with Reid.
8. Team members shall not use Reid logos or trademarks or the name, logo, or trademark of any business partner, affiliate, or subsidiary on any External Site, unless such use is expressly sponsored or otherwise approved in advance and in writing by an authorized officer of Reid.
9. Photos, videos, or other electronic communications relating to any hospital event or team member may not be posted on an External Site, without the prior written approval of the Director of Community Relations.
1. Reid respects a team member's right to express a personal opinion through online social networking and will not retaliate or discriminate against those who engage in such activity for lawful activity that is consistent with the rules described in this policy. However, a team member's communication on an External Site may reflect on Reid. In addition, such communications may demonstrate a team member's lack of commitment to Reid's C.A.R.E. Principles. Accordingly, if Reid deems a communication to be offensive, harmful, or in violation of its C.A.R.E. Principles, it has the right to terminate a team member's relationship with it. For example, communications that

indicate animus toward any individual's or group's legally-protected status may result in corrective action, up to and including separation of employment.

11. Reid has the right to and will regularly review comments or discussions regarding it on both Internal Sites and External Sites. If a comment or other communication is deemed inappropriate, a team member may be asked to remove or modify material that is in violation of this policy. Refusal to promptly cooperate with such a request may result in corrective action, up to and including termination.

12. In the event a team member makes any disparaging or otherwise harmful comment on any External Site regarding Reid, Reid may pursue any and all available legal recourse. This may include the filing of a civil lawsuit and/or reporting the matter to law enforcement authorities

CONFIDENTIAL INFORMATION

Treat all information about patients with strict confidence. Disclosure of confidential information gained through your interaction is an act of prohibited conduct subject to formal disciplinary action. Any information concerning a patient's illness, family, financial condition or personal peculiarities is strictly confidential and must not become the topic of conversation with others.

ELEVATOR USAGE

Students who are engaged in transporting equipment and/or patients are to use the service elevators. Otherwise, students should use the lobby elevators.

With regard to general rules for all our elevators, the following should be remembered:

- If you are going up one or down two floors, use the stairs, if they are accessible, rather than the elevator. It is quicker and frees the elevators for people who need them.
- Wait for others to board the elevator. If you are moving a large piece of equipment which would crowd the elevator, do not get on; wait until it returns.
- Use care in driving equipment into or out of the elevator.

It is the policy of Reid Health that patient care be carried out in the most expedient manner possible. All five patient transport/service elevators should be

available for CODE BLUE service.

Two restrictions on the usage of these service elevators remain:

- Patient transport by cart -- Riders must always exit the elevator to allow for privacy of patients being transported by carts.
- CODE BLUE - Riders must immediately exit the elevator at the first opportunity on awareness that a CODE BLUE has been called.

Clinical Policies

THE CLINICAL ENVIRONMENT

You will notice many differences between the academic environment to which you have been accustomed and the clinical environment that you are entering. Most of the differences will prove exciting and stimulating; some will prove to be frustrating and aggravating. How successfully you function and learn in the clinical setting depends in part on how you approach and deal with these differences. The reality of the situation is that patient care is the top priority in the Radiology Department. This means the patient's welfare is considered first. Usually this is consistent with the goals and needs of clinical education. Occasionally, however, this reality dictates the scheduling and conducting of educational activities be flexible.

Compared to the learning activities conducted in the didactic courses, the learning activities in the clinical setting are frequently much less structured. You must take a more active and responsible role for integrating the academic preparation you had with the individual examinations you are observing or performing.

Generally, in the classroom setting you work independently as you pursue your academic goals. In the clinical setting, you must pursue your educational goals within the overall goals of the department to deliver quality patient services efficiently and effectively. Rather than function independently, you become part of a health care delivery team and must function cooperatively to achieve educational and departmental goals.

PROFESSIONAL BEHAVIOR AND SAFETY

Professionalism and safety are important aspects of radiography student education. Therefore, these areas will account for 20% of the clinical grade each semester via a merit/demerit system. Each student will begin the semester with 100 points in the Professionalism and Safety category. A demerit will deduct 10 points; a merit will add 10 points. Point values in excess of 100 at the end of the semester will result in accrual of credit time at the rate of a half-hour per 10 points. For example, if a student's Professionalism and Safety point total amounts to 140 at the end of the semester, he/she will be awarded 2 hours of credit time.

Since behaviors that warrant merits and demerits may vary greatly, each will be awarded at the discretion of the program faculty.

Some examples of behavior warranting a merit are as follows:

- Most exams accomplished each month.
- Receiving a "Shining Star" or "GEM" award
- Perfect attendance – No tardies or absences in a two-month period.
- Participation in community service.

Some examples of behavior warranting a demerit are as follows:

- Repeating a radiograph without direct supervision.
- Disrespectful behavior.
- Repeated noncompliance with the established dress code.
- Failure to appropriately report absence or tardiness.
- Failure to remain in or return to assigned area as scheduled.
- Recurrent inattentiveness during clinical assignment or class.
- Any breach of patient confidentiality.
- Failure to turn in clinical paperwork in a timely manner.

- Parking violations.
- Chewing gum during clinical assignment.
- Consistent noncompliance with QA protocols.
- Lost radiation dosimeter.
- Three missed in/out time punches in a semester.
- Failure to adhere to radiation protection protocols.
- Violation of a C.A.R.E. Standard.
- Any breach of patient safety.

STUDENT INTRODUCTION POLICY

Reid Health is committed to its patient's "Bill of Rights". Our patients have the right to receive information necessary to give informed consent prior to the start of any procedure. In light of that, patients will be informed when a radiography student will be participating in their care.

The student must always confirm a patient's identity prior to beginning any procedure. Once the patient's identity has been confirmed, the student will then introduce him/herself to the patient and inform him of the type of procedure he will be having. For example: "Mr. Smith, my name is Jane. I'm a radiography student and I'll be doing your chest radiographs this morning." Whenever other students, technologists or doctors will be participating in the procedure, those people should be introduced to the patient by name and title.

Patients have the right to refuse a procedure at any time. They also have the right to deny that certain people participate in that procedure. In the event a patient requests that a student not be involved with their care, that request should be honored. If that should occur, a clinical instructor/supervisor familiar with the situation should document the circumstances surrounding the incident on a "Student Feedback Form". This completed form should then be turned in to the Clinical Coordinator for the School.

This policy is not intended to be totally rigid. As is true in every situation, common sense must prevail. There are situations when it may be inappropriate or unnecessary to make elaborate introductions. However, those situations are the exception rather than the rule.

SUBSTITUTION OF STUDENTS FOR PAID PERSONNEL POLICY

As a part of their clinical education, radiography students will be performing some tasks that generate revenue for the Radiology Department and Reid Health. However, performing those tasks in no way implies that the student is a hospital employee.

Clinical experiences for radiography students are solely intended for the purpose of meeting the educational goals and learning outcomes of the School of Radiologic Technology. Therefore, the Radiology Department commits to hire and schedule adequate paid personnel necessary to cover all the radiologic services provided for our patients and all clinical supervision of radiography students. Students will not be utilized to substitute for regular paid staff.

CLINICAL SUPERVISION MONITORING POLICY

Students must be appropriately supervised while performing all radiographic procedures. The level of student supervision is outlined in the following policies:

- Direct Supervision Policy
- Indirect Supervision Policy
- Repeat Radiograph Policy

These clinical policies are made readily available to students and clinical staff in the following publications/areas:

- Program Website
- Student Handbook
- Clinical Manual
- Faculty Handbook
- Posted in the Radiology Department

Review of the clinical supervision policies will be included as part of the orientation for new clinical staff.

Policies will be reviewed at least annually in CI meetings and quarterly in student clinic class meetings.

The program's two full-time faculty members will monitor compliance with the clinical supervision policies on a daily basis during their clinical rounds. An incident report will be completed for any noncompliance observance.

Copies of the incident report will be given to the clinical staff and his/her supervisor. A copy of the clinical supervision policies will accompany the

completed form and be reviewed with the clinical staff person.

Students and staff are expected to report policy violations to a program official.

The Clinical Coordinator will report monitoring/enforcement activities no less than quarterly during faculty meetings.

DIRECT SUPERVISION POLICY

In the clinical setting, the following process will be implemented whenever a pre-competent student attempts a procedure independently:

- The student must have previously completed the procedure to be done as a successful simulation.
- A qualified technologist will review the procedure to ensure it is not out of the student's scope of competence.
- The technologist, along with the student will assess the patient to determine if the patient's condition is within the student's capabilities.
- The technologist will then directly observe the student throughout the entire procedure.
- The technologist will assess the student's performance, evaluate the radiographic images with the student, and then document the appropriate information on the requisition.
- If repeat radiographs are necessary, the technologist will review with the student the steps needed to correct the situation.
- The technologist will directly observe and, if necessary, assist the student in repeating the required views.
- Students must be directly supervised during surgical, all mobile, including mobile fluoroscopy procedures, and any repeated images regardless of the level of competency.
- Students may take radiographic exposures for quality assurance or exposure lab assignments, but only under the direct supervision of technical staff or program faculty.

INDIRECT SUPERVISION POLICY

In the clinical setting, the following process will be implemented whenever a competent student attempts a procedure independently:

- The student must have previously completed the procedure to be done as a successful simulation and clinical competency.
- A qualified technologist will review the procedure to ensure it is not out of the student's scope of competence.
- The technologist, along with the student, will assess the patient to determine if the patient's condition is within the student's capabilities.
- The student may perform the procedure with indirect supervision, i.e. the technologist is immediately available upon verbal request.
- The technologist will evaluate the radiographic images with the student and then document the appropriate information on the requisition.
- If repeat radiographs are necessary, the technologist will review with the student the steps needed to correct the situation.
- The technologist will directly observe and, if necessary, assist the student in repeating the required views.
- Students involved with any radiographic procedure outside the Radiology Department must always be accompanied and directly supervised by the technologist.

SIMULATION POLICY

Simulations are designed to evaluate the student's performance on a specific radiographic exam prior to performing that exam on an actual patient. Following classroom instruction in the procedure, sufficient practice time, and observation, the student must successfully simulate the procedure on another student or technologist.

- When the student feels ready to simulate a procedure he should ask a clinical instructor or supervisor to observe them. The instructor will decide who will act as the patient.

- Once the student has proven competency by simulation he can perform a clinical competency on an actual patient. It is preferred that the student tries the procedure on at least one actual patient prior to attempting to test out.
- Simulation provides an opportunity to demonstrate competency prior to performing in an actual patient situation.
- The student may simulate on more than one procedure at a time, depending upon time, patient load, or availability of a technologist.
- The student will mark on the clinical competency form the area marked SIMULATION.
- The only people to be involved with the simulation will be the student, the person posing as the patient, and the technologist doing the observing. In the event that the student does not pass on a simulation, a card does not need to be filled out. The student should try again after sufficient observation and practice.
- Simulations should be as much like a real patient situation as possible, short of taking the exposure.
- All simulations for the first semester should be completed by mid February. Second semester simulations should be completed by mid July, third semester by mid February, and fourth semester by mid July of the second year.

REPEAT RADIOGRAPH POLICY

The following process will be implemented whenever a student is involved with a procedure where radiographic view(s) need to be repeated:

- The technologist evaluates the radiographic image(s) and reviews with the student the steps needed to correct the situation.
- The technologist will directly observe and, if necessary, assist the student in repeating the required views.
- The technologist will evaluate the radiographic images with the student. If the images are of satisfactory quality, the technologist will document the appropriate information on the requisition.
- The student and technologist document the repeated view by filling out a Repeat Card. The Repeat Card contains the following information:

- Patient Information
 - Student name
 - Procedure
 - Reason for Repeat
 - Supervised by
 - Comments
- The Repeat Card is kept in the student's file to monitor the student's performance.

Violation of this policy will result in the implementation of the following disciplinary measures:

First violation/semester.....Written warning

Second violation/semester.....Suspension

Third violation/semester.....Possible termination

MAMMOGRAPHY POLICY

Mammography is the only radiographic procedure sanctioned by the Federal government. It is taught in the didactic setting to all students during Semester II as a unit of the Radiographic Procedures course. All students are instructed utilizing the *Merrill's Atlas* text and the Mosby multimedia visual aid resources, and the ASRT Breast Imaging modules.

All students participate in clinical laboratory demonstrations in the Radiology Department utilizing actual mammography equipment and a breast phantom. A registered mammography technologist demonstrates the proper positioning for the craniocaudal and mediolateral projections. Each student must then give a return demonstration utilizing the mammography equipment and phantom.

In the clinical setting mammography will be an elective rotation. Students who choose to participate in this rotation will learn tasks related to mammography, as outlined in the Mammography learning outcomes listed in the Clinical Manual. In light of the technical skill required to perform this procedure, students will not position actual patients. If a student wishes to do a competency test-out, the breast phantom will be utilized and competency achieved by means of simulation.

Many times patients undergoing mammographic examinations are in a state of increased anxiety. In cases where the technologist discerns that a patient's apprehension may be heightened due to student involvement, the student will be dismissed from that particular procedure. In cases where the student is of the

opposite sex as the patient, the technologist will secure the patient's permission prior to student participation.

MRI SAFETY POLICY

Radiography students will participate in Magnetic Resonance Imaging (MRI) procedures, whether it be in observation or a clinical rotation. In MRI, the magnetic field is ALWAYS on; therefore, entering the MRI suite with ferromagnetic objects or an implanted device poses a threat to the student or anyone in the suite and is strictly prohibited. The MRI Safety Policy is to establish standardized safety practices for radiography students participating in Magnetic Resonance Imaging (MRI) observation and clinical rotations, ensuring compliance with facility policies, manufacturer guidance, and recognized MRI safety practices. Students will complete a JRCERT approved MRI screening form to determine any contraindications for participating in MRI clinical rotations during Introduction to Radiologic Technology and again prior to the MRI rotation in the 2nd year. The screening form is completed and reviewed with a level II MRI Technologist. Students receive instruction in MRI safety during Introduction to Radiologic Technology and again prior to the MRI rotation. The completed screening form will be kept in the student's file for the duration of the program. Students are responsible for informing program faculty of any health-related changes that would prevent participation in MRI clinical rotations.

Any Student who may report potential contraindications to the MR environment must not progress beyond MR Zone II unless screened by an MR Level II Technologist.

MRI Zones:

Zone I – General public area outside MRI control. No special restrictions.

Zone II – Interface area where initial safety education and screening occur under MRI staff supervision.

Zone III – Controlled area with restricted access due to proximity to the static magnetic field. Entry requires clearance and direct supervision by MRI Level 2 personnel.

Zone IV – MRI scanner room. Highest level of control; the magnetic field is always on. Entry requires final clearance and direct, continuous supervision by MRI Level 2 personnel.

DOCUMENTATION OF PREGNANCY STATUS

Reid Health, the Radiology Department, and the School of Radiologic Technology are dedicated to providing the highest level of radiologic care to our patients. Part of that commitment involves appropriate radiation protection.

It is necessary for student radiographers to document pregnancy status of all female patients within the 12-50 year old age bracket. Pregnancy status must be indicated on the examination requisition. Random quality assurance follow-ups indicate this documentation is not being done on a consistent basis.

Monthly quality assurance reports will indicate the names of those individuals who have failed to provide adequate pregnancy documentation for that particular month. Disciplinary action for appearing on that list is as follows:

1st appearance/semester.....written warning

2nd appearance/semester.....written warning

3rd appearance/semester.....1.0 day suspension

4th appearance/semester.....3.0 day suspension

Any and all suspended time will be made up. Excessive failure to document pregnancy status indicates an apparent lack of concern for our patients' radiation protection and may result in student termination.

RADIOLOGIC PROCEDURES

Students are not allowed to have complimentary radiologic procedures performed on them during clinical time, unless admitted as a patient. Also, students are not allowed to perform radiological procedures on staff, unless admitted as a patient. Radiologic exams are not to be performed without a physician's order.

Student Conduct

DUE PROCESS POLICY

A problem clearance procedure exists to provide an orderly, fair, and timely resolution to student grievances. A grievance is any misunderstanding, complaint, or disagreement that affects student education. This would also include any allegation of non-compliance with the JRCERT **STANDARDS**. Students are encouraged to use this procedure without fear of penalty. Timeframes for each step of the process are established to assure that problems are addressed in a timely manner. Time limits may be extended by mutual agreement of the parties involved.

The procedural steps for submitting a grievance are as follows:

1. The student shall first attempt to resolve the issue through discussion with the person(s) involved within three weekdays of the occurrence. If a satisfactory solution is not obtained, proceed to:

2. The student shall verbally present and discuss the problem with the program director within five weekdays of the occurrence. If the student is not satisfied with the results of that discussion, proceed to:
3. The student shall submit a written grievance to the program director within two weekdays of the discussion in step 2. The written grievance must describe why the efforts made in steps 1 and 2 were unsatisfactory. The program director will give the student a written and verbal reply within three weekdays. If a satisfactory solution is not obtained, proceed to:
4. The student shall discuss the problem with the program's medical advisor within three weekdays of the program director's written response. The original written complaint and the program director's written response will be submitted at that time. The medical advisor will investigate the situation, and may request further discussion with those involved. A written and verbal reply will be given to the student within five weekdays. If a satisfactory solution is not obtained, proceed to:
5. The student shall make a written and verbal appeal to a member of the Hospital administrative team within three weekdays of the completion of step 4. All documentation and other pertinent information will be submitted at that time. Hospital administration will review all of the information and give the student a final decision in writing within five working days. This decision is final and binding on all persons involved at the hospital level.
6. If the grievance involves an allegation of non-compliance with the JRCERT **STANDARDS**, the student may pursue the issue further within five weekdays of the completion of step 5 by contacting the JRCERT directly via mail, telephone, fax, or email:

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
Tel: (312) 704-5300
Fax: (312) 704-5304
Website: www.jrcert.org

STUDENT CONFERENCES

Although the program administrators welcome student conferences at any time, students are formally scheduled for a conference with the Program Director, Clinical Coordinator, and Clinical Instructor at the end of each semester. An informal clinical conference is conducted at mid-semester. These conferences are confidential and are intended to serve the following purposes:

- To give the student an idea as to his performance in both the classroom and the clinical area.
- To help the student improve his effectiveness in his chosen career.
- To stimulate the student's development in preparing himself for the assumption of greater responsibility.

RULES OF CONDUCT

A few rules are needed in any organization, and here the following rules exist only because they are essential for the safety, welfare, morale, and general well-being of our patients, your fellow students and co-workers, and ourselves, for the protection of property, and for the effective operation of the Hospital and School. Because this is so, a violation of these rules may lead to a written reprimand, suspension, or dismissal. We are sure you will agree that the rules are necessary and fair.

The following may subject the student to immediate dismissal or other disciplinary action without previous warning:

- Violation of any C.A.R.E. standard.
- Falsifying your application to the School.
- Refusal to do the duties assigned; willful disobedience of instructions and orders; proven incompetence.
- Violation of HIPPA information or other confidential information.
- Violation of Reid's Drug-Free Workplace.

- Smoking on Reid property
- Gambling on hospital premises.
- Engaging in horseplay or other acts endangering self or others.
- Willful mistreatment of a hospital patient.
- Willful and deliberate destruction, damage, or defacement of hospital property or equipment.
- Use of obscene or abusive language.
- Theft in any form.
- Intentional falsification of hospital records.
- Soliciting gifts or tips.
- Absent three consecutive school or scheduled days without notice or approval of school.
- A threat of any act that would endanger life or property.
- Cheating
- Inability to maintain satisfactory grades.
- Any act or form of behavior not herein specifically listed which violates the intent of rules as stated in the above paragraph.
- Possession of firearms, knives or other weapons on any Reid property.

The following acts are prohibited and will subject the student to a warning notice or suspension, with subsequent violations resulting in possible disciplinary action, including dismissal:

- Discourteous, unethical, or insubordinate conduct to patients, visitors, co-workers, fellow students, or supervisors.
- Threatening, intimidating, or coercing fellow students, employees, or patients.
- Violation of safety regulations.
- Excessive tardiness; unauthorized absence; or failure to notify School

administration of absence.

- Negligence; loafing or sleeping; misuse of School or Department time.
- Unauthorized eating of hospital food.
- Parking violations.
- Failure to report injuries.
- Leaving hospital premises without permission, when scheduled for clinical assignment.
- Distributing unauthorized literature.
- Posting unauthorized or controversial matter on the bulletin boards, or removing any posted material without authorization.
- Unauthorized soliciting, in any form, of employees, patients, or visitors.
- Other acts or incidents which may adversely affect the efficient operation of the hospital, School or in any way jeopardize the safety, welfare, morale, or general well-being of students, employees, patients, or visitors.

Written reprimands are given only after serious consideration, and for serious reasons. Copies of such reprimands become a part of the student's permanent record.

The management of the School and Hospital reserve the right and prerogative to establish additionally any reasonable rule of student conduct, the observance of which is a condition of continuation with the School.

SEXUAL HARASSMENT

It is the policy of Reid Health School of Radiologic Technology to provide an environment that is free from sexual harassment or intimidation by any person. Such behavior and occurrences will not be tolerated and will be grounds for disciplinary action up to and including termination.

The Equal Employment Opportunity Commission has (EEOC) issued guidelines prohibiting sexual harassment and has provided the following definition of sexual harassment:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or

physical conduct of a sexual nature.

- When such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working environment.

The school's policy encompasses this EEOC definition but recognizes that there may be other occurrences that do not specifically fit this definition. The policy intends to address these broader occurrences as well, with the intent of fairness to all parties.

Any student who feels that he or she is the victim of any form of sexual harassment shall file a complaint with the school as soon as possible after the occurrence of the incident by taking the following actions:

- If possible, it is recommended that you inform the individual that the conduct is offensive and must stop. It is understood that this may be uncomfortable for the individual being harassed. However, this is usually the most effective and fair way to inform the individual that the conduct is unwelcome.
- Report the conduct to the Program Director or Clinical Coordinator who will report it to the Vice President of Human Resources or the Administrator on call.
- If the complaint involves someone in his/her direct line of supervision, the student must report the conduct directly to the Vice President of Human Resources.

All complaints of sexual harassment will be investigated promptly by the hospital's Vice President of Human Resources in as confidential a manner as possible. There will be no discrimination or retaliation against an individual who lodges a sexual harassment complaint in good faith. Any supervisor, employee, or student of the hospital who is found after investigation to have engaged in sexual harassment will be subjected to appropriate disciplinary action up to and including discharge from employment or termination from the program.

YOU ARE REID HEALTH

You are what people see when they arrive here. Yours are the eyes they look into when they're frightened and lonely. Yours are the voices people hear when they ride the elevators and when they try to sleep and when they try to forget their problems. You are what they hear on their way to the appointment which could affect their destinies and what they hear after they leave those appointments. Yours are the comments people hear when you think they can't. Yours is the intelligence and care that people hope they'll find here. If you're

noisy, so is the hospital. If you're rude, so is the hospital. And if you're wonderful, so is the hospital.

No visitors, no patients can ever know the real you, the you that you know is there, unless you let them see it. All they can know is what they see and hear and experience. And so we have a stake in your attitude and in the collective attitudes of everyone who works at the hospital. We are judged by your performance. We are the care you give, the attention you pay, the courtesies you extend.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to institutional policies and procedures safeguarding the freedom to learn. Students are responsible for knowledge and application of the policies and procedures.

Students have the right to admission without discrimination on basis of age, race, religion, sex, national origin, or marital status. Students have the responsibility to accept others without discrimination on the basis of age, race, religion, sex, national origin, or marital status.

Students have the right to take reasonable exception to the data or view offered in any course of study and to reserve judgment. Students are responsible for knowing material offered in any course of study in which they are enrolled.

Students have the right to orderly procedures of academic evaluation without prejudice. Students are responsible for maintaining standards of academic performance for each course in which they are enrolled.

Students have the right to confidentiality by all employees of Reid Hospital. Students have the responsibility for corresponding confidentiality.

Students have the right to a carefully considered policy regarding the information which is part of the student's permanent educational and financial record and as to the conditions of their disclosures. Students are responsible for maintaining confidentiality of their records.

Students have the right to discuss appropriate issues and to express opinions. Students are responsible for maintaining positive public relations for Reid Hospital.

Students have the right to participate in the formulation of institutional policies affecting academic and student affairs. Students are responsible for participation in formulating and implementing institutional policies.

Students have the right to printed institutional clarification of standards of behavior which are considered essential in appropriate situations. Students are responsible to know these policies and may be disciplined for violations of these policies.

Students have the right to adequate safety precautions within the hospital. Students are responsible for practicing safety measures within the hospital.

Students have the right to receive an education that helps develop their potential to its fullest extent. Students have the responsibility to use that education as a foundation for a pattern of life-long learning and continued personal and professional development.

STUDENT SERVICES POLICY

Students of the School of Radiologic Technology have access to the following services:

- Free parking
- Free lockers for personal belongings
- Discounted meals in the hospital cafeteria
- Discounted OTC and prescription drugs
- Discounted textbooks
- Discounted uniforms and shoes
- Free flu shots
- Access to Reid's Employee Assistance Program for personal counseling issues
- Access to the School library
- Free computer lab usage and internet access
- Membership to Healthcare Professionals Credit Union
- Reasonable accommodations for students with disabilities

LIBRARY AND COMPUTER RESOURCES

Students have access to a large number of library holdings. Radiographic texts may be found in the library area in the classroom, Clinical Educators' office and the Program Director's office. The radiologists have a large radiology library that is available to students.

Computers are available for student use in the classroom area. These computers have access to the internet for student use for research and other education-related activities. The policy for the hospital is the upheld for the school as follows:

- Users shall not download any material that is obscene, pornographic or includes hate literature.
- Users shall not access or attempt to gain access to online gambling sites, sites trading or displaying pornography, investing or day-trading, or job search sites.
- Users shall not download MP3 (music) and/or movie files.
- Users shall use common sense when downloading from or browsing the Internet.
- Users shall not supply any false or misleading information to access any network or Web site.
- Users are prohibited from running any probing application unless authorized by Information Services. This includes probing any segment of the Reid network, or any other Internet accessible network.
- Users shall not send or cause to be received any malicious or harmful program (to any host internal to the Reid network or over the Internet).
- No modems shall be used for Internet access.
- It is recognized that you may need to use the Internet for personal use.

This use must be done on personal time (breaks, lunchtime, etc.) and must abide by the above usage controls.

THE CAFETERIA

Reid provides tasty, nourishing meals at reasonable costs. In view of the surcharge for visitors, you should wear your name pin to assist the Cashier in identifying you as a student. If you prefer, you may bring your lunch and eat in the Cafeteria. Your meal period (one-half hour) will be scheduled by your clinical supervisor.

The Cafeteria hours of operation are:

Breakfast	5:00 a.m. – 10:00 a.m.
Lunch	10:45 a.m. – 4:15 p.m.
Dinner	4:30 p.m. – 7:30 p.m.
Snack	9:00 p.m. – 9:30 p.m.
3rd shift meal	12:30 a.m. – 3:00 a.m.

OUTSIDE EMPLOYMENT

Most students of the School of Radiologic Technology find the time necessary to do well in all aspects of their training makes it extremely difficult to maintain even part-time employment. However, we also realize there are financial constraints affecting many of our students.

Those students who must seek employment during their training need to bear in mind they are still responsible to maintain academic and clinical performance at an acceptable level. If program administration senses outside activities are causing a student's performance to suffer, a counseling session will be scheduled. Outside employment schedules MAY NOT interfere with program schedules.

APPEARANCE AND DRESS CODE

Men and women who accept appointment to the School of Radiologic Technology also accept the responsibilities of upholding the image, tradition, and dignity associated with the field, our program, and Reid Health. As individuals or as a group, our outward appearance contributes greatly to the impression others form of us. With this in mind, please note students in the radiography program are expected to follow dress and decorum guidelines as follows:

Uniforms will be purchased and maintained in satisfactory condition by the student. An identification name tag will be worn as furnished by the School. Excessiveness in any manner is not tolerated.

Students will wear scrubs from surgery when rotating in the surgical area. The student is permitted to come into the hospital in attire for the school, then change upon arrival. Students must change back to their own uniforms at the end of the day or when they are finished in surgery. Students may not take surgery scrubs home or wear street clothes in and change into surgery scrubs once in the area.

1. Uniforms, shoes, and hosiery

A Reid identification badge must be worn at all times and shall be worn in the lapel area near shoulder height on the outer most layer of clothing. Identification badges shall be in good condition. Stickers or pins on the identification badge shall not be placed over the Reid logo, name, or department.

Clothing and uniforms must be neat, clean and in good repair, moderate in style, appropriate size, length and appropriate for the work required. All clothing must fit reasonably and be within the bounds of good taste. Revealing clothing is neither appropriate nor acceptable. If your apparel draws attention to you rather than our patients, it probably is not appropriate.

All uniforms must be a scrub type uniform. The student may wear scrub pants, scrub tops, and labcoats. Female students are permitted to wear skirts also. The colors chosen by the hospital are pewter (gray) tops and jackets and royal blue pants. Solid colors only are permitted. Denim or denim appearing clothing, including white denim is not acceptable.

White or gray t-shirts may be worn under scrub tops, but the hems of the t-shirts must not be hanging below the hem of the scrub top, as well as the hem of the sleeves.

White, black, or coordinating colored athletic shoes are acceptable. Another alternative is a standard low-heeled, leather clog style shoe. Shoes must be kept polished, and shoe strings kept clean. During the month of December it is acceptable to wear scrub tops with conservative Christmas prints.

2. Perfumes, deodorant, jewelry

All students must protect themselves from body odors by regular bathing and personal hygiene. Body and breath should be free of any offensive odors. Colognes, after shaves and perfumes are not permitted. Jewelry that does not interfere with the performance of duties or present a safety hazard is acceptable. Multiple rings are not acceptable.

3. Hair, fingernails

Hair must be clean at all times. The style must be neat and arranged in a professional manner. If hair style is longer than shoulder level, it must be arranged so as to not interfere with patient interaction. Hair must be of a color that is natural, but a hint of unnatural color is permitted. Fingernails must be clean at all times. Bright polish will not be permitted. Nails must be trimmed to a length a quarter of an inch. No artificial nails will be permitted (gels or acrylics).

4. Piercing and Tattoos

Pierced ears are acceptable but limited to three earrings in each ear for all students. Ear rods, gauges, bars and ear to ear chains or facial jewelry such as tongue or eyebrow piercing are not permitted. One small stud may be worn in the nose if desired.

Tattoos may be exposed if not offensive. Tattoos or brands on any exposed body part that are obscene or advocate sexual, racial, ethnic or religious discrimination, hatred, violence, inappropriate body parts, or drug use are examples of what must be covered. Department directors have the authority to evaluate the appropriateness of a tattoo for the work setting and to determine if the tattoo must be covered.

PROGRAM EFFECTIVENESS

Reid's radiography program effectiveness statistics are available for viewing at www.reidhealth.org/school-of-radiologic-technology and www.jrcert.org.

Health Safety and Security

HEALTH SERVICES AND FINANCIAL RESPONSIBILITY

Any student who is injured or becomes ill while at Reid Health shall immediately report the injury or illness to the program director or clinical coordinator. He or she may receive treatment at Reid Health as a private patient or obtain other treatment as they choose.

Students are strongly encouraged to maintain personal health insurance throughout their education. While Reid Health shall make emergency health services available to students who become ill or injured, it assumes no responsibility for the cost of such services. The student will be fully responsible for any medical charges not covered by their personal health insurance.

In summary:

1. Students shall be responsible for obtaining and maintaining their own personal health insurance while participating in the radiography student program at Reid Health;
2. Health insurance benefits and workers' compensation benefits will not be provided to students by Reid Health;
3. In the event a student receives medical treatment or mental health services at Reid Health during participation in the radiography student program, the student will be charged and billed for the medical and mental health services provided; and
4. The student will be responsible for paying any amount charged for medical or mental health services rendered at Reid Health or other locations during participation in the radiography student program.

CONFIDENTIALITY

In accordance with the Health Insurance Portability and Accountability Act (HIPPA) of 1996, all patient information is confidential. One of the most harmful things that can happen in a hospital is the misuse of confidential information. Reid Health is committed to protecting confidential information from unauthorized, inappropriate and illegal uses. As a student you have access to very sensitive and confidential information about patients, employees and medical staff members as well as Reid Health's business in general. It is vitally important that you maintain all such information in strict confidence.

Students are prohibited from accessing or seeking to access confidential information that is not needed to carry out the duties and assignments of their clinical rotation. We also have an affirmative duty and obligation to immediately report breaches of confidentiality to the clinical coordinator, instructor, or program director.

Students will maintain the privacy of protected health information by: limiting discussion of protected health information to private areas and conference rooms; not discussing health information outside the health care facility unless such discussion is with an appropriate faculty member and in private; not discussing protected health information with other students; refraining from copying any part of the medical record for use outside the health care facility; refraining from putting any personal identifier on any paperwork associated with the Radiologic Technology Program.

Breaches of confidentiality are considered serious and will result in corrective action up to and including separation from the school. In deciding what action to take for violations, the program director will consider the nature of the violation and other factors such as the severity of the violation, whether the violation was intentional or unintentional, and whether the violation indicates a pattern or practice of improper use of disclosure of confidential information. Depending on the circumstances and impact of the violation, corrective action may range from counseling to separation from the school.

Student Access to Health Information

Accessing patient information in Epic for non-job related reasons is not allowed. This means accessing your own information or that of a family member even if you have a signed authorization is against Reid's privacy policy.

The expectation is that you will go through the patient portal (MyChart) account or by going to or calling Health Information Management at 600 E. Main Street, Richmond or 765-983-3174 to request copies of the medical record.

COUNSELING

Because of the small student to faculty ratio, faculty members become personally acquainted with the students. Students are encouraged to seek counseling from the program director, clinical coordinator, or an instructor of their choice.

However, there is the occasional occurrence where a student's problem may extend beyond the faculty's expertise. In that event, there are a number of different resources readily available. Reid Health's Employee Assistance Program is available to assist the students as well as employees. Dunn Mental Health Center in Richmond also provides counseling. Spiritual guidance and counseling is available through the Hospital chaplaincy program, or a pastor of the student's choice. Other counseling can be made available dependent upon need.

DEPARTMENT VISITING

You are expected to remain in your assigned clinical work area unless directed to do otherwise, or unless it is necessary, as a result of instructions, to leave such area.

RADIATION PROTECTION AND MONITORING EXPOSURE GUIDELINES

The student is required to practice sound radiation protection practices at all times. At no time may a student use any type of unsafe radiation practices or principles while performing exams or procedures. Unsafe practices of any sort are grounds for immediate dismissal from the radiography school. Unsafe practices include, but are not limited to:

- 1) Taking exposures, intentionally or unintentionally, on another student in the clinical area. All exposures on human subjects are to be taken for a valid medical reason and must be ordered by a physician.
- 2) Attempting any procedure under the indirect supervision of a registered technologist until competency has been achieved.
- 3) Repeating radiographic images without the direct supervision of a registered technologist.

A collar and waist dosimeter will be worn at all times. The collar level dosimeter will be worn outside the lead apron. If a student becomes a patient for any reason or is having diagnostic x-rays the personnel dosimeter is to be removed from the room or source of ionizing radiation.

Additional responsibilities of the student include:

- 1) Wearing of a current personnel dosimeter when in the clinical area. Failure to wear a dosimeter will be grounds for student suspension until the badge has been retrieved.
- 2) Any loss of dosimeters, accidents or misuse of a dosimeter must be reported to the Program Director immediately.
- 3) At the end of each recording cycle, each student is responsible for turning in and replacing the dosimeter with the most current dosimeter and initialing the cyclical report of their current status of acquired dose.
- 4) The dosimeter will be protected from heat and wetness and should be handled carefully.
- 5) The dosimeters are to be left in the Radiology Department in a designated station after the student has completed their day's activity. Under no condition should a radiation dosimeter be taken out of the hospital. The radiation dosimeters must be properly placed on the student prior to commencing radiographic activity.

PREGNANT STUDENT POLICY

In keeping with National Council on Radiation Protection and Measurements recommendations, the School of Radiologic Technology has adopted a student pregnancy policy. Its purpose is to provide for the well-being of the unborn, while ensuring the quality of education afforded the pregnant student.

It is the responsibility of the student to obtain medical verification of a suspected pregnancy as soon as possible. For radiation protection purposes, the pregnant student is encouraged, but not required, to declare her pregnancy in writing to the program director as soon as possible after the pregnancy is confirmed. The declared pregnant student will be counseled regarding the known risks associated with fetal irradiation and will be given one week to choose a course of action.

The declared pregnant student may elect to take up to one-year leave of absence, or she may elect to remain in school. If she chooses to remain in school her clinical rotation assignments will remain unaltered. She will be counseled concerning the appropriate radiation safety practices and must comply with the following guidelines:

The declared pregnant student will:

- Provide a bi-monthly statement from her physician indicating she may continue her normal activities as a radiography student without limitation.
- Wear a wrap-around apron at all times when a protective apron is required.
- Be provided and wear an additional radiation-monitoring dosimeter worn at waist level to enable calculation of the fetal radiation dose.
- Avoid all unnecessary exposure, and stand behind a protective barrier whenever possible.
- Never hold a patient or image receptor during an exposure.
- Agree to adjustments in her clinical schedule if her dose approaches dose equivalent limits (500 mrem/5 mSv) during the course of the pregnancy. She may be reassigned to low exposure clinical rotations, or may elect to take a leave of absence.
- Return to full-time status as soon as possible after delivery, but only on the expressed written permission of her physician.

Declaration of pregnancy is strictly voluntary. The pregnant student may choose not to declare her pregnancy, or the declared pregnant student may choose to undeclare her pregnancy in writing at any time. Limitations and adjustments to

clinical schedules will only be required for the declared pregnant student. Any pregnant student who chooses to either not declare or undeclare her pregnancy agrees to assume total responsibility for any problems that arise.

To be eligible for graduation, all students must meet all the criteria listed in the Graduation Policy. Program extension due to pregnancy leave may not exceed one year beyond the originally scheduled graduation date.

PERSONAL PROPERTY

It is strongly recommended that you do not leave valuables of any kind in your parked car, even though locked. Since Reid cannot provide lockers for all employees, be sure to keep your purse and other personal effects in a location in your work area where they are reasonably safe. It is best not to carry unnecessary valuables or any more cash that you will need for the day.

Although Reid employs security officers, it is difficult to adequately police the extensive grounds and all the floors of the various wings of Reid. Reid is not responsible for stolen property or for damage to cars; however, such loss or damage should be reported to the security officer through your supervisor.

Reid will not replace damaged or lost personal items (i.e. glasses, watches) unless the damage or loss occurred during required duties or tasks and the damage/loss could not have been foreseen and/or prevented.

RIGHT TO INSPECTION

When deemed necessary, the School/Hospital administration or security staff reserves the right to examine lockers or inspect any parcels or packages that you may take from the Hospital premises.

PARKING

Student parking is located in the north east lot in the area colored yellow. See diagram next page.

When parking at the classroom site students are to park in the spaces on either the west or south side of building.

HOSPITAL EMERGENCY CODE INFORMATION

FIRE ALARM PLAN.....	Fire
Code BLUE.....	Patient Distress
Missing/Abducted person.....	Missing or Abducted child/infant/adult
Security Code.....	Public Disturbance
Winter Weather Plan.....	Weather Emergency
Code DECON.....	Exp. to Hazardous Material
THUNDERSTORM/TORNADO	Tornado
Code GRAY.....	Bomb Threat
Code GREEN.....	Mass Casualty
Weapons of Mass Destruction.....	Chemical, Biological, Radiological, Nuclear or Explosive threat
Active Shooter.....	Active Shooter

HOW TO REPORT A FIRE

Dial 5555 or Dial 0 or Pull fire alarm handle

FIRE ACRONYM R-A-C-E

When a FIRE ALARM is sounded, all areas will carry out the R-A-C-E steps.

- **R = RESCUE** the patients. Move patients and visitors away from the fire area.
- **A = ALERT** the hospital switchboard and the fire department by pulling the nearest alarm box or calling #5555.
- **C = CONTAIN** the fire by closing the doors to prevent the spread of heat and smoke.
- **E = EXTINGUISH** small fires by using the proper fire extinguisher. Before entering the fire area, check the door and entryway for heat and smoke. If it is too hot and smoky, do not enter. Clear the area and await arrival of the fire department.

ALARA POLICY

X-ray equipment may only be activated by Indiana State Department of Health-authorized technical staff or students using practices that assure ionizing radiation exposure is kept as low as reasonably achievable (ALARA). ALARA practices fall under the following guidelines:

- Students may only dispense radiation to patients identified in a physician-ordered radiographic procedure. Students are never to expose other students, staff, or public to radiation.
- Students must not hold image receptors or patients during any radiographic procedure.
- Technical staff should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care. When a patient must be held in position for radiography, mechanical supporting or restraining devices should be used.
- If staff must hold the patient, that individual shall wear appropriate protective devices and shall be positioned so that the primary beam will strike no part of their body.
- During fluoroscopic examinations, if the hands are placed under the image intensifier, lead gloves must be worn.
- All students must wear waist and collar dosimetry badges while in the clinical area. The student will change their badges monthly. Badges are stored at the designated site located within the Radiology Department.
- All students are required to monitor their monthly exposure report and discuss concerns with a School official or Reid's Radiation Safety Officer (RSO).
- During each exposure, operators shall stand behind a protective barrier or wear a lead apron. For portable procedures, they must stand 6 feet from the beam and wear a lead apron.
- All radiographic room doors shall be closed during the exposures.
- Only individuals required for the radiographic procedure shall be in the room.

- During exposures all shall use appropriate protective devices.
- The primary beam shall be restricted to the area of clinical interest, and no greater than the size of the image receptor used.
- When it will not adversely affect the diagnostic quality of the image, gonadal shielding shall be used on all patients of either sex.
- Any equipment malfunction, which may affect patient or operator safety, shall be immediately reported to the General Radiology Supervisor for repair.
- Students will have access to the dosimetry report within 30 days of the receipt of the report. If a student's dosimeter reading is 125 mRem or more in a calendar quarter, it will initiate a review or investigation by Reid's RSO.
- Should a student receive a letter of counseling for failure to adhere to the ALARA Policy, he/she will attend remediation in radiation safety prior to re-admittance to the clinical area.
- Students may take radiographic exposures for quality assurance or exposure lab assignments, but only under the direct supervision of technical staff or program faculty.
- Simulated exposures on the classroom's non-energized simulator equipment may be taken without supervision as this equipment does not dispense x-rays.
- Students are not required to wear their radiation dosimeters while using the non-energized classroom simulator.
- Failure to adhere to the ALARA policy may subject the student to disciplinary action, including program suspension or dismissal.

SAFETY AND ACCIDENT PREVENTION

In compliance with the Occupational Safety and Health Act (OSHA), Reid Health strives to provide a safe and healthy work environment. As a student it is your responsibility to be aware of and practice the following safety rules:

- **WALK** – Do not run within Reid.
- Do not operate equipment unless you are properly instructed in its use.
- Remove hazards such as water, paper, and other objects from floors.
- Know the location of the nearest fire exit, as well as the location and use of the fire-fighting equipment in your area.
- Be on the alert for fire hazards, especially in patient areas.
- Do not smoke in those areas designated as non-smoking areas.
- Report immediately to your supervisor any unsafe condition such as wet floors, exposed wiring, defective equipment, or obstructions left in halls or stairways.
- Watch for hazards in the use of beds, wheelchairs, food carts, etc.
- Never operate electric appliances with wet hands.
- If you should observe an accident involving a patient, visitor, another employee, or student, report the incident to your supervisor at once.
- If you receive an on-the-job injury, report it to your supervisor immediately.
- Adhere to personnel policies which require that you wear or utilize protective wear or equipment.
- The hospital is not a place for horseplay or practical jokes. Serious injury could result.
- Keep informed on all hospital codes.
- Use proper body mechanics when using wheelchairs, carts, beds, and other equipment used by patients.
- Observe and obey all rules of safety.

You are expected to observe the established safety regulations and precautions as they apply throughout Reid. You can make an important contribution to our safety and loss control program by reporting and helping to eliminate hazards which you may observe. You are encouraged to submit any suggestions which you feel might prevent injury to employees, patients, visitors, or students, or which would prevent damage to Reid equipment or facilities. Defective equipment or any potentially dangerous condition must be reported to your clinical supervisor immediately.

STUDENT JOB-RELATED INJURIES AND ILLNESSES

If a student is involved in an accident or witnesses an accident or injury involving a student, employee, patient or visitor while within the hospital or on hospital property, they shall report it immediately to the supervisor of that area and notify the program director. If the person is injured, no attempt should be made to move him/her until approved by a physician or supervisor.

All students or prospective student visitors who are injured while in the hospital in student-related duties are to be immediately referred to the Employee Health Services Department or the Emergency Department. A written report of the incident must be filled out and sent to the department treating the student or prospective student visitor. This report is documentation of the incident and is kept on file in the hospital for legal purposes. Reid Hospital is not responsible for the medical care of injured persons not handled in accordance with the above procedures.

Students injured while on clinical assignment and referred to outside physicians, specialists, etc. are responsible for payment of fees as billed by such parties.

Injuries and/or illnesses incurred outside of the hospital and those injuries not related to clinical assignment are the responsibility of the student. Hospital physicians should not be asked to treat students for such problems. Students should see their personal physicians on their own time.

QUIET, PLEASE!

If you have ever been a patient in a hospital, you know how important a quiet and restful atmosphere can be, especially if you were ever awakened by loud talk or clanking of equipment. If you have never been a patient, take our word for it; speak softly, handle equipment carefully, and wear shoes with rubber heels while on duty in patient areas.

LICENSURE AND STUDENT PERMIT

In the State of Indiana, persons administering diagnostic ionizing radiation are required to be licensed by the Indiana State Department of Health. Students are required to obtain a student permit from this agency. Application forms will be made available through the program. Student permits expire six months after the student has completed the program, or upon withdrawal or dismissal from the program.

Upon successful completion of the program, the graduate radiographer will be issued a temporary license by the ISDH that may be upgraded to an active license with proof of successful completion of the American Registry of Radiologic Technologists certification examination.

INFECTION CONTROL AND COMMUNICABLE DISEASE POLICY

I. General Information

In order to control cross contamination among students, employees, and patients, GOOD HYGIENIC MEASURES MUST BE CARRIED THROUGH AT ALL TIMES. Hand washing is essential after each patient contact.

II. Communicable Diseases

A student who develops a fever (100.4 or above), rash, or any infected skin lesion while in didactic or clinical assignment may be sent home with instructions to return only with cessation of symptoms and release from family physician and/or Health Service Physician. The same will be required of those students reporting for didactic or clinical assignment who have the above symptoms.

The following student-related exposure to communicable diseases must be reported to the Employee Health Service for disposition:

- A. Hepatitis (A or B)
- B. Measles
- C. Meningitis
- D. Chickenpox
- E. Herpes Zoster
- F. Tuberculosis
- G. Rubella
- H. HIV

Students exposed to a patient with delayed diagnosis of an infectious disease will be advised. The Health Service Physician will order appropriate medication, if indicated.

Students exposed to chickenpox or shingles who have a negative or uncertain history will be tested. Those who are susceptible will be furloughed during the period of communicability. The procedure will be followed as spelled out in the Employee Health Service Guidelines.

III. Student Restrictions Regarding Communicable Disease

- Students having active herpes zoster (shingles or chicken-pox) must not report for didactic or clinical assignment until all lesions are dry.
- Students having herpes simplex (fever blisters) can reduce the risk of infecting others by:

- Wearing an appropriate barrier to prevent hand contact with the lesion,
- Washing hands before and after all patient care,
- Whenever possible, not taking care of patients at high risk of severe infections such as neonates, patients with severe malnutrition, severely burned patients, and patients in immunodeficient states, until lesions are dry.

ACCOMMODATION FOR DISABILITY POLICY

To fully align with Reid policy and the Americans with Disabilities Act, the radiography program will provide educational opportunities to students with disabilities.

The School will provide reasonable accommodations to qualified individuals with a disability supported by medical documentation, as long as doing so does not create an undue hardship or a significant risk of harm. Within the scope of those accommodations a student must still be able to function within the minimum requirements outlined by the program's Technical Standards.

If a reasonable accommodation to enable an individual to perform essential student functions is necessary, the program director should be contacted. Accommodations will be considered on an individual basis according to need. If an accommodation enables the individual to effectively perform student duties, the accommodation may be provided.

All requests for accommodations will be kept confidential to the extent possible.

To fully consider a request, the program director may need to discuss the requested accommodation with faculty, administrators, and safety personnel. In addition, if an accommodation is provided, the School may need to disclose the accommodation to other staff as appropriate as a matter of safety.

Graduation Requirements

GRADUATION

To be eligible to receive a certificate of graduation, the prospective graduate must meet the following requirements:

- Candidate must complete all academic courses and the clinical competency program according to the established criteria. A candidate with incomplete records in either of these areas shall not be granted a diploma and will not be authorized by the program director as meeting the educational requirements for certification by the American Registry of Radiologic Technologists.
- Candidate must satisfactorily complete the two years of training with a minimum average of "C" in all courses, both didactic and clinical.
- Candidate has presented evidence of successful mastery of the program's terminal competencies.
- Candidate is competent in all routine procedures and techniques.
- Candidate has made up all absences in excess of that allowed by the program.
- Candidate has met all financial obligations to the program.
- Candidate demonstrates personal characteristics appropriate for a professional radiographer.
- Candidate must return all hospital property including: Identification badge, radiation monitoring badges, time and attendance badge, school property, such as textbooks and educational media.

Failure to fully complete the program requirements prior to graduation will require the candidate to remain after graduation until all requirements are satisfied. A signed certificate will then be awarded, and the ARRT. will be notified of the student's program completion.

Students meeting the graduation requirements are awarded a certificate of completion, making them eligible to sit for the American Registry of Radiologic Technologists certification examination, and licensure by the Indiana State Department of Health, Radiologic Sciences Division.

EARLY COMPLETION OF GRADUATION REQUIREMENTS

The Reid Health School of Radiologic Technology is dedicated to the development of highly competent entry level radiographers. In order to facilitate this objective, curriculum is based on two calendar years of full-time study as required by the JRCERT Standards.

Occasionally there are opportunities that arise for soon-to-be graduates that conflict with the School calendar. Some of those conflicts can be resolved by allowing the student to complete his/her education prior to the scheduled graduation date.

Program administration reserves the right to consider early program completion, on an individual basis, using the following as a prerequisite list:

The student will be considered for early completion of education upon satisfying the following conditions:

- His/her early withdrawal from this program is necessary to be eligible to pursue further education preferably related to the radiologic sciences.
- The student will have satisfactorily completed those requirements for graduation, as stated in the program's Graduation Policy.
- The program director feels confident that early withdrawal will not adversely affect the student's performance on the ARRT examination in radiography.

ARRT CERTIFICATION

The American Registry of Radiologic Technologists (ARRT) is the only recognized certifying body for radiographers in the United States. To become a Registered Technologist in Radiography, RT(R)(ARRT), program graduates will have to successfully complete the ARRT examination. Students are encouraged to take the examination as soon as possible after graduation.

Registry examination candidates must comply with the “Rules of Ethics” contained in the ARRT. Standards of Ethics, which can be found at www.ARRT.org. The rules of ethics are standards of minimally acceptable professional conduct for all presently Registered Technologists and applicants. The rules of ethics are intended to promote the protection, safety, and comfort of patients. Registered Technologists and applicants engaging in any of the conduct or activities noted in the rules of ethics, or who permit the occurrence of said conduct or activities with respect to them, have violated the rules of ethics and are subject to sanctions as described.

One issue addressed by the rules of ethics is the conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. Conviction as used in this provision includes a criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere. Convictions which have been expunged must be reported. All potential violations must be investigated by the ARRT. in order to determine eligibility. Those who do not comply with the rules of ethics must supply a written explanation, including court documentation of the charges, with the application for examination.

Individuals who have violated the rules of ethics may file a pre-application with the ARRT. in order to obtain a ruling of the impact on their eligibility for examination. The individual may submit the pre-application at any time before or after entry in an accredited educational program. This process may enable the individual to avoid the delays in processing the application for examination which is made at the time of graduation. The pre-application must be requested directly from the ARRT. Submission of the pre-application does not waive the application for examination, the examination fee, the application deadline or any of the other application procedures.

According to Section 2.03 under Professional Education Requirements for Certification in the ARRT Rules and Regulations, candidates for certification must have earned an associate degree, baccalaureate degree, or a graduate degree from an institution accredited by a mechanism acceptable to the ARRT. The degree does not need to be in radiologic sciences. The degree may be earned before entering the professional educational program or after graduating from the program, or may be awarded by the program, but must be awarded prior to being

granted eligibility to sit for the ARRT examination.

Students are highly encouraged to visit the website www.ARRT.org for a full evaluation of the ARRT Standards of Ethics.

ARRT

1225 Northland Dr.
St. Paul, MN 55120-1155
Tel: (651) 687-0048
www.arrt.org

TRANSCRIPT REQUESTS

The student/graduate must request *in writing* that a copy of grades be released and to whom. The request should include the student/graduate's current name, name a withdrawal or graduation, year of withdrawal or graduation and name and address to which the transcript is to be sent. The student's/graduate's signature must accompany the transcript request.

OUTSTANDING STUDENT AWARD

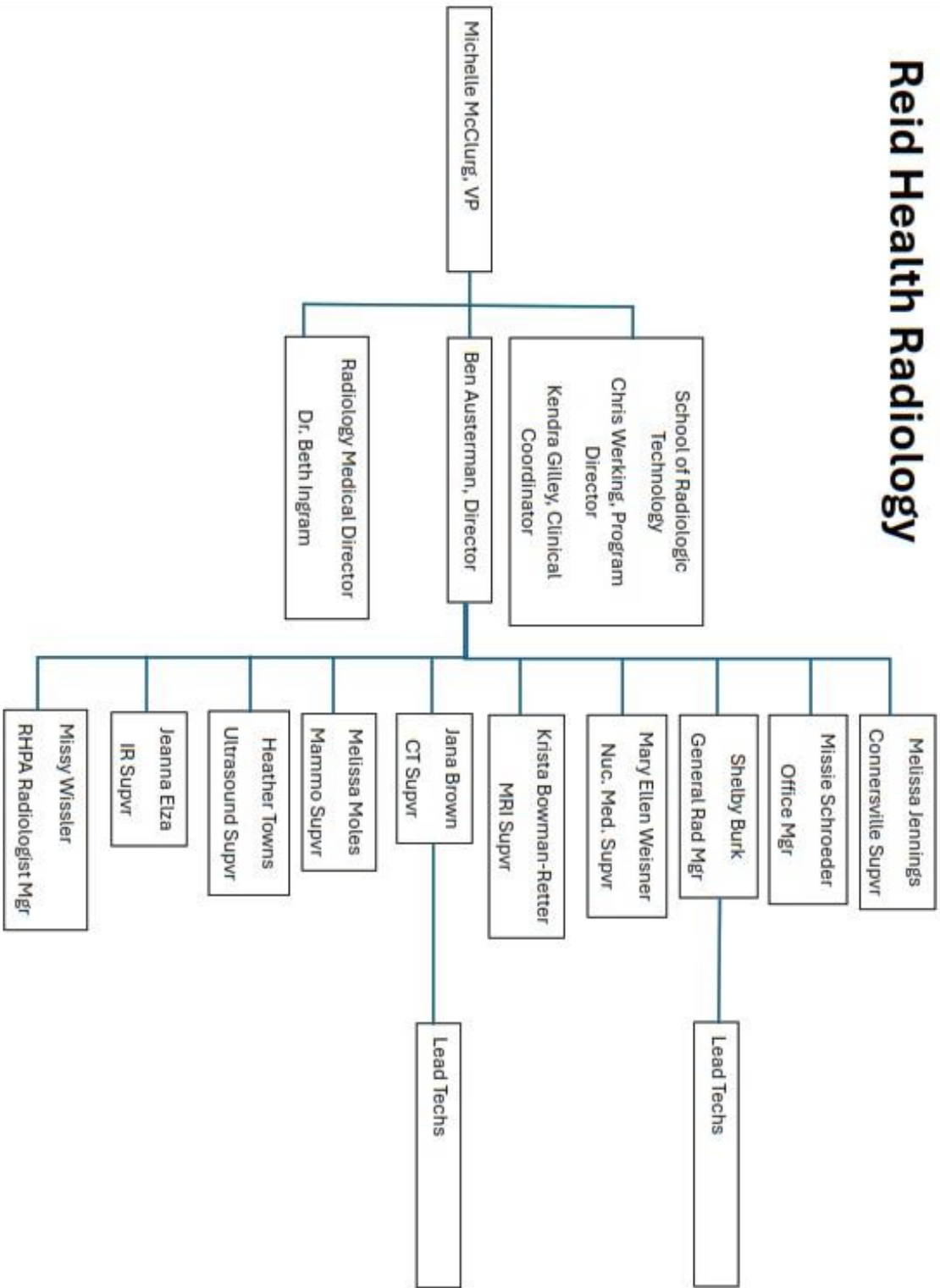
The Outstanding Student Award is presented to the outstanding senior student during graduation. This is an award in recognition to both clinical and classroom performance.

CHANGES IN POLICY

Reid Health School of Radiologic Technology reserves the right to change policies, curriculum or information within this booklet necessary for program development.

Radiology Department Organizational Chart

Reid Health Radiology



Reid Health Organizational Chart

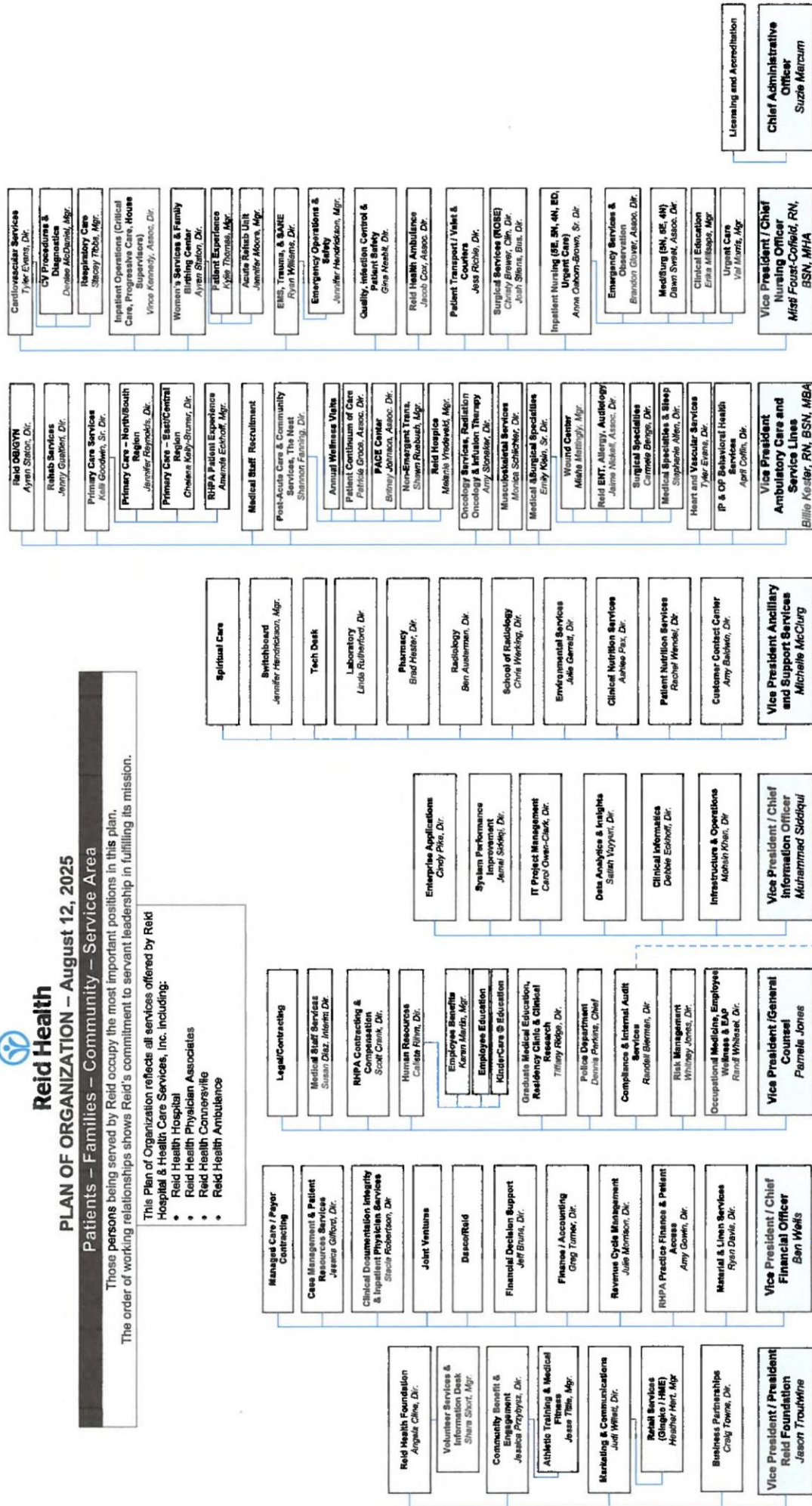


PLAN OF ORGANIZATION – August 12, 2025

Patients – Families – Community – Service Area

This Plan of Organization reflects all services offered by Reid Hospital & Health Care Services, Inc. including:

- Reid Health Hospital
- Reid Health Physician Associates
- Reid Health Connersville
- Reid Health Ambulance

Engineering
10/1/2006 10:10 AM

Acting President/CEO
Ben Wells

Board of Directors
Mark Harrington

Chief of Staff
G. Matthew Stashev, M.D.

ganizational Chart	08/2025	SM
--------------------	---------	----

Standards for an Accredited Education Program in Radiologic Sciences

Standards for an Accredited Educational Program in Radiography

Effective January 1, 2021

Adopted April 2020



Standard One: Accountability, Fair Practices, and Public Information

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Objectives:

- 1.1 The sponsoring institution and program provide students, faculty, and the public with policies, procedures, and relevant information. Policies and procedures must be fair, equitably applied, and readily available.
- 1.2 The sponsoring institution and program have faculty recruitment and employment practices that are nondiscriminatory.
- 1.3 The sponsoring institution and program have student recruitment and admission practices that are nondiscriminatory and consistent with published policies.
- 1.4 The program assures the confidentiality of student educational records.
- 1.5 The program assures that students and faculty are made aware of the JRCERT Standards for an Accredited Educational Program in Radiography and the avenue to pursue allegations of noncompliance with the Standards.
- 1.6 The program publishes program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.
- 1.7 The sponsoring institution and program comply with the requirements to achieve and maintain JRCERT accreditation.

Standard Two: Institutional Commitment and Resources

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Objectives:

- 2.1 The sponsoring institution provides appropriate administrative support and demonstrates a sound financial commitment to the program.
- 2.2 The sponsoring institution provides the program with the physical resources needed to support the achievement of the program's mission.
- 2.3 The sponsoring institution provides student resources.
- 2.4 The sponsoring institution and program maintain compliance with United States Department of Education (USDE) Title IV financial aid policies and procedures, if the JRCERT serves as gatekeeper.

Standard Three: Faculty and Staff

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Objectives:

- 3.1 The sponsoring institution provides an adequate number of faculty to meet all educational, accreditation, and administrative requirements.
- 3.2 The sponsoring institution and program assure that all faculty and staff possess the academic and professional qualifications appropriate for their assignments.
- 3.3 The sponsoring institution and program assure the responsibilities of faculty and clinical staff are delineated and performed.
- 3.4 The sponsoring institution and program assure program faculty performance is evaluated and results are shared regularly to assure responsibilities are performed.
- 3.5 The sponsoring institution and/or program provide faculty with opportunities for continued professional development.

Standard Four: Curriculum and Academic Practices

The program's curriculum and academic practices prepare students for professional practice.

Objectives:

- 4.1 The program has a mission statement that defines its purpose.
- 4.2 The program provides a well-structured curriculum that prepares students to practice in the professional discipline.
- 4.3 All clinical settings must be recognized by the JRCERT.
- 4.4 The program provides timely, equitable, and educationally valid clinical experiences for all students.
- 4.5 The program provides learning opportunities in advanced imaging and/or therapeutic technologies.
- 4.6 The program assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.
- 4.7 The program measures didactic, laboratory, and clinical courses in clock hours and/or credit hours through the use of a consistent formula.
- 4.8 The program provides timely and supportive academic and clinical advisement to students enrolled in the program.
- 4.9 The program has procedures for maintaining the integrity of distance education courses.

Standard Five: Health and Safety

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Objectives:

- 5.1 The program assures the radiation safety of students through the implementation of published policies and procedures.
- 5.2 The program assures each energized laboratory is in compliance with applicable state and/or federal radiation safety laws.
- 5.3 The program assures that students employ proper safety practices.
- 5.4 The program assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.
- 5.5 The sponsoring institution and/or program have policies and procedures that safeguard the health and safety of students.

**Standard Six: Programmatic Effectiveness and Assessment:
Using Data for Sustained Improvement**

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

Objectives:

- 6.1 The program maintains the following program effectiveness data:
 - five-year average credentialing examination pass rate of not less than 75 percent at first attempt within six months of graduation,
 - five-year average job placement rate of not less than 75 percent within twelve months of graduation, and
 - annual program completion rate.
- 6.2 The program analyzes and shares its program effectiveness data to facilitate ongoing program improvement.
- 6.3 The program has a systematic assessment plan that facilitates ongoing program improvement.
- 6.4 The program analyzes and shares student learning outcome data to facilitate ongoing program improvement.
- 6.5 The program periodically reevaluates its assessment process to assure continuous program improvement.

Awarding, Maintaining, and Administering Accreditation

A. Program/Sponsoring Institution Responsibilities

1. Applying for Accreditation

The accreditation review process conducted by the Joint Review Committee on Education in Radiologic Technology (JRCERT) is initiated by a program through the written request for accreditation sent to the JRCERT, on program/institutional letterhead. The request must include the name of the program, the type of program, and the address of the program. The request is to be submitted, with the applicable fee, to:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182

Submission of such information will allow the program access to the JRCERT's Accreditation Management System (AMS). The initial application and self-study report will then be available for completion and submission through the AMS.

2. Administrative Requirements for Maintaining Accreditation

- a. Submitting the self-study report or a required progress report within a reasonable period of time, as determined by the JRCERT.
- b. Agreeing to a reasonable site visit date before the end of the period for which accreditation was awarded.
- c. Informing the JRCERT, within a reasonable period of time, of changes in the institutional or program officials, program director, clinical coordinator, full-time didactic faculty, and clinical preceptor(s).
- d. Paying JRCERT fees within a reasonable period of time. Returning, by the established deadline, a completed Annual Report.
- e. Returning, by the established deadline, any other information requested by the JRCERT.

Programs are required to comply with these and other administrative requirements for maintaining accreditation. Additional information on policies and procedures is available at www.jrcert.org.

Program failure to meet administrative requirements for maintaining accreditation will lead to Administrative Probationary Accreditation and potentially result in Withdrawal of Accreditation.

B. JRCERT Responsibilities

1. Administering the Accreditation Review Process

The JRCERT reviews educational programs to assess compliance with the **Standards for an Accredited Educational Program in Radiography**.

The accreditation process includes a site visit.

Before the JRCERT takes accreditation action, the program being reviewed must respond to the report of findings.

The JRCERT is responsible for recognition of clinical settings.

2. Accreditation Actions

Consistent with JRCERT policy, the JRCERT defines the following as accreditation actions:

Accreditation, Probationary Accreditation, Administrative Probationary Accreditation, Withholding Accreditation, and Withdrawal of Accreditation (Voluntary and Involuntary).

For more information regarding these actions, refer to JRCERT [Policy 10.200](#).

A program or sponsoring institution may, at any time prior to the final accreditation action, withdraw its request for initial or continuing accreditation.

Educators may wish to contact the following organizations for additional information and materials:

Accreditation: Joint Review Committee on Education in Radiologic Technology
 20 North Wacker Drive, Suite 2850
 Chicago, IL 60606-3182
 (312) 704-5300
 www.jrcert.org

Curriculum: American Society of Radiologic Technologists
 15000 Central Avenue, S.E.
 Albuquerque, NM 87123-3909
 (505) 298-4500
 www.asrt.org

Certification: American Registry of Radiologic Technologists
 1255 Northland Drive
 St. Paul, MN 55120-1155
 (651) 687-0048
 www.art.org

Awarding, Maintaining, and Administering Accreditation

A. Program/Sponsoring Institution Responsibilities

1. Applying for Accreditation

The accreditation review process conducted by the Joint Review Committee on Education in Radiologic Technology (JRCERT) can be initiated only at the written request of the chief executive officer or an officially designated representative of the sponsoring institution.

This process is initiated by submitting an application and self-study report, prepared according to JRCERT guidelines, to:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182

2. Administrative Requirements for Maintaining Accreditation

- a. Submitting the self-study report or a required progress report within a reasonable period of time, as determined by the JRCERT.
- b. Agreeing to a reasonable site visit date before the end of the period for which accreditation was awarded.
- c. Informing the JRCERT, within a reasonable period of time, of changes in the institutional or program officials, program director, clinical coordinator, full-time didactic faculty, and clinical instructor(s).
- d. Paying JRCERT fees within a reasonable period of time.
- e. Returning, by the established deadline, a completed Annual Report.
- f. Returning, by the established deadline, any other information requested by the JRCERT.

Programs are required to comply with these and other administrative requirements for maintaining accreditation. Additional information on policies and procedures is available at www.jrcert.org.

Program failure to meet administrative requirements for maintaining accreditation will lead to being placed on Administrative Probationary Accreditation and result in Withdrawal of Accreditation.

B. JRCERT Responsibilities

1. Administering the Accreditation Review Process

The JRCERT reviews educational programs to assess compliance with the **Standards for an Accredited Educational Program in Radiography**.

The accreditation process includes a site visit.

Before the JRCERT takes accreditation action, the program being reviewed must respond to the report of findings.

The JRCERT is responsible for recognition of clinical settings.

2. Accreditation Actions

JRCERT accreditation actions for Probation may be reconsidered following the established procedure.

JRCERT accreditation actions for Accreditation Withheld or Accreditation Withdrawn may be appealed following the established procedure. Procedures for appeal are available at www.jrcert.org.

All other JRCERT accreditation actions are final.

A program or sponsoring institution may, at any time prior to the final accreditation action, withdraw its request for initial or continuing accreditation.

Educators may wish to contact the following organizations for additional information and materials:

accreditation: Joint Review Committee on Education in Radiologic Technology
 20 North Wacker Drive, Suite 2850
 Chicago, IL 60606-3182
 (312) 704-5300
 www.jrcert.org

curriculum: American Society of Radiologic Technologists
 15000 Central Avenue, S.E.
 Albuquerque, NM 87123-3909
 (505) 298-4500
 www.asrt.org

certification: American Registry of Radiologic Technologists
 1255 Northland Drive
 St. Paul, MN 55120-1155
 (651) 687-0048
 www.artt.org

Copyright © 2020 by the JRCERT

Subject to the condition that proper attribution is given and this copyright notice is included on such copies, the JRCERT authorizes individuals to make up to one hundred (100) copies of this work for non-commercial, educational purposes. For permission to reproduce additional copies of this work, please write to:

JRCERT
20 North Wacker Drive
Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
(312) 704-5304 (fax)
mail@jrcert.org (e-mail)
www.jrcert.org



Radiography 55