Student Handbook
Policy and Procedure Manual
2016 - 2017

“Certified true and correct content and policy”.

Karen Nevins, Program Director

St. Vincent’s Health System
Schools of Medical Science
Radiologic Technology Program

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Certification

I certify that the following statements, together with any supplements that may be attached, are correct and accurate to the best of my knowledge and belief.

_______________________________
Karen Nevins, Program Director
Radiologic Technology Program

Statement of Responsibility regarding compliance with the St. Vincent’s School of Radiologic Technology Program Student Handbook.

I hereby acknowledge that I have received the Student Hand Book for the St. Vincent’s School of Radiologic Technology Program and understand that I am responsible for the knowledge of its content to include policies, procedures and program requirements contained herein.

I understand that I must comply with and follow these policies, procedures and program requirements during the period of my education as a student of the Radiologic Technology Program at St. Vincent’s Medical Center.

I agree to be an active participant in the program’s educational and clinical assessment process.

I (the undersigned) give St. Vincent’s Medical Center my permission to release my medical records to the clinical affiliates as necessary. I further grant permission for St. Vincent’s Medical Center’s Medical Sciences Education faculty to discuss my academic and clinical progression and standing with any or all of the Program’s clinical affiliates. I agree to hold St. Vincent’s Medical Center’s administration and faculty harmless for any discussion of my academic and clinical progression and standing with clinical affiliate sites.

I understand the content of the handbook for the School of Radiologic Technology, I have read its contents, I have had an opportunity to ask questions and I agree to adhere to all aspects of its content.

Student Signed ____________________________________________

Printed Name ______________________________________________

Date _____________________________________________________
The faculty reserves the right to amend the contents of this manual at any time and notify students of the revisions.

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The faculty, department staff, administration, radiologists, and senior students welcome you. We will strive to make your 22 months with...
us educational and enjoyable. Our goal is for you to become a highly skilled radiography professional with knowledge and skills better than individuals graduating from any other program.

We will help you develop the compassion and behaviors needed for excellence in the healing professions. Begin thinking of yourself as a healer: one who helps patients and colleagues on the health care team achieve health in mind, body and spirit. You will be evaluated in several areas besides traditional clinical and classroom skills. The ability to communicate effectively, demonstrate good work ethics, work well with others and demonstrate compassionate patient care is equally important. We wish you well in your newly chosen profession. We are here to assist you in pursuing your educational goals and answer your questions.

Purpose of the Handbook
The purpose of the student handbook is to provide an informational guide to program requirements, expectations and schedules of the Radiologic Technology Program. This handbook supersedes all other previously issued Medical Center policies stated in the Medical Center Handbook, which also apply. The information in the handbook applies to all radiologic technology students and must be adhered to at all times while enrolled in the program. Exceptions to the rules may be granted on a case-by-case basis only through approval of the Program Director for the Radiologic Technology Program. Additional information concerning the program or Medical Center policies should be requested from the Program Director or Clinical Instructor (Faculty).

Non-Discriminatory Policy

PURPOSE: To ensure that the Program demonstrates integrity in representations to communities of interest and the public and in treatment and respect for faculty, staff, and students.

POLICY:

The St. Vincent’s Medical Center School of Radiologic Technology admits students of any race, religion, color, creed, ancestry, national origin, sex, age, veteran’s status, marital status, affectional or sexual orientation or preference, family status or disability to all rights, privileges, programs and activities generally accorded or made available to students at the School. It does not discriminate on the bases of race, religion, color, creed, ancestry, national origin, sex, age, veteran’s status, marital status, affectional or sexual orientation or preference, family status or disability in the administration of its educational policies, admissions policies, scholarship, or other School administered programs.

Any questions or grievances with this policy will be resolved utilizing the Grievance Policy and Procedure.

1.2 St. Vincent’s Medical Center Mission Statement

Rooted in the loving ministry of Jesus as healer, we commit ourselves to serving all persons with special attention to those who are poor and vulnerable. Our Catholic health ministry is dedicated to spiritually centered, holistic care, which sustains and improves the health of individuals and communities. We are advocates for a compassionate and just society through our actions and our words.

THE CHARITY OF CHRIST URGES US TO:

<table>
<thead>
<tr>
<th>SERVICE OF THE POOR</th>
<th>WISDOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generosity of spirit, especially for persons most in need</td>
<td>Integrating excellence and stewardship</td>
</tr>
<tr>
<td>REVERENCE</td>
<td>CREATIVITY</td>
</tr>
<tr>
<td>Respect and compassion for the dignity and diversity of life</td>
<td>Courageous innovation</td>
</tr>
<tr>
<td>INTEGRITY</td>
<td>DEDICATION</td>
</tr>
<tr>
<td>Inspiring trust through personal leadership</td>
<td>Affirming the hope and joy of our ministry</td>
</tr>
</tbody>
</table>
1.3 St. Vincent’s Schools of Medical Science:
St. Vincent’s Riverside is a 528-bed, state-of-the-art medical center located on the beautiful St. John's River in Jacksonville, Florida just a short distance from the Atlantic Ocean. Established in 1916 by the Daughters of Charity, St. Vincent’s is now a member of Ascension Health, the largest Catholic, and the largest non-profit health system in the United States.

Throughout Northeast Florida and Southern Georgia, St. Vincent's is well known for providing excellence in patient care. Combining leading-edge technology with high standards and more than 100 years of experience, St. Vincent offers care and expertise that is unsurpassed in the region. The experts in imaging services at St. Vincent’s extend this knowledge and expertise by providing career-education opportunities in the areas of:

- Computed Tomography
- Diagnostic Medical Sonography
- Nuclear Medicine Technology
- Radiologic Technology

The School of Radiologic Technology is the oldest of these programs, established and in continuous operation since 1953.

1.4 Accreditation of the Program
St. Vincent’s School of Radiologic Technology meets the Standards for an Accredited Educational Program in Radiologic Sciences and is accredited by the Joint Review Committee on Education in Radiologic Technology. Students and others may direct inquiries or concerns regarding the program accreditation to:

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

General Information
The program is a twenty-two (22) month program. It consists of formal class periods and supervised clinical education. The radiologic technology curriculum is accredited by the Joint Review Committee on Educational Programs in Radiologic Technology (JRCERT).

St. Vincent's Medical Center is also:

Accredited by:
The Joint Commission (TJC)

Certified by:
State of Florida, Department of Health and Rehabilitative Services, Division of Health U.S. Department of Health and Human Services
Department of Health & Welfare: Social Security Administration Coordinated Home Care
Program U.S. Department of Health & Human services and the National Association of Home Care Programs

Licensed by:
State of Florida Department of Health and Rehabilitative Services, Division of Health
State of Florida Department of Health, Bureau of Radiation Control

A Member of:
American Hospital Association
Catholic Health Association
Florida Hospital Association
Northeast Florida Hospital Council
Greater Jacksonville Area Hospital Council
Jacksonville Blood Bank
Blue Cross of Florida, Inc.
All students in the program become associates of St. Vincent's Medical Center upon admission. As such, the candidate must successfully complete pre-employment screening required of all prospective associates to be a student in the program. Information obtained as part of the screening may be shared with one or more clinical affiliates in order that the student may complete clinical education at the site. As employees, students are bound by the SVMC standards of conduct and are afforded all resources available to any other SVMC employee. Additionally, like any other medical imaging employee at St. Vincent's, students will be required to complete all mandatory education, attend department meetings, and complete mandatory employee health screens such as annual TB testing.

1.5 Introduction of the Handbook
This handbook is provided to inform you of the rules, regulations, policies, goals, and functions of the Radiologic Technology Program, and supersedes all previously issued handbooks and policies. Radiography students are expected to comply with Program, St. Vincent's Medical Center Riverside/Southside/Clay, Optimal Imaging, Nemours Children's Specialty Clinic and Jacksonville Orthopedic Institute - Riverside policies at all times during your education. Any additional information concerning program or St. Vincent's Medical Center policies should be directed to the Program Director. Students are expected to keep this handbook readily accessible and use as a reference. Any change in established policies or additions to the handbook will be provided as written addendums or revised pages. You are responsible to add them to your handbook and maintain your copy current.

1.6 Mission of the School of Radiologic Technology
St. Vincent's Radiologic Technology Program is dedicated to providing meaningful learning and to preparing fully qualified radiography professionals who will provide quality health care services to the community, thereby enabling the students to achieve their expectations and attain their full professional potential.

1.7 Program Goals
1. Students will be able to effectively communicate.
2. Students will be able to use critical thinking and problem solving skills.
3. Students will develop clinical competency and provide safe, high quality radiographs and patient care.
4. Students/Graduates recognize the need for a high standard of professional values and life-long learning, and apply ethics and characteristics to their work as health care practitioners.
5. Provide the medical center and community with competent radiographers.

1.8 Plan of Education
St. Vincent's program incorporates the curriculum developed by the American Society of Radiologic Technologists and accepted by the American Registry of Radiologic Technologists as prerequisite for the national certification examination. Upon completion of the academic and clinical competency curriculum for the profession the student will:

1. Practice oral, written, and electronic medical communication.
2. Demonstrate knowledge of human anatomy, physiology, and pathology.
3. Anticipate and provide patient care, comfort, and safety.
4. Apply theories of Radiologic Sciences and Techniques.
5. Demonstrate knowledge of medical ethics and legal issues.
6. Operate radiographic instrumentation and equipment.
7. Perform radiographic procedures modifying each to accommodate for the patient or situation.
8. Perform, process, and assess diagnostic images.
9. Practice appropriate radiation protection practices for the patient, self, and others.
10. Exercise independent judgment and discretion in the technical performance of diagnostic imaging procedures.
11. Promote life-long learning to allow for adaptation to an ever-changing environment.

1.9 Expectations
The radiography program is challenging but rewarding. Student success requires self-discipline and motivation. The faculty and
radiography staff will guide you as you develop your skills, but cannot learn for you. We are willing to assist you at any time. You are expected to demonstrate the desire and conscientious commitment to learning and apply the knowledge and skills necessary to become a radiography professional. You are expected to follow all program and institutional policies and display St. Vincent’s Core Values at all times.

Student Rights and Responsibilities:

<table>
<thead>
<tr>
<th>Students have the right to:</th>
<th>Students are responsible for:</th>
</tr>
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<tbody>
<tr>
<td>Admission without discrimination on the basis of race, age,</td>
<td>Providing just application information.</td>
</tr>
<tr>
<td>color, religion, national origin, disability, or veteran’s</td>
<td></td>
</tr>
<tr>
<td>status.</td>
<td></td>
</tr>
<tr>
<td>Institutional policies and procedures.</td>
<td>Knowledge and application of the policies and procedures.</td>
</tr>
<tr>
<td>Take reasonable exception to the data or view offered in any</td>
<td>Knowing material offered in all courses of study.</td>
</tr>
<tr>
<td>course of study.</td>
<td></td>
</tr>
<tr>
<td>Orderly procedures of academic evaluation without prejudice.</td>
<td>Maintaining standards of academic performance for all courses</td>
</tr>
<tr>
<td>Confidentiality.</td>
<td>Respective Confidentiality.</td>
</tr>
<tr>
<td>Academic and financial record conditions of disclosure.</td>
<td>Maintaining confidentiality of their personal records.</td>
</tr>
<tr>
<td>Discuss appropriate issues and to express opinions.</td>
<td>Maintaining positive public relations for SVMC.</td>
</tr>
<tr>
<td>Clarification of standards of behavior that are considered</td>
<td>Know these policies and may be disciplined for violations of</td>
</tr>
<tr>
<td>essential in appropriate situations.</td>
<td>such.</td>
</tr>
<tr>
<td>Safety precautions within the program and institution.</td>
<td>Practicing safety policies.</td>
</tr>
<tr>
<td>Participate in periodic review of various elements of the</td>
<td>Seeking clarification or assistance.</td>
</tr>
<tr>
<td>program.</td>
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Privacy and Confidentiality
St. Vincent’s Medical Center is committed to protecting the privacy of all patients and protecting the confidentiality of their protected health information. All information of any patient, at any clinical site is to be maintained in strict confidence. No discussion of any information about patients is to be held with any persons without need to know and who are not involved in the patient’s care. Refrain from discussions with other caregivers in the presence of any other persons in such public places as clinical areas, hallways, elevators, cafeteria, and any outside locations. Access to patient information, via computer, is also to be treated with strict confidential practices. No student is to review reports via computer or paper, on anyone not assigned to the individual obtaining the information. Students will receive more information about the Health Insurance Portability and Accountability Act (HIPAA) during orientation. A breach of confidentiality may result in dismissal from the Program.

Code of Ethics
As developed by the American Society for Radiologic Technologists

1. The Radiologic Technologist conducts himself/herself 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 concerns of personal attributes or the nature of the disease or illness, and without discrimination, regardless of sex, race, creed, religion, socioeconomic status.

4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts utilizes equipment and accessories consistent with the purpose for which they have been 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 management of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice of the profession.

7. The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in limiting the radiation exposure to the patient, self and other members of the health care 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, protects the patient's right to privacy, 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 educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice. One means available to improve knowledge and skills is through professional continuing education.

**PROFESSIONAL BEHAVIOR AND CONDUCT**

Professional behavior is to be displayed at all times. This includes stability, mature conduct, motivation, ability to cooperate and accept constructive feedback, neatness, personal pride in one's self and one's assignments, ability to interact with people, ability to work independently when proficient, ability to practice and uphold medical ethics, ability to demonstrate both logical thinking, common sense and integrity.

Radiology students are expected to adhere to the profession's Code of Ethics, all applicable federal and state laws and all related policies of the Medical Center. Students are expected to adhere to the Medical Center's Core Values and the Code of Conduct. Failure to comply may result in progressive disciplinary action.

The following behaviors are not considered professional and should be avoided. This includes discussing private lives with other students or staff in the presence of patient's, eating in clinical areas, chewing gum, and argumentative behavior with patient's, staff, faculty, or other students. Negative comments related to your education, the Program, or the Medical Center is not acceptable in any area where others may over hear. This includes clinical areas, hallways, elevators, cafeteria, and such of St. Vincent's Medical Center and all affiliations. Remember that your negative comment can leave a lasting impression regarding you as a professional as well as the Program and the Medical Center.

**Socialization with patients**

Students may visit relatives and friends who are patients in the Medical Center in compliance with visiting regulations of the Medical Center and with permission from Program Officials. It is considered unprofessional and unethical for students to accept gifts from patients in return for care given and inappropriate to make social engagements with patients.

Patients are to be addressed as follows:
Mr. ____, Mrs. ____ or Miss ____ , unless specifically requested to use first name or under 16 years of age.

Physicians, residents, and interns are to be addressed by the title Dr. ____.

When answering the telephone always say: “Hello, Medical Imaging Department, this is (your name) speaking, how may I help you?”

**PROGRAM EXPENSES**

**1.10 Expenses**

1. Application fee of $25 due with application.
2. Tuition $2,500 per year, $5,000 total, payable in five installments:
• $250 deposit upon acceptance/non-refundable
• Registration for Trajecsys cost
• $1,125 due September 12, 2016
• $1,125 due March 6, 2017
• Registration for Trajecsys cost
• $1,250 due August 28, 2017
• $1,250 due February 26, 2018

3. Books approximately $500-$600 and are used throughout the 22 month program. Students are responsible for purchasing their textbooks from the book list provided. Additional binders, notebooks and other office supplies are also the responsibility of the students.

Other expense that is the responsibility of the student:

- Dues for national and local professional societies (not mandatory)
- Students are strongly encouraged to participate in the American Society of Radiologic Technologists-dues are $35.
- Purchase of required uniforms. Student patches are provided.
- Maintenance/laundering of uniforms.
- Transportation and lodging expenses for the Atlanta or Orlando educational seminar attendance during the fourth semester. Students conduct fundraising activities or seek sponsors during the first half of their senior, but students are responsible for the remainder of travel and lodging. Students are not required to attend but must participate in all fundraising efforts.
- National registration for American Registry of Radiologic Technologists certification exam application of $200. Re-application fee is $175.
- Florida temporary license application fee is $115 (may be required upon graduation if employed in Florida)

1.11 Refund Policy
The first day of class is July 25th. Each student is held responsible to deposit the first term tuition by September 12, 2016. This date is the last day to withdraw or drop from the program. Upon request a 50% refund of tuition will be given to students who withdraw or who are dismissed from the program within two (2) weeks of the drop date: September 12, 2016. NO refunds will be given after that date.

There will be no refunds for the acceptance fee. See Policy SV-12. There will be no refunds for purchased textbooks or workbooks.

1.12 Dress Code Policy
Students are expected to be neat, clean, well-groomed, and present a positive image while on campus and when rotating at each clinical site. A professional dress code has been established for all students.

Uniform:

1. **Royal Blue or Black** color only (Cherokee/Landau/Dickies/Gray's Anatomy suggested brand colors) solid color scrub top and pants with white lab coat or nautical blue (royal blue) scrub type lab coat and all white or black clean shoes is the uniform.

2. Scrub tops may not be tucked into scrub bottom unless worn with lab coat. (Wear as tunic). Each scrub top must present a school patch on the right shoulder sleeve; this patch MUST be sewn on the right sleeve not taped or tacked. Patches will be distributed the first day of class.

3. White, Royal Blue or Black lab jacket may be worn over the uniform. Each Lab coat must present a school patch on the right outside shoulder sleeve; this patch MUST be sewn on not taped or tacked.

4. Male and female students must wear a short sleeve white, royal blue or black undershirt under their scrub top. No other color is acceptable. Shirts worn under the scrub top must not be visible. Long sleeve shirts or turtlenecks may be worn under the scrub top ONLY if it is nautical, royal blue, or white color.

5. The sleeve hem or bottom hem of the undershirt must not show below the hems of the scrub top. Undergarments must not be seen through, protrude from uniforms or be a different color than the scrub top (with the exception of white).

6. Undershirts may not be worn without a scrub top or worn as the only shirt under a lab coat. All undershirts MUST be tucked in to scrub bottom and remain tucked in throughout the entire day.

7. Only all White or all Black uniform style, athletic shoes may be worn. No multicolored athletic shoes are allowed. Closed-toe shoes must be worn at all times. White or black closed toe clogs with a heel strap are permitted. No Crocs or imitation crocs.
(no holes in the shoe) are permitted according to Medical Center dress code policy. Shoes and shoe strings must be clean at all times. Socks must be all white or all black to match the color of the shoe worn. No visible colored or designed socks are permitted.

8. During Operating Room rotations uniform policy as stated above must be followed. OR scrubs are supplied.

9. Students must be in uniform whenever on campus for class or clinic. The ONLY exception is if a student chooses to come in for a study or voluntary session on a personal day or personal time. When applicable, attire worn by students during such didactic hours shall be neat and clean at all times. No shorts, blue jeans, blue jean skirts, strapless shirts, T-shirts, miniskirts, flip-flops, midriff tops or scrubs other than the prescribed uniform are allowed.

Jewelry:

1. Only one (1) pair of post type earrings may be worn. Multiple earrings on each ear are not permitted. Earrings which hang below the ear lobe are not acceptable for safety and infection control reasons. No single earrings, ear cartilage, nose, tongue, brow, or visible navel or nipple jewelry is permitted.

2. Rings are not permitted unless it is a wedding or engagement ring. Watches are permitted - a wristwatch with a second hand/indicator is recommended. Bracelets are not permitted unless for medical reasons.

3. One short, small tasteful necklace (tucked under the uniform at all times) may be worn in the clinical area. No large beaded necklaces are allowed. This is at the discretion of the Program Director and/or Clinical Faculty. Again, the above is for safety and infection control reasons.

Other:

1. ID badges are to be worn at all times at collar level and name must be visible to all patients, and health system associates. ID badges are issued by the health system in human resources. The ID badge is to be removed upon leaving the Hospital campus or at the completion of the clinical day if assigned to a clinical affiliate. Your assigned Radiation monitoring badge is to be worn at all times at the collar during clinical.

2. Personal belongings are not permitted in the clinical areas. Lockers are provided and should be used to secure personal items such as; purses, cell phones, books, etc. Cell phones are not permitted in the clinical or classroom areas during clinical rotations or classroom lectures for any reason.

3. All hair must be pulled back and tied up from the face and off the shoulders during all clinical rotations. Hair accessories must be conservative in nature.

4. Beards or mustaches should be short and neatly trimmed. All visible tattoos must be covered by clothing or flesh colored bandage.

5. Artificial nails or tips are prohibited as stated in the Medical Centers handbook. Nails must be trimmed to no more than ¼ inch from the fingertip. They must be clean and well-manicured at all times for the safety of the patients. No bright color nail polish shall be worn. Infection control officers suggest that no nail polish be worn.

6. Moderate makeup is permitted. No strongly scented perfumes, colognes, or aftershave, again, for the safety of the patient.

7. Good personal hygiene to avoid body odor and halitosis is required.

8. Technique book must be on your person and clinical notebook must be with you at all times when in class and each clinical rotation.

9. The above clinical and classroom dress code will be enforced at all times. Failure to follow this policy will result in disciplinary action.

2.0 ACADEMIC POLICIES

2.1 Examinations
Periodic examinations are given to evaluate student progress. At the end of each six (6) month semester (term), cumulative final examinations are given. Students must maintain an academic average of at least 80% (B-) and a clinical average of at least 85% (B) to remain in the program.
Each student is required to take exams on the scheduled test day unless excused by the program director or clinical faculty. If a student is excused from class (on a test day), due to a scheduled absence, it is their responsibility to take the test prior to the rest of the class, or receive a zero (0) for the test grade. When a student is absent from a class when an examination is given due to an unscheduled absence, he/she is required to make up that examination the day that the student returns to class or clinic during their lunch time. If a student fails to do so a zero (0) will be given.

All quiz grades are averaged to equal one test grade in a given subject matter during each semester. Projects and class presentations are the equivalent of one test score; homework and/or classroom assignments are considered quiz grades.

Daily quizzes may be given at any time during the course with or without notice (clinical or academic). Examinations (tests) are scheduled and may be written, oral and/or practical. Students are responsible for all material covered from the beginning of each course.

All class assignments must be turned in on the scheduled date to receive full credit. No assignment will be accepted any later than one (1) clinic day after the scheduled date. Assignments turned in one day late may receive a maximum score of 80%.

2.2 Scholastic Failure/ Academic Probation
Each student must achieve a minimum grade of 80% in each didactic course and an 85% or above in the clinical portion of the program to remain in good standing. A student who completes one or more courses with a final grade of less than 80%, or who scores an average below 85% in clinical at the end of the first mid-term or the end of any other term, will be placed on academic probation. The student must complete all courses during the next half term with didactic scores of 80% or above and a clinical grade of 85% or above, as applicable, and achieve a minimum cumulative term GPA of 2.50 to remain in the program. Any student on academic probation who does not meet the minimum criteria upon completion of the next half term (to mid-term of next period) will be dismissed from the program. Any student, who finishes the last term on academic probation, must finish the program with a cumulative grade point average of at least 3.20 to graduate.

A period of review during the fourth term is dedicated to the assessment of material covered in the academic portion of the program. The students will participate in Mock (practice) Registry examinations for several weeks in preparation for the ARRT exam.

For policies and procedures concerning clinical failure and clinical probation see the clinical handbook.

2.3 Assignments
All class assignments must be turned in on the scheduled date to receive full credit. No assignment will be accepted any later than one (1) clinic day after the scheduled due date. Full credit will not be given if the assignment is late. The maximum grade for a late assignment (1 day) is an 80%. No assignment will be accepted any later than one.

2.4 Pathology Presentations / Case Studies
Students may be expected to research patient cases and present their findings as assigned by the Program Director or Instructors for Pathology. All case presentations will be used as an educational experience for students to critique images, view pathology, evaluate various radiographic appearances within structures, develop critical thinking and problem solving skills and gain insight into different methods to approach similar exams, etc. The presentations will include written and oral requirements. Plagiarism is defined as using and passing off the ideas or writings of another as one's own. Plagiarism is not tolerated. A second occurrence by the student will result in dismissal from the Program. See Cheating and Plagiarism information next page.

2.5 Didactic Course Failure
Failure is when a course or courses are below 80% at the end of a probationary period (usually 3 months past mid-term). The student is required to maintain an 80% average in all coursework throughout the remainder of the program. If the student fails to meet these requirements they may withdraw from or be terminated from the program for failure to meet and maintain academic standards. See 2.2 for further clarification.

2.6 Grading Scale
The following grading scale has been established to determine a grade point average for the student.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter grade</th>
<th>Grade points</th>
</tr>
</thead>
<tbody>
<tr>
<td>93 – 100%</td>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>89 - 92.9%</td>
<td>A-</td>
<td>3.75</td>
</tr>
</tbody>
</table>
The class grade points are multiplied by the number of “points” assigned to the course. The total grade points are then divided by the total “credits” to determine the grade for that class. “Points” have been assigned to each course based on the number of contact hours per week for the purpose of establishing a grade point average for the students. The courses in this program have not been approved for post-secondary education credit beyond the scope of this program.

**Course Credit Equivalents and Grade Point Average**

The grade points will be multiplied by the number of credits assigned to the course to determine the total number of grade points achieved for the course. The total grade points will be divided by the total credits to determine the grade point average. The following credits have been assigned to each course based on the number of contact hours per week for the purpose of establishing a grade point average for the students. For the classroom instruction, one credit is equivalent to approximately 17 contact hours. This is based on one hour per week over the course of a standard 17 week college semester. Therefore, the total number of classroom contact hours for the 22-month format is approximately 1000 hours.

Credits for clinical instruction are given as 1 credit per eight hours of clinical time per week. The courses in this program have not been approved for postsecondary education credit beyond the scope of this program.

### Course Credit Equivalents and Approximate Contact Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Equiv</th>
<th>Approximate Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Radiologic Science</td>
<td>1</td>
<td>17</td>
</tr>
<tr>
<td>Patient Care/Ethics &amp; Law</td>
<td>2</td>
<td>34</td>
</tr>
<tr>
<td>Radiation Physics I</td>
<td>2</td>
<td>34</td>
</tr>
<tr>
<td>Intro to Radiation Protection &amp; Safety</td>
<td>2</td>
<td>34</td>
</tr>
<tr>
<td>Image Analysis/Film Screen Acquist.</td>
<td>3</td>
<td>51</td>
</tr>
<tr>
<td>Human Structure Function I-IV</td>
<td>6</td>
<td>102</td>
</tr>
<tr>
<td>Radiographic Procedures I-IV</td>
<td>6</td>
<td>102</td>
</tr>
<tr>
<td>Clinical Practice I-IV</td>
<td>16</td>
<td>272</td>
</tr>
<tr>
<td>Patient Care/Pharmacology &amp; Venipun</td>
<td>2</td>
<td>34</td>
</tr>
<tr>
<td>Radiation Prod. &amp; Characteristics I &amp; II</td>
<td>5</td>
<td>85</td>
</tr>
</tbody>
</table>

The total credit hours: 68 cr. None given

**Approximate contact hours** 1156 hrs

### CHEATING AND PLAGIARISM

Students are expected to be honest and present only their work. Any ideas or materials taken from others must be acknowledged, or it is considered plagiarism. Students are also expected to cooperate and assist in the prevention of cheating and plagiarism. Both cheating and plagiarism are considered serious offenses and will result in disciplinary action as deemed appropriate. These actions may include a zero for the involved work, suspension and/or dismissal from the program.

The ARRT Rules of Ethics are standards of minimally acceptable professional conduct for all Registered Technologists and candidates. The certification application asks students to respond to a question about violations or sanctions related to the academic honor code. Refer to the ARRT website for additional information.

#### 2.8 Graduation Requirements

Required terminal competencies include, but are not limited to, the following list. The graduate shall be able to: See Policy SV-05 pg. 53

1. Use oral and written medical communication
2. Demonstrate adequate knowledge of human structure, function and pathology.
3. Anticipate and provide basic patient care and comfort.
4. Apply principles of body mechanics in the correct manner.
5. Successfully perform basic mathematical functions.
6. Correctly operate radiographic imaging equipment and accessory devices.
7. Correctly position the patient and imaging system to perform radiographic examinations and procedures.
8. Successfully modify standard procedures to accommodate for patient condition and other variables.
9. Correctly utilize CR/DR/PACS systems. Practices HIPAA.
10. Determine exposure factors to obtain diagnostic quality images with minimum radiation exposure.
11. Correctly, adjust exposure factors for various patient conditions, equipment, accessories and contrast media to maintain appropriate radiographic quality.
12. Practice ALARA - radiation protection for the patient, self and others at all times.
13. Successfully recognize emergency patient conditions, initiate first aid, and basic life support procedures.
14. Evaluate radiographic images for appropriate positioning and image quality.
15. Evaluate the performance of radiographic systems, know the safe limits of equipment operation and report malfunctions to the proper authority.
16. Demonstrate knowledge and skills relating to quality assurance.
17. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
18. Understand basic x-ray production and interactions.
19. Support and practice the professional Code of Ethics.
20. Completely satisfy tuition balance to equal zero.
21. Successfully complete all terminal clinical competencies – practical examinations.
22. Maintain an academic average of 80% or higher and clinical average of 85%.
23. Successfully complete all clinical competencies and assignments.
24. Student has not exceeded the maximum sick days according to program policy.
25. Adhere to all HIPAA regulations.
26. Successfully passed the comprehensive final with at least an 80%. Given at the end of the program.

A certificate (diploma) and St. Vincent’s program clinical pin are presented to each graduate at the end of the twenty-four month program during a commencement celebration.

Students who fail to successfully complete the stated graduation requirements due to an unacceptable academic final average (below 80% in any subject) or clinical average (below 85%) or ARRT requirements is not eligible for a verification signature by the Program Director.

2.9 Graduation Award of Completion
Upon successful completion of the program, St. Vincent’s Medical Center Riverside awards a certificate of completion as the sponsoring institution of the JRCERT- Accredited School of Radiologic Technology. Each student will be given a Completion/Graduation Requirement form in June to be completed and signed. Each item listed on this form must be satisfied in order to graduate and will be filed in each graduates folder.

2.10 Research Project
Students are required to prepare a research paper and may be required to submit a formal presentation to the medical imaging department staff meeting during the second year.

2.11 Program Schedule
The program is currently organized to consist of four six-month terms. The first two weeks are primarily orientation and informational. Background information relevant to health care, radiography, patient care and ethics is discussed. The school calendar indicating program holidays and vacations is found at the back of this handbook on page 40 is revised and distributed annually.

Clinical and/or Academic Assignment

PURPOSE: To ensure that required clinical and academic involvement for students does not exceed 40 hours per week.

PROCEDURE:

1. Assigned clinical and academic program hours are consistent by term and typically result in approximately 35-38 hours of program involvement per week.

2. Students are required to make-up any outstanding clinical absences, which defined by the Attendance and Tardiness Policy SV-03.

3. Make-up time is scheduled by the Clinical faculty to meet the needs of the student, especially related to outstanding competency requirements and shall not be used for disciplinary reasons or exceed 40 hours per week.

4. Students enrolled at St. Vincent's School of Radiologic Technology may be employed as radiologic aids, during non-program hours.
During the program, students are permitted to operate ionizing radiation producing equipment and perform radiological procedures only when the activity is part of the program's approved curriculum. Any activity outside of the program's approved curriculum is a violation in the State of Florida Bureau of Radiation Control and monetary penalties will be issued. Student's may not be employed as an acting radiologic technologist and may not take x-ray exposures when working as a Radiologic aid.

Advanced Placement or Transfer Student/Credit Policy

POLICY: To outline the procedure for advanced placement and transfer student/credit.

PURPOSE: To ensure that the policies defining advanced placement and transfer student/credit are clearly defined and published.

PROCEDURE:

St. Vincent's does not have a transfer placement or transfer student/credit policy. The program reserves the right to deny transfer students/credit. A determination of course equivalency will be made by the Admissions Committee upon review during the interview process of new applicants.

3.0 ADMISSION AND APPLICATION POLICIES

3.1 ARRT Ethics Requirement
Before consideration for admission, any applicant who has been involved in a criminal proceeding or who has been charged with or convicted of a crime must file a request for pre-application review with the American Registry of Radiologic Technologists in order to obtain a ruling on the impact of the situation on their eligibility for certification and registration. A charge or conviction of, a plea of guilty to, or a plea of nolo contendere (no contest) to an offense that is classified as a misdemeanor or felony constitutes a conviction for ARRT purposes. This includes situations in which the result is deferred or withheld adjudication, or suspended or withheld sentence. Military court-martials must also be reported.

The American Registry of Radiologic Technologists’ determination of eligibility for examination will determine the applicant’s eligibility for consideration for admission to the program. The final order must be included with the Application for Admittance to the Radiology Program. Potential applicants must contact the ARRT directly:

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

The pre-application review form and fee information may be downloaded from www.arrt.org website at the URL below, or you may request a copy by phoning ARRT at (651) 687-0048, ext. 580. http://www.arrt.org/index.html?content=eduguide/ethics.htm

3.2 Admission Requirements
The Program does not discriminate on the basis of race, religion, sex, national origin, disability, age, or marital status. Students must be at least 18 years of age to be considered for admission as required by National Council on Radiation Protection and Measurement. A minimum of an Associate degree is required by the ARRT prior to sitting for the ARRT examination. Only applicants who meet all prerequisites and submit all required application materials and fee will be scheduled for the admission interview process.

3.2.1 Prerequisites
1. Applicant must be at least 18 years of age at time of admission (July) and meet the ethics requirements of the American Registry of Radiologic Technologists.
2. Minimum 2.8 cumulative total GPA high school and college (GPA may be waived if more than ten years old).
3. Applicants must have a minimum of an Associate’s degree.

REQUIRED COURSES, minimum grade “C” for all courses & completed w/in the last five years:
- College Intermediate Algebra
- Intro. to Speech or Speech Communication
- Intro. to Computer Concepts
- Human Relations, Psychology, or Human Growth and Development
- General Physics, General Chemistry, Anatomy and Physiology I, or Biology

3.2.2 Recommended Courses

Strongly recommended College courses:

1. Medical Terminology, General Chemistry and General Physics
2. Preference will be applied to applicants with college level coursework completion in both the required and recommended courses, higher math screening evaluation scores, higher course grades in each of the required and recommended courses, and higher total cumulative GPA.

3.2.3 Application Submission procedure

To be considered for interview and possible acceptance, submit the following list the year of desired July admission.

2. Nonrefundable check or money order for the $25 application processing fee payable to St. Vincent's Medical Center.
3. Unopened (in original institutional envelope) official transcripts from all secondary (high school) and post-secondary (college or technical) educational institutions.
4. Three (3) completed references from employers, teachers or clergy of the applicant on SVMC School of Radiography reference form. Personal references from friends or relatives are not recommended.
5. One page resume listing applicant's name, address, phone numbers, email address, all educational institutions with degrees and dates of completion or attendance, and all employers with address, positions and dates of employment within the past ten years.
6. Up to 500 word, hand-written (not printed) autobiographical sketch describing the applicant's general background and reasons for selecting radiography as a career.
7. Completed CPR class and maintains a current certificate of completion.

For applicants not currently employed in a healthcare related field, the academic prerequisites generally must have been successfully completed within 5 years of the time of acceptance to the program.

The program is size limited, and acceptance is not guaranteed. Acceptance is based on an evaluation of the individual’s prior educational and work experience, personal and professional references, and personal interviews. Each applicant is evaluated and assigned a score based on a point system. Class size is limited with a total capacity of eleven students.

3.3 Performance Standards

Applicants for admission should enjoy helping/working with people of all ages, sizes and ethnicities, performing direct patient contact care giving, and adapting to rapidly changing demands and workload (clinic and class). Applicants must be able to perform a variety of activities as a proficient health care giver. These include:

Communication - Abilities sufficient for interaction with patients, families and other health care providers in verbal, written and electronic form.
Mobility - Physical abilities sufficient to move from room to room and maneuver in small spaces.
Motor Skills - Gross and fine motor abilities sufficient to provide safe and effective diagnostic imaging care.
Hearing - Auditory ability sufficient to monitor, assess, and acquire Health needs and information.
Visual - Ability sufficient for observation and assessment in patient care and the evaluation of diagnostic images.
Tactile - Ability sufficient for patient assessment and performance of skilled patient care activities in diagnostic imaging.
Mental/Intel - Capacity to meet the requirements of procedural standards speed and accuracy. Integrate didactic instruction into clinical performance.
**Work Capacity** - Medium strenuous work including routinely lifting or pulling more than 50 pounds; routinely manipulating imaging equipment with arms above head; routinely pushing, pulling, bending, stooping, kneeling and squatting in the performance of radiographic procedures; standing for 80 percent of the time.

Radiographers are exposed to low levels of ionizing radiation and are expected to provide health care to patients who may have communicable diseases. Latex products and chemicals used to process radiographic images may cause skin irritation in sensitive individuals.

### 4.0 ATTENDANCE POLICIES

#### 4.1 Maximum hours

Full-time attendance of a maximum of forty contact (40) hours per week, clinical and didactic hours included, is required.

Scheduled attendance times will be determined by the student’s weekly clinical rotation and may vary among the following times.

- 7:30 a.m. to 4:00 p.m.
- 8:00 a.m. to 4:30 p.m. (JOI)(Nemours)
- 1:00 p.m. to 9:30 p.m. (maximum 2 weeks in 24 months)

Occasionally a student may be required to attend a professional conference outside of these given times. A feasible timed notice will be given.

#### 4.2 Class attendance

Formal classes are held. Attendance is mandatory. If a class is missed it is the student’s responsibility to make up all material. PTO (Personal Time Off) hours are deducted for class time missed.

- VA – must not exceed 20% time missed / month or 32 contact hours per term or 4 days per term (6 months)

#### 4.3 Excused Absence

Attendance is mandatory unless officially excused by the Program Director or Clinical faculty. A student may be excused for any one of the following reasons:

**Bereavement Leave** – To coincide with medical center policy all students are provided Bereavement leave up to 24 hours (3 consecutive days) without PTO deductions. In excess of 24 contact hours, time thereafter will be deducted from the student’s PTO account. It is the responsibility of the student to recover material missed during their absence and make up any required work. Make-up tests may be different than the test given to the rest of the class and must be made up on the day returned to clinic during the lunch break.

Illnesses requiring more than two consecutive days of personal time will require a doctor’s note authorizing return to the program. Students who exceed the allotted personal time will be required to make up the excess time missed after the program graduation date – up to 40 contact hours. No makeup time may be made up during regular program hours. The student will not officially graduate from the program or be eligible for national certification exam until the make-up time and all competency requirements have been completed. If make-up time exceeds 40 contact hours at any given point in the 24 months the student may be terminated from the program.

**Inclement Weather School Closing Policy See Policy SV-04**

**PURPOSE:** To define the protocol for closing the Program for extreme inclement weather.

**PROCEDURE:** Radiology students are studying to become healthcare providers who have a special obligation to provide care to the sick and injured.

Since the Program is located in Duval County; if other school closings occur in this county it is the intent of the Program to follow their direction and close for the duration of the closings. No PTO will be deducted if Duval County schools close. If a student lives in an outlying county (Baker, Clay, Bradford or St. John’s counties) and are unable to attend class or clinic due to inclement weather but the schools in their county remain open and Duval County schools are open as well, they must report to clinic/class. A PTO will be deducted if absent and be encoded as an unexcused absence.

#### 4.4 Holidays and Vacations

Each student is entitled to nine (9) holidays per year. The Program observes the following holidays: No class or clinical rotations on the following days.

- **Christmas Day**
- **Labor Day**
- **Martin Luther King Day**
Vacation must be taken during the pre-assigned periods. Each student has two (2) weeks of vacation time during each 10 month period of the program. Generally, one week is scheduled during the week of July 4th and the other is during the week of Christmas each year. Specific dates may be found on the program calendar in the addenda section of this handbook.

4.5 Absenteeism

If a student is unable to report for class or clinic, the clinical faculty and clinical facility must be notified by phone one hour prior to the scheduled start time and the reason so stated. Failure to do so constitutes an unexcused absence and may result in disciplinary action in the form of a written warning and 1 point (one) deducted from the clinical grade. Each student is allowed a total of 128 personal hours during the twenty-four months. Students should not use more than 64 hour’s personal time during the first twelve months. Excessive sick time may result in program dismissal due to the length of the illness and course material missed. Extended illnesses will be handled individually by the Program Director according to the ‘extended absence’ guidelines. Students who require more than the allotted personal time must make up equal time missed after graduation, not to exceed forty (40) hours and will neither receive a diploma nor be able to sit for the certification examination until the time has been completed. If a student's absence exceeds forty (40) hours (of possible make up time) – dismissal may occur due to the inability to make up material missed.

A student who requires more than two (2) consecutive days off due to illness is be required to have a doctor's excuse. Failure to present a doctor's note will result in a written warning.

A student will receive a ZERO (0) on any exam that is missed without prior notification. The student will be required to make up missed examinations the day the student returns to clinic and/or class. If the exam is not made up on that day, the student will receive a ZERO (0). It will not be the responsibility of the instructor to notify the student that a test was given when they were absent. Make-up exams may be different than those given to the rest of the class. The policy to call in sick on a clinic day is to call the appropriate department directly at least one hour prior to the start of your rotation and to call the clinical faculty's office and leave a voice message indicating that you are sick and an expected return date.

4.6 Extended Absence

Absence due to illness, surgery, or pregnancy that exceeds eight weeks may seriously impact the student’s ability to successfully complete academic and clinical requirements. Depending on the timing of the absence relative to the student's tenure in the program, sequencing of courses and at the discretion and decision of the program director, the student may be given one of the following options to complete the program:

1. Leave the program and return one year later at similar point in the clinical and didactic program if programmatic sequencing of curriculum permits. Paid tuition will be credited. Student will be responsible to purchase new books if course requirements have changed.
2. Restart the program with the next class after the student’s recovery. Paid tuition will be credited. Student will be responsible to purchase new books if course requirements have changed.
3. Complete academic assignments independently, complete all exams missed, and make up missed clinical time at the end of the program before graduation certificate and registry eligibility will be issued.

4.7 Tardiness Policy (see Policy SV-03) page 50

4.8 Department Phone Numbers

Sick Call Procedure for Clinical Rotation

Students are responsible for calling their assigned clinical area 1 hour prior to their scheduled start time as well as leave a voice mail for the clinical instructor indicating illness.

Phone Numbers: School Faculty:
St. Vincent's Riverside
Emergency Room ...................... 308–5060 Karen Nevins .............. 308-8552
Main Radiology Department ...... 308–8051 Cheryl Hixenbaugh .......... 308-4144
Imaging Center ...................... 308–5712 Christy Mauel .............. 308-8786
Operating Room ...................... 308–2563
Failure to follow sick call procedure will result in one (1) point deducted from the final clinical grade in the term the infraction occurs and will also result in a written warning. Accumulation of three (3) written warnings throughout the 24 month program for any reason may be cause for dismissal.

**Tardiness Procedure for Clinical Rotation**

- A student is considered tardy if they are not present and prepared for their clinical assignment ten minutes prior to their rotation schedule start time.
- Students must call the Clinical faculty as soon as they know they are going to be late. When a student arrives to clinic, they must call their CI to report their time of arrival. Tardy time must be reported immediately or a written warning will occur.
- A tardiness form must be submitted by the student to the Clinical faculty or Program Director indicating when time will be made up within 24 hours of tardy occurrence.
- Make-up time must occur within the same week the infraction occurs.
- Failure to notify the Clinical faculty and/or Program Director of planned make up time within the 24 hours of the infraction; will result in a reduction of the student’s final clinical grade by (1) point and the student will receive a written warning.
- Tardiness is not deducted from PTO time and cannot be used as such.
- PTO is used for scheduled time off (must complete time off form) or when unscheduled absenteeism procedure is followed. (See Absenteeism Procedure above).
- Each student must have the technologist document arrival time and sign their attendance sheet as soon as they report to clinic (not before you go to your locker, bathroom, etc.).
- If the student forgets to sign in, the sign in space must remain blank and the sign out portion completed; this will result in a tardy.
- If a student leaves their clinical rotation area for reason other than to go to lunch or class you must sign out in the special circumstances area on the attendance sheet as well as inform the CI that you are leaving.
- If this is not reported one written warning will be giving (for additional occurrences see written warning policy for tardiness Clinical Handbook).

4.9 Clinical Rotations

All clinical experiences are provided via each clinical facilities work environment. Students utilize the equipment in the hospital setting as their clinical laboratory. Students will be rotating through various clinical areas in order to expose them to as many radiographic procedures and equipment as possible. Every department area will have their own way of doing things. Try not to let this overwhelm you. Remember you are there to learn about the radiographic procedure. Make the most of your time while you are in various diagnostic radiology rotations.

**Important Clinical area Phone Numbers:**

**EMERGENCY PHONE # ………………….. 308-8332**
Breast Health …………………… 308-5488
CT ……………………………………….. 308-7526
ER X-ray ……………………………. 308-5060
**Hospital Reception Desk……….. 308-8332, 308-7423, 308-8333 (In case of emergency)**
IC Fluoro ……………………………. 308-5713
IC X-omat ……………………………. 308-5712
IC Reception Desk …………………. 308-5700
JOI ……………………………………. 301-3299 ext 5024
MRI ………………………………….. 308-5707
Nemours Specialty Clinic …………….. 697-2528
Optimal ……………………………….. 733-7770; 450-6973
All first students must be registered in Trajecsys (TRS) prior to August 1st annually. This software provides students access on any computer at a clinical site and/or home or elsewhere to view their clinical progress. All evaluations and competency procedures are conducted via the TRS system. TRS allows students to view their progress confidentially and efficiently throughout the program. All students must clock in and out at each site daily to allow technologists to report their activities via the system. This does not take place of the student's hard copy attendance sheet; this form must still be completed.

It is the student's responsibility to maintain their skills report of procedures performed as they are completed.

- This can be completed during the day or at home.
- However, at no time should a student be using the TRS system during clinic when procedures are scheduled or patients need assistance.
- In addition, the student will also be provided with a clinical practice/competency sign off form per term.

This can be completed during the day or at home. However, at no time should a student be using the TRS system during clinic when procedures are scheduled or patients need assistance. In addition, students are also provided a clinical practice/competency sign off form per term. Students must review and electronically sign their weekly evaluations and competencies on TRS in a timely manner.

If a mistake is made in the TRS system or you need assistance; please contact your Clinical faculty and/or Program Director. Payment is required directly to Trajecsys in amount of $150 for the 22 month program and will be deducted from the tuition bill (copies of receipt must be given to the program director).

5.0 Discipline

5.1 Written Warnings

In addition to specific situations addressed elsewhere in this Handbook, a written warning may be given for single or repeated violations of the program or medical center policies or procedures as stated herein at the discretion of the Clinical Instructor and/or Program Director. Accumulation of 3 written warnings – over the twenty-four month period will result in dismissal from the program as outlined in the following section. Also see Clinical Handbook.

5.2 Dismissal

A student may be terminated upon recommendation of the Program Director for any of the following reasons:

1. Improper professional conduct. Examples: Misuse HIPAA, insubordination, improper patient care, cheating, etc.
2. Unsafe clinical practice
3. Inadequate technical ability
4. Unsatisfactory scholastic average or failure to maintain academic and/or clinical requirements as set forth in this handbook
5. Insubordination, as exemplified by rude or discourteous behavior toward the Program Director, Clinical Faculty, Supervisor, all imaging staff, Medical center personnel, physicians, patients, fellow students, etc., in the following ways: Verbal arguments, failure to do assignments, use of abusive/threatening language, physical or verbal threats, etc.
6. Chronic/excessive absenteeism, tardiness, and/or sick leave (see 4.0 Absenteeism policies)
7. Theft
8. Substance abuse of any kind. If your behavior is out of normal character, you may be asked to submit to a drug screen. Failure to comply with the drug screening process will be deemed an automatic resignation from the program. For further details, see “7.19 Substance Abuse Policy”.
9. Gambling
10. Misappropriating or intentionally damaging property belonging to St. Vincent's Medical Center, its employees, or its patients
11. Divulging confidential information about patients or other information considered confidential by hospital management
12. Accepting gratuities from patients or firms doing business with St. Vincent's Medical Center
13. Continued interference with the work of other students or staff or other such reasons that may affect the efficient operation of the Medical Center or clinical site
14. Falsification of student or other hospital records.
15. Cheating or plagiarism
16. Failure to properly report a clinical related injury
17. Parking outside boundaries outlined in the policy
18. Physical or verbal violence toward another person. This includes the response of violence if provoked.
19. Harassment of or in any form
20. Excessive sick call
21. Terminal competency failure
22. Violation of Health Insurance Portability and Accountability Act (HIPAA)
23. Three failed competency attempts in one term

All students will be afforded Due Process. Students terminated from the program due to unsafe or unsuccessful clinical practice will not be eligible for readmission. If circumstances permit, the student’s records will be reviewed and s/he may be eligible for readmission or re-application the following year pending faculty and admissions committee decision.

5.3 Program Grievance Procedure

POLICY: It is the policy of the St. Vincent's Medical Center School of Radiologic Technology to “provide students an avenue to pursue grievances”, defined by the JRCERT Standards as “a claim by a student that there has been a violation, misinterpretation, or inequitable application of any existing policy, procedure, or regulation.” The Grievance Policy provides the process for conflict and/or complaint resolution, while protecting the rights of all parties involved.

PURPOSE: To uphold the rights of students to be heard when Academic/Professional matters of conflict arise that may jeopardize their status within the Program.

PROCEDURE: The Grievance Policy includes a Preliminary Process, a Committee Process and an Appeals Process. The objective is to resolve conflicts through discussion. Should the Preliminary Process not resolve conflicts, students may request a committee hearing. All committee decisions may be appealed through the Appeals process.

PRELIMINARY PROCESS: The function of the Preliminary Process is to resolve conflict through formal discussion and must be completed prior to the initiation of the Committee Process.

1. To initiate this process, the student is required to submit a written statement describing the complaint to a Program official within 3 days of an incident.
2. The Program official will respond within 2 days to schedule a meeting to formally hear the complaint. The Program official will notify the student of the location, date and time of the meeting. The meeting will be scheduled during normal Program hours. Program officials will keep written documentation of the process.
3. The meeting will include the student involved, the other involved party and a Program official if requested by the student. Both parties will have opportunity to present their case and give a rebuttal of evidence. Appropriate evidence such as Program policies or the student’s file will be available.
4. Concerns that are not resolved satisfactorily on this level may be taken through the Committee Process.

FILING A GRIEVANCE REQUEST:

1. The student or unsatisfied party must submit, in writing, to the Program Director, a formal request to appear before the Grievance Committee. This written request must be submitted within 3 days of the conclusion of the Preliminary Process.
2. The written request must include:
   a. identification of the rights/program/policy violated.
   b. description of the situation

The student requesting the hearing is required to release, in writing, to the Grievance Committee members and party(ies) being grieved, access to his/her educational records.

COMMITTEE PROCESS:

Function: To provide due process, assuring that the rights of all parties are not infringed upon and that the Program’s policies are upheld.
Structure: The Grievance Committee is a committee of the Program Faculty. It is composed of the Program Director, who serves as chairperson, and five voting members. They are:

1. Clinical Coordinator
2. Medical Advisor or Department Director
3. Department Manager
4. 1 first year student
5. 1 second year student

Student members will be selected from the student body according to the clinical schedule and availability.

Meetings: The Advisory Committee (or Grievance Committee members) will hold a scheduled meeting annually, to review policy and procedures as a group. Further meetings will be held, as necessary, and will be scheduled by the Program Director.

The Review:
1. A review will be scheduled no later than 20 calendar days after the submission of the grievance request.
2. The Program Director (as chairperson) will provide written notification to the student of the date and time of the review.
3. The student will be allowed to continue in class and in clinical rotations until the committee decision is made, with the following exceptions:
   • The student’s behavior meets the criteria for immediate suspension and/or dismissal.
4. Attendees at the review will be limited to:
   a. the student, and if he/she so chooses, one representative of his/her choice, to assist him/her at the review. To have legal counsel present is not looked upon by the courts as being essential to fairness. The right to legal counsel present is a function of the complexity of the case and a cost to the student. In cases where criminal charges may follow, legal counsel for students is advised.
   b. the party(ies) being grieved.
   c. the official members of the Grievance Committee. In the event that a committee member is being grieved, that an alternate will replace committee member, designated by the Program Director.
5. The involved student or his/her representative reads the grievance request to the committee along with a brief description of the issue.
6. The party requesting the grievance and the party(ies) being grieved will both address the committee. Both parties are given the opportunity to present evidence that is relevant to the issue at hand and to question any evidence presented. Opportunity is also provided for committee members to question both parties.
7. In the event that witnesses are requested by the either party, they may be called into the review, at the appropriate time, to provide relevant information. Both parties, as well as committee members are given the opportunity to question any witness before the witness is excused.
8. A discussion will follow during which time all non-voting members except for the chairperson will be required to leave the meeting.
9. The decision will be based on a majority vote, by closed ballot. The Program Director will tally the votes.
10. The party requesting the grievance and the party(ies) being grieved will be notified in writing by the Program Director within 1 day of the final committee decision.
11. The party requesting the grievance and the party(ies) being grieved have the right to appeal this decision through the Appeals Process, within 3 days of notification of the decision.
12. Documentation of the proceedings will be maintained in a separate file in the Program Director's office.

APPEALS PROCESS:
The function of the Appeals Process is to provide the process for parties to appeal the Grievance Committee.

1. All Appeal requests are submitted to the Program Director.
2. The Appeal must be requested in writing within 3 days of notification of the Grievance Committee decision.
3. The Program Director will forward this request through the formal Grievance Committee procedures of the Medical Center (See Medical Center Associate Handbook).
4. The student will be notified, in writing, by the Program Director regarding the time frames established by the Medical Center’s Grievance Committee.
5. The parties involved are bound by the Grievance Committee’s decision, until the Medical Center’s Grievance Committee reaches a decision on the Appeal.
6. The decision of the Medical Center’s Grievance Committee is considered final.

MISCELLANEOUS INFORMATION:

If the Program is thought to be in noncompliance with the Joint Review Committee on Education in Radiologic Technology’s STANDARDS, the Program officials will meet to investigate the issue and will take corrective action if necessary. The JRCERT will be contacted for any discrepancy in policy interpretation. An explanation of the JRCERT’s decision will be announced to all parties involved. See JRCERT Compliance Policy SV-07 for specific procedures.

The student may have access to his/her student file including all test papers, evaluations, etc. by making an appointment with a Program official at a mutually convenient time. The student will not remove any file contents. The entire student file will be present at any hearing and available to the student for use in his/her defense.

If the student is suspended, as a result of the above process, then the suspension will be considered an absence. See Attendance and Lateness Policy SV-03.

6.0 STUDENT SERVICES

6.1 Academic Advisement
Academic and/or behavioral advisement sessions are scheduled every three months with the Program Director and Clinical faculty or as requested. At this time academic, clinical and behavioral feedback is given to each student along with the current grade sheet. Students who do not meet the minimum requirements of the program (80% academic, 85% clinic grade averages) at the end of any term will be dismissed from the program.

6.2 Academic Assistance
Academic assistance and professional course tutoring by faculty is available to students upon request if failing. Each faculty member practice is “open door” policy when applicable.

6.3 Student Bulletin Board Usage
Bulletin boards are located in the student classroom and all clinical areas. Students are advised to keep a constant check on these boards for information regarding student activities. All students posting materials must receive approval by school faculty before posting personal or fund raising materials.

6.4 Classroom & Library Facilities
A classroom is provided for the Program by the Medical Center and is located within the St. Vincent's Medical Center facility. Library is found online via LMS. Research data base includes; BSCO, PubMed, OVIDSP, Journals, Copier, Computers, etc. Students have access to the program’s book and film library located in the radiology classroom. Necessary teaching aides and resources are the property of the School and are available for use in the classroom and for the individual student’s use. A computer resource lab is provided by the Medical Sciences Education Department and by the Medical Center and each student is given a computer sign on at the beginning of the program. The facilities in the Radiology Department of the Medical Center are utilized for on-site clinical application. MEDICAL LIBRARY WEB PAGE
St. Vincent's Intranet page, click on Medical Library in the list of Quick Links in the left-hand column.

6.5 Counseling: STUDENT & EMPLOYEE ASSISTANCE PROGRAM
Counseling is available to students upon request or as needed by program faculty and/or the Medical Center's CCW program. The St. Vincent's Medical Center Corporate Care Works (800-327-9757) is available to all students and their families. Referrals may be made through Program Officials or through self-referrals. This program is a hospital-wide referral service designed to direct individuals with stress related problems to the appropriate resource. Any problem that interferes with scholastic performance, i.e. marital difficulties, parent-child conflicts, school-related stress, substance abuse, depression, etc. is referable. Any contact with the Corporate Care Works (CCW) is strictly confidential. There is no charge for the first six meetings with the CCW coordinator; however, students who require more extensive counseling sessions will be referred to community resources, which may result in a charge. Care-of-self is an important aspect of healthcare; students are encouraged to use this resource if applicable.

6.6 Housing
Housing is the responsibility of the attending student. Oak street apartments are available for students living more than 50 miles from
campus free of charge – on a first come basis (if available). The apartments are shared with other Medical Sciences Education students and no single rooms should be expected. No family, friends, or pets are permitted to live with the student. Students using housing privileges must adhere to housing policies and procedures as written by the housing department.

6.7 __Lockers__

Students are assigned a locker and lock located in the staff lounge. Security of student belongings is the student’s responsibility. Valuables may not be left in unsecured clinical areas. Purses, wallets, cell phones or other valuables must be stored in student’s locked locker during clinical hours. Cells phones are not a part of the uniform or education process; therefore all phones must be in the locker provided.

6.8 __Student Parking__

Students are permitted to park in the Dillon Parking Garage (space permitting) in the southwest corner (under the helipad) of the 5th floor only, at St. Vincent’s Medical Center. Parking restrictions are strictly enforced on the campus, and violations will be disciplined. **Failure to park in the designated area may result in termination of this privilege for all medical imaging students.** Parking in the garage is a privilege not an expectation. Parking in the garage is at your own risk. Any accidents or security issues must be reported to your personal automobile insurance company. St. Vincent’s holds no liability or responsibility for car damage or personal theft.

6.9 __Advisory Committee Representative__

An Advisory Committee exists to assist in the direction of the Program. A student representative will be chosen by each class to sit on the Committee during their year in the Program. The Committee generally meets once per year. The student’s role will be to bring the concerns and recommendations of the students to the Committee.

6.10 __St. Vincent’s Values Line Hotline at 1-800-707-2198__

6.10 __Student Learning Disabilities Services Policy – See Policy CODE: SV-13__

### 7.0 GENERAL ADMINISTRATIVE POLICIES

7.1 __Changes in Address/Phone Number__

A change in the student’s home address and/or phone number at any time during enrollment must be immediately reported in writing to the Program Director and the Human Resources Department (find the correct form on STVMC intranet or in the HR office - Riverside).

7.2 __Community Service Activities__

In an effort to support the ministry of St. Vincent’s Medical Center each student is asked to participate in three extracurricular community enrichment activities or charitable functions sponsored by St. Vincent’s throughout the program. Such activities include, but are not limited to, blood donation, American Cancer Society Walks, Adopt-A-Family program, Breast Cancer Awareness fundraisers, etc.

7.3 __Emergency Procedures__

Accidents occurring on campus involving students or patients must be reported immediately to a school faculty member, clinical faculty, or supervising staff member. An Incident/Injury Report must be electronically completed via the intranet “Injury Report” page and submitted on the day of the injury. The student may be sent to the Associate Health Office or Family Medicine for evaluation.

7.4 __Harassment__

Harassment of anyone is strictly prohibited. All students of St. Vincent’s are to be treated with respect, and all behavior should reflect our Core Values. Examples of harassment include abusive, threatening or discourteous written, verbal, or physical behavior. The program will not tolerate harassment in any form.

If a student feels as though they are being harassed or if you think another student is being harassed they are to notify the Program Director in writing immediately. If the student feels they cannot talk with the Program Director, for any reason, or if the student thinks the complaint has been addressed (by the program director), but not resolved, report the harassment to Human Resources, or call the St. Vincent’s Values Line Hotline at 1-800-707-2198

Harassment can relate to a person’s sex, race, age, religion, national origin, sexual orientation, disability, veterans status, marital status, genetic information or other protected status.
7.5 **Health Insurance**
The student is responsible for obtaining his/her own health insurance and provides the program director with a copy of their card.

7.6 **Program Hours**
- 22 month program = approximately 3,520 contact hours

Program faculty is generally available 7:00a to 5:00p, Monday - Friday.
Additional office hours will be offered for consultation with students as needed. The Clinical faculty and Program Director office hours are considered the hours not in clinic or classroom.

- Students are scheduled 35-40 clinical and didactic contact hours weekly.
- Students may not exceed 40 clinical and didactic contact hours.
- Student class days contact hours are Monday 9:00a–11:00a or 2:00p–4:00p, Tuesday or Wednesday 9:00a-12:00p, and Thursday or Friday 11:00a – 4:00p (subject to change)
- Most clinic day contact hours are 7:30a - 4:00p.
- Clinic days are Monday – Friday, with 45 minutes to 1 hour for lunch.
- Clinic contact hours may change based on clinical assignment. Clinical schedule changes are provided approximately 30 days prior to rotation requirements. Clinical contact hours:
  - 7:30 am to 4:00 pm
  - 8:00 am to 4:30 pm
  - 1:00 pm to 9:30 pm (maximum of 2 weeks of the 24 month program)

- Term I – 5 months = 20 weeks = 800 contact hours – 8 contact hours for Christmas vacation
- Term II – 6 months = 24 weeks = 960 contact hours – 8 contact hours for Summer vacation
- Term III – 6 months = 24 weeks = 960 contact hours – 8 contact hours for Christmas vacation
- Term IV – 5 months = 20 weeks = 800 contact hours – 8 contact hours for Summer vacation

*These hours are subject to change according to the clinical rotations and patient volume.*

7.7 **Language**
All classroom and clinical instruction will be conducted in English. By accepting enrollment in this program, the student acknowledges this and accepts the responsibility for sufficient proficiency in the English language to be able to successfully complete the program.

7.8 **Latex Advisory**
Students will have frequent use of and exposure to latex based products used in the administration of health care universal precautions in areas such as, but not limited to, clinical areas, classroom, scanning laboratories, and medical offices. Students with latex allergies should seek expert advice from their health care provider in order to make an informed decision regarding their exposure to latex based products prior to considering Radiologic Technology as a future profession.

7.9 **Paid Hours**
St. Vincent's Medical Center provides all Radiologic Technology students the opportunity to apply for employment opportunities within the medical center. The employment hours are not considered student hours. At the time the student clocks in for extra hours, he/she then becomes an employee (technical assistant) of the institution. No program/school functions (i.e. clinical competencies, radiographic exposures) will occur during employment hours.

Settings provided for extra hours paid include but are not limited to: Technical Assistant

7.10 **Pregnancy Policy (See Student Pregnancy Policy SV-11)**
In accordance with the recommendations of NRC Regulatory Guide 8.13, students who become pregnant have the option to voluntarily declare, not declare, and/or “undeclare” pregnancy at any time.

If a student declares pregnancy, she must do so in writing to the Program Director. She will be given the option to:

1. The student may elect to continue the educational program without modification.
2. The student may elect to modify the educational program as described below.
3. The student may elect to withdraw from the program.
4. The student may elect to undeclare (in writing) declared pregnancy

Re-entry testing will be conducted. If failure of a reentry examination occurs, reentry will be delayed and retesting scheduled.
If a pregnant student elects to continue in the program, total clinical time missed for the pregnancy and other absences may not exceed eight weeks and all didactic and clinical competencies and assignments must be completed before graduation and certification exam
requirements can be satisfied. The student must make up all class work and clinical assignments missed during the absence, and pass the course examinations before graduation. Information regarding a student leaving due to pregnancy will be held in the strictest confidence.

POLICY REGARDING STUDENT PREGNANCY

PURPOSE: To ensure that the Program complies with the REGULATORY GUIDE 8.

POLICY: REGULATORY GUIDE 8.13
INSTRUCTION CONCERNING PRENATAL RADIATION EXPOSURE

A. INTRODUCTION
The Code of Federal Regulations in 10 CFR Part 19, “Notices, Instructions and Reports to Workers:

The Nuclear Regulatory Commission's (NRC's) regulations on radiation protection are specified in 10 CFR Part 20, “Standards for Protection against Radiation”; and 10 CFR 20.1208, “Dose to an Embryo/Fetus,” requires licensees to “ensure that the dose to an embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5 mSv).” Section 20.1208 also requires licensees to “make efforts to avoid substantial variation above a uniform monthly exposure rate to a declared pregnant woman.” A declared pregnant woman is defined in 10 CFR 20.1003 as a woman who has voluntarily informed her employer, in writing, of her pregnancy and the estimated date of conception.

1. If a student declared her pregnancy, the relative risk to the embryo and/or fetus from x-rays must be thoroughly explained to the student prior to her continuation of clinical education. United States Nuclear Regulatory Commission (NRC) Regulation 10 CFR Part 20.1208 “Dose Equivalent to an Embryo/Fetus” and National Council on Radiation Protection and Measurements (NCRP) Report No. 116 “Protection of the Embryo-Fetus” are suggested as references.

2. Program continuation options must be provided for the student. Provision shall be made for re-entry into the program if a leave of absence is taken by the student.

3. The Florida Radiologic Technology Board of Examiners (Board) recommends that adequate controls and monitoring be instituted to limit the dose to all students to as low as reasonably achievable. The Board recommends a total dose equivalent limit (excluding medical exposure) of 5 mSv (500mrem) for the embryo-fetus. Once a pregnancy has been declared, exposure of the embryo-fetus shall be no greater than 0.5 mSv (50mRem) in any month (excluding medical exposure).

4. The Program Director and the appropriate institutional Radiation Safety Office shall periodically review student radiation exposure reports to assure compliance with the above dose limit.

5. All didactic, laboratory and clinical education hours as required by the program must be completed prior to graduation.

7.11 Radiation Monitors
Each radiography student is provided one radiation collar radiation monitor that must be worn at all times while on the hospital premises. Radiation monitors measure the amount of occupational radiation exposure received by the student on a monthly basis. Evaluation of a student's monthly occupational exposure is reviewed by the Radiation Safety Officer, school faculty, and student on a monthly basis.

If a monitoring badge is left at home, the student will be sent home to retrieve it and the time missed from the clinical area will be made up the same day it was forgotten. If the monitoring badge is lost, the Program Director must be notified immediately.

Students must review and initial their exposure report which is available for review in the classroom at the beginning of each month.

Radiation Protection for Students Policy (See Policy SV-10)

PURPOSE: To protect the radiology students from radiation.

POLICY:
The students at St. Vincent’s Center are under NO circumstances allowed to hold a patient for any x-ray exposure. Students are required to wear lead aprons while “standing out” (in the room) for fluoroscopic examinations and while doing portable x-ray portable examinations.
The students are required to wear their radiation dosimeter at all times in the radiology department. Students are further required to notify a program official in the event of loss or damage to his/her dosimeter. If a monitoring devise is left at home the student must leave clinic to retrieve it, and make up the time missed according to the Tardiness Policy SV-03.

Student radiation reports are distributed monthly and evaluated quarterly to ensure the Threshold Dose is not exceeded. The Quarterly Threshold Dose is listed in the Administrative Policy Manual #04-12 (Level II = Whole Body Dose < 750 mR). All abnormal readings are investigated to determine probable cause and action, including counseling, if needed. The most recent radiation reports are posted in the classroom for review by students, initialed and filed in the Program Directors office.

Students are required to observe the basic principles of radiation protection for themselves, patients and the general public while in the radiology department. All students are issued two copies of their cumulative radiation exposure dose, as soon as feasible, upon program completion or dismissal.

7.12 Read Back Test Results Policy
In compliance with HIPAA regulations and hospital policy, students are not permitted to provide or take oral reports from any individual.

7.13 Re-Admission Policy
Once a student has been dismissed from the program as outlined in previous sections, a student may reapply to the program the following year. The application process must be completed in its entirety. The student will receive no special consideration for acceptance to the class. If accepted, the student must satisfactorily complete the program from the beginning. The student may not reapply if they were terminated for any reason other than academic and or clinical failure.

7.14 Records Availability and Security
St. Vincent's Medical Center Schools of Medical Science have developed a policy regarding the availability and security of records. The purpose of this policy is to assure provisions for the availability and security of student records in compliance with the "Federal Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)".

PURPOSE: To maintain and release student's records in compliance with state and federal laws.

POLICY: (See Policy SV-09 pg. 58)

I. Records Release:

a) St. Vincent's Medical Center School of Radiologic Technology, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, also known as the Buckley Amendment, allows its students to inspect their official educational records. These records are maintained in the Program Director's office. All questions regarding the implementation of the Act should be directed to the Program Director or research FERPA.

b) During normal school hours students are afforded access to their records at any time, upon written request to the Program Director. The Program Director will arrange a mutually convenient appointment within 5 working days of the request. Records must be reviewed in the presence of a program official, or designee. Students may exercise the right to copy documents contained in their record. Official transcripts received from other educational institutions or agencies are not available from St. Vincent's. Such documents must be requested by the student from the original source or institution.

c) The student has the right to add a letter of explanation to their permanent file, in regard to any conflict or discrepancy that may arise.

d) The confidentiality of students' education records is strictly maintained. The Program believes in limited disclosures of information from students' files to third parties. Only members of the St. Vincent's School of Radiologic Technology faculty have access to students' files, for the purpose of education and guidance of students and for other legitimate school business. Written permission from the student is required for transcripts and/or any other information from students' files to be released to any third party, (including the student's parents). A request for release of information must be in writing and submitted to the Program Director.

e) Limited access to students' records is afforded to representatives of regulating agencies in conjunction with accreditation procedures.

f) The right to inspect and review education records does not extend to applicants, to those denied admission, or to individuals who do not actually enroll in the School.

h) Comments and complaints regarding students' rights under the FERPA may be submitted in writing to: Family Policy Compliance Office, U.S. Department of Education, Washington, DC 20202-4605.
II. Records Retention

St. Vincent's Medical Center School of Radiologic Technology retains students' records as follows:

1. The Program secures student records in the Program Director's office. Students' entire record (including application materials, attendance materials, radiation monitoring reports, transcripts, some test papers, evaluations, signature pages, etc.) is kept 5 years. The Medical Center's Health Office Department maintains all health-related records and reports on students during their enrollment.

2. After 5 years a student's application and transcripts information is maintained permanently.

During student enrollment files contain but are not limited to the following:

- Academic achievement records
- Level of achievement
- Attendance records
- Transcripts
- Demographic information
- Teacher ratings and observations
- Didactic and/or clinical problem reports
- Clinical evaluations
- Disciplinary actions
- Personal information
- Clinical competencies
- Application materials
- Radiation exposure report
- Tuition receipt
- Mandatory Education material
- Orientation documents
- CPR
- FIT Test
- Misc

See Program Policy SV-09 for details – pg. 58.

7.15 Student Information/Record Changes

It is the responsibility of each student to notify school faculty of a change in legal name, mailing address, e-mail address or telephone number. A change in the student's home address and/or phone number at any time during the twenty-two (22) month program must be immediately reported in writing to the Program Director and Human Resource Department- first floor of the main hospital - Riverside.

7.16 Reporting Communicable Diseases

The purpose of this procedure is to inform students of the program, health and sickness policies, including the reporting of communicable diseases, which may affect students, patients, and staff.

1. Students are to report communicable diseases or infections to a program faculty member. The Program Director will evaluate their condition, and if necessary, may send the student to Associate Health Office and/or adjust clinical rotations. Students with a communicable illness will not be allowed to complete clinical rotations until the illness is resolved and/or physician releases the student. Missed clinic time will be deducted from PTO balance. If excessive time is missed time may be made up after graduation. This is at the discretion of the Program Director.

2. Students will practice St. Vincent's Medical Center's policy on Standard Precautions to prevent the students' contact with blood and body fluids of any and all patients.

3. Non-Emergency Injury

Any student, who is injured during class or clinic hours, such that the injury does not require emergency treatment, must immediately report the injury to school faculty or to the affiliate clinical supervisor, as appropriate. An Incident/injury report must be electronically completed via the intranet “Injury Report” page and submitted one the day of the injury. The student may be sent to the Associate Health Office or Family Medicine for evaluation.

4. Injury Requiring Emergency Care

If a student succumbs to illness or injury that requires emergency treatment, such treatment is the priority and should be immediately delivered. Students are required to carry health insurance to cover the costs of such treatment. Computer generated injury reports must be completed on the day of the injury (ASAP).

7.17 Smoking

St. Vincent's Medical Center is a smoke free and tobacco-free environment for employees, students, patients, visitors, associates and physicians. Chewing of tobacco is also included and prohibited. Students are prohibited from smoking, chewing or using any tobacco products in any interior or exterior grounds/ public areas during student hours or any other time they are on SVMC grounds. Violations are subjected to progressive discipline, including written warning up to dismissal from the program. Students may not leave the clinical
area to smoke or partake in tobacco use of any kind. Students may request SVMC Policy 12.15 for further clarification (found on the intranet). Lunch breaks provide ample time to visit the smoking area if necessary.

### 7.18 Standard (Universal) Precautions

Standard precautions are infection control measures that treat all human blood and body fluids as potentially infectious pathogens. All students will receive instruction on using Standard Precautions before their clinical assignment rotations begin.

**Hand Hygiene.** While in the clinical area if hands are visibly dirty or visibly soiled with blood or other body fluids, wash your hands with antimicrobial soap and warm water. If hands are not visibly soiled, students must use the alcohol based foam for routinely decontaminating hands in all other clinical situations, before and after entering the examination room and when in patient contact. To avoid potential for burn hazard, allow alcohol-based foam to completely dry on hands before touching any surface which may cause static spark or before touching any electrical device.

**SUBSTANCE ABUSE/USE (SEE FULL POLICY Below)**

In compliance with Part 86 of Title 34 of the Code of Federal Regulations, St. Vincent's Medical Center School of Radiologic Technology maintains a DRUG-FREE, SMOKE FREE CAMPUS. Students are specifically reminded of the laws pertaining to the possession and use of alcoholic beverages, narcotics, and controlled substances. Unlawfully possessing, using, distributing, or being under the influence of illicit drugs and/or alcohol by students on Medical Center property or on any premises during any activity while functioning as a School of Radiologic Technology student is prohibited. Drug and/or alcohol testing is an integral part of this policy. Students who violate this prohibition are subject to disciplinary action which will include at a minimum, enrollment in a program of treatment, rehabilitation and/or counseling; and at a maximum, dismissal for the School of Radiologic Technology and referral to civil authority for prosecution.

### 7.19 Substance Abuse Policy

St. Vincent's is committed to providing a safe and productive clinical environment for its students, as well as providing quality healthcare for its patients. Because students who abuse substances may injure themselves, staff, patients or visitors, we have adopted the following policy regarding substance abuse.

The sale, purchase, use or possession of alcohol, illegal drugs, controlled substances or drugs not prescribed for that individual anywhere on the property or by its students while acting in the course and scope of their education is strictly prohibited.

Violation of this policy constitutes grounds for disciplinary action, up to and including immediate termination, and may subject a student to arrest and prosecution by law enforcement agencies. Use of illegal drugs, controlled substances, or drugs not prescribed for that student while on or off campus or at any clinical affiliate that results in impaired classroom and or clinical performance, including, but not limited to absenteeism or tardiness may be grounds for discharge. In addition, it is a violation of this policy if such drugs are still in the body when the student is in clinic, classroom, and/or being evaluated by a clinical site occupational health department and results in a positive drug test.

The illegal use of drugs away from the educational site and away from St. Vincent's is not acceptable because it can effect clinical and classroom performance, as well as the confidence of the public in the organization's ability to meet its responsibilities.

It shall be the responsibility of all faculty and/or medical center associates who observe or have knowledge of a student's being in a condition that impairs that student's ability to perform his or her tasks, or any individual who poses a potential hazard to the safety and welfare of patients, employees or others, to promptly report this information or incident to their supervisors or Human Resources/Employee Relations.

As a condition of continued enrollment students may be tested as a part of department-wide, hospital-wide, or system-wide drug or alcohol screening. If a faculty member or supervisor has a reasonable suspicion that a student has recently used or is under the influence of drugs, non-prescription controlled substances, or alcohol. St. Vincent's reserves the right to require the student to submit to an immediate breath, blood or urine test.

Failure by the student to cooperate with the testing program will be considered a voluntary resignation from the program. All testing and test results will be handled confidentially and results will be released only to those individuals with a bona fide “need to know” in accordance with Florida law. Failure by a student to cooperate with the testing, including, but not limited to, providing accurate contact information, refusal to complete and sign a “Consent to Perform” form, or any attempt to tamper with a specimen, shall result in immediate termination.

Any student who is undergoing medically prescribed treatment with a controlled substance that may limit the student's ability to perform during classroom and clinical education must report such treatment to the Program Director just prior to beginning classes and must provide written medical authorization to begin the program from his or her physician. Failure to report this shall be cause for appropriate
disciplinary action. It is the student's responsibility to determine from his or her physician whether a prescribed drug may impair classroom and/or clinical performance. Without limitation, this would include drugs such as muscle relaxants, anti-depressants and/or pain medication. This information will be treated as confidential.

Any student who feels that he or she has developed an addiction to, dependence upon, or problem with alcohol or drugs, whether legal or illegal is encouraged to seek assistance through his or her faculty member through voluntary referral to the Corporate Care Works (CCW) by calling CCW or Human Resources/Employee Relations department. Requests for assistance will be treated confidentially. You may seek information from the Program Director as well.

St. Vincent's reserves the right to conduct certain reasonable searches in order to assure compliance with this policy. When there is reasonable suspicion of illegal drugs and/or drug paraphernalia in vehicles, lockers and/or related personal items (briefcases, toolboxes, etc.), they will be searched without prior notice to ensure that the learning environment is free of illegal drugs and/or alcohol. Any student found to have illegal drugs and/or drug paraphernalia in his or her locker; vehicle and/or personal area will be subject to immediate disciplinary action up to and including termination and may be subject to arrest and prosecution by law enforcement agencies.

Substance abuse is a serious problem and can jeopardize not only the individual’s health and welfare, but also the welfare of patients and the ability to provide quality care. Students with a substance abuse problem are encouraged to pursue rehabilitative treatment. The St. Vincent's Corporate Care Works Program (CCW) provides a confidential service free of charge to assist the student and/or family member to resolve these problems. A confidential appointment can be arranged with the CCW director by phoning (800) 327-9757.

See Substance Abuse Policy 15.02 on the Portal G drive.

8.0 CLINICAL POLICIES AND PROCEDURES
See separate clinical handbook for complete procedures and forms.

Clinical Expectations
You are expected to be a professional at all times. You are expected to always be in complete (includes program patch) uniform, at all times (after clinic study groups excluded). If class is canceled for any reason, you are expected to report to clinic. You are expected to assist and/or perform examinations while in the clinical area (if applicable to the clinical education). Be involved in as many cases as you can from the start of your clinical rotation. Remember what you learn is a direct result of the effort you put forth. If you are having a problem in a clinical area you should to discuss the problem with the Clinical Coordinator and/or Program Director as soon as possible.

8.1 Weekly Clinical Evaluation
Weekly Clinical Evaluations are utilized as a tool for assessing clinical performance of each student during the week.

All clinical evaluations will be viewed and accessed with the Trajecsys (TRS) system.

- It is the student's weekly responsibility to convey to the technologist with whom they were supervised to complete their evaluation; they must do this by Thursday of each week not the following Monday. This may be conducted verbally or by email via Trajecsys.
- Evaluations are due every subsequent Monday by noon.
- Any evaluation received after 12pm on Monday of the following week will result in a 10% deduction of the weekly evaluation score.
  - It is the student's responsibility to ensure their evaluation is completed every Monday.
  - An additional 10% deduction will result from every subsequent delinquent day up to Wednesday (30% deduction).
  - Any evaluation received on Thursday of the following week will result in a zero percent.
- The technologists will maintain and respect the confidentiality of the student's performance with the use of TRS.
- If time is allotted to discuss the evaluation between the student and technologist; discussion should take place in a quiet, private location.
- If the student's performance is unsatisfactory, the technologist may request a conference in the section located on the evaluation. Issues of concern should be immediately addressed and resolved.
- If time is not allotted for discussion; the student will review the feedback on their own (both positive and negative) in TRS.
- Students must review and electronically sign their weekly evaluations and competencies in a timely manner.
  - If the student does not sign their evaluations by the subsequent Tuesday; 1 point deduction from the evaluation will be taken. For every subsequent day the student signature is not completed 1 point for each day will continue to be deducted.
• If the student does not agree or understand the evaluation, s/he is given the same opportunity to request a conference in the section located on the evaluation or immediately notify program faculty. Please refer to procedure for unfavorable clinical evaluations.
• All weekly clinical evaluations are averaged at the end of each term and this final average constitutes 10% of their clinic grade for that term.
• Clinical evaluations are also performed on each student by their clinical program faculty.
  o These evaluations by program faculty are also averaged and constitute 20% of their clinic grade for that term.
  o Students must review and electronically sign their instructor evaluations in a timely manner.
  o If the student does not sign their instructor evaluations by the subsequent Monday; 1 point deduction from the evaluation will be taken. For every subsequent day the student signature is not completed 1 point for each day will continue to be deducted.

Technologists are encouraged to offer constructive feedback in the comment section of the evaluation. In the event the student's performance is unsatisfactory, the section requesting a conference with a clinical faculty and or student should be selected so the issues of concern can be addressed and resolved. In evaluating the student's performance the technologist maintains and respects the confidentiality of the student's performance. In the event, the student does not agree or understand the evaluation he or she is given the opportunity on the evaluation to request a conference with the clinical faculty and or technologist. Please refer to procedure for unfavorable clinical evaluations. All weekly clinical evaluations are averaged at the end of each term and final average constitutes 10% of their clinic grade each term. All clinical evaluations by a clinical instructor are averaged and constitute 20% of their clinic grade each term.

8.2 Procedure for Unfavorable Clinical Evaluations

The following procedure is available for all students to follow concerning an unfavorable evaluation from a Radiologic Technologist:
1. Make every effort to understand why a specific comment and/or mark were reported (written).
2. Sign the evaluation and submit it to the Clinical faculty.
3. Request a conference with the Clinical faculty and/or Technologist to discuss the evaluation at greater length. A conference may be scheduled in the event a student disagrees and/or does not understand the marks recorded. This conference is scheduled at the convenience of the Clinical faculty and Technologist. The student must request a conference by completing the section on the evaluation. Note: Marks will not be altered.

8.3 Clinical Education Objectives Summary

Performance objectives and clinical competencies are based on requirements of the American Registry of Radiologic Technologists for certification eligibility.
A student's success is dependent upon their ability to apply the didactic information learned in the classroom and utilize that knowledge in the clinical environment.
During the twenty-four months of education, the program provides 3200 hours of clinical education. There are several different clinical environments. Clinical rotations are planned to include but are not limited to routine, emergency, surgical, orthopedics, pediatric, and a variety of special imaging modalities. These opportunities are scheduled Monday through Friday with a restricting evening rotation. Success in clinical education is measured by the student's:

1. Technical ability
2. Dependability
3. Initiative
4. Personal relations
5. Professionalism
6. Appearance

In addition, a six month evaluation is performed by staff technologists, lead technologist, faculty, clinical instructors, etc. to evaluate student skills, dependability, initiative, and personal relations. These evaluations are averaged and become a product of the overall clinical term score.
Clinical Competency Procedure:

1. After successful completion of the three practice examinations, the student will notify a program faculty or CCM when deemed prepared to perform a competency. The examination/procedure will be directly monitored by the evaluator.
2. Asterisk (*) tasks are critical to successful completion of the competency. If the student fails to perform a critical (*) task as listed on the procedure form, the proficiency section of "unacceptable performance" will be documented on the initial evaluation and automatic failure will occur.
3. The Clinical procedure is reviewed with the student, at which time the student has the opportunity to ask further questions.

4. All students with a failed or revoked competency are instructed that they will be reevaluated another time by the clinical faculty. A fourth practice examination must be completed prior to the student performing the final competency.

5. The student may be evaluated for competency a maximum of two times per procedure. If successful clinical competency does not occur after the second attempt, the student will be put on clinical probation. (see clinical probation procedure)

6. If two unsuccessful competency attempts occur in one term for different procedures, the student will be placed on clinical probation. (see clinical probation procedure)

7. If a student fails a third attempt on the same competency or a third competency within the same term, the student will be terminated.

Revoking a Competency:

Students must demonstrate competence and proficiency in the clinic activities identified in each term throughout the 22 month program. Demonstration of clinic competence indicates that the student has performed the procedure independently, effectively, and accurately and has documented completion of that procedure.

If at any time a student demonstrates repeated insufficiencies on a previously completed competency, the clinical faculty or any CCM may revoke their previous competency and deem that competency unsuccessful. Students with a revoked competency must follow the same procedure for a failed competency. (#4 under clinical competency procedure)

8.4 Student Supervision

The goal of the Program is that the students become increasingly proficient during the clinical experience. This means that the student should become increasingly independent with time in the clinical area. However, the student is always to practice under the direct or indirect supervision of a qualified radiologic technologist as defined by the program’s accreditation authority, the Joint Review Committee on Education in Radiologic Technology and according to the following policies:

JRCERT DEFINITIONS:

8.4.1 Direct Supervision

Student supervision by a qualified radiographer who reviews the procedure in relation to the student’s achievement, evaluates the condition of the patient in relation to the student’s knowledge, is present [in the room] during the procedure, and reviews and approves the final images. A qualified radiographer is present during student performance of a repeat of any unsatisfactory radiograph.

8.4.2 Indirect Supervision

Supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

Junior and Senior students are permitted to operate x-ray equipment and perform exams only under the direct supervision of a qualified radiographer until it is documented that the student has achieved clinical competency for the appropriate examination. Once a student has achieved clinical competency for an exam, the student is permitted to perform the exam under the indirect supervision of a qualified radiographer. It is the practice of the program to provide a 1:1 student to technologist ratio to ensure proper supervision at all times.

8.4.3 Exceptions: Portables, Repeats, Surgery

1. All portable and surgical procedures require direct supervision.

2. All repeat exams require direct supervision. NO student (Junior or Senior) may repeat an exposure without the direct supervision from a qualified staff technologist.

3. Extended clinical probation due to failed terminal competency attempts will require direct supervision at all times during the probationary period. (see terminal competency policy in the clinical handbook)

Miscellaneous:

4. A qualified radiographer must approve ALL images exposed by a student.

5. Students will NOT use ionizing radiation on other students or technologists during simulation practices and lab/experiment education. Only phantoms shall be utilized.

6. It is mandatory that the student and the technologist’s signature’s performing the procedure be identified on the patients requisition using the proper pre-procedure verification method.

7. Students must use the proper 2 patient identification method prior to performing a procedure on all patients.
8. At no time is a student permitted to or authorized to supervise (indirect or direct) another student while performing a radiologic procedure or portion of a procedure. Under no circumstances is this acceptable.

**Procedure for not following proper Direct or Indirect Supervision:**

1. Failure to exercise proper direct and indirect supervision practices the first time will result in a **ten point** deduction from the final clinic grade in which the infraction occurs in addition to a written warning.
2. In the event of a second occurrence the student will be dismissed from the program.
3. If #7 under miscellaneous is not followed, disciplinary action violating a “Red Rule” under the hospital administrative policies (#A – 66) will be enforced. This policy is on hospital facility intranet.
   - First violation – written warning
   - Second violation – will be suspended immediately for one to three scheduled days at the program director’s discretion; and dependent on the outcome of the investigation may be terminated.
   - Third violation – termination from the program will occur.

Radiographs/images made by students as part of their lab/experiment education will not be made using other students or technologists as subjects. Only phantoms shall be utilized.

Failure to abide by any of the policies for radiographic exposure will result in ten (10) points deducted from the final clinic grade and a written warning to be filed in the students file. See Clinical handbook page 9.

**8.5 Use of Cellular Phones/Electronic Devices**

**8.5.1 Cellular Phones**
The use of cellular phones for any purpose is prohibited at all times in the clinic and while class is in session. Cellular phones must be turned off or to silent mode during these times. If a cellular phone rings or otherwise disturbs the class, the student will be given one verbal warning. Each subsequent occurrence will result in a written warning. Any use of a cellular phone in the clinical area will result in a written warning. Any use of the device during a class session will result in a written warning unless such use has been prearranged with the instructor. If the phone must be used during these times, the student must excuse themselves from the area. Such occurrences may only be for exceptional or emergent situations.

**8.5.2 Other Electronic Devices**
The use of all devices other than a standard scientific calculator is prohibited in the clinical area and during classroom sessions unless prior approval has been received from the Program Director or classroom instructor, as appropriate, with the following exception. Students have the option of purchasing textbooks in electronic format for use with electronic tablet devices. Such devices may only be used in the classroom or clinic for the access of the electronic textbook. The student may use a recording device to record lectures.

**8.5.3 Testing**
Only devices specifically authorized by the individual instructor may be used during testing. If a student must leave the classroom for any reason before completing an examination, no electronic devices may be used during the absence. Use of an electronic device during this time will result in a score of zero on the exam. Exceptions to this rule may be granted only for extraordinary circumstances which have been approved by the program director.

**9.0 ADDENDA**

- Contact Information for ARRT, ASRT, JRCERT
- Curriculum and Course Descriptions
- Calendar
- FORM Pregnancy Policy Notification
- FORM Refund Policy Acknowledgement
- FORM Policy Review-Handbook Receipt
- ARRT Certification- Registration web site
- ARRT Certification and State Licensing web site
- ASRT Radiography Practice Standards

Materials distributed during Orientation
10. ARRT Content Specifications for Exam in Radiography

11. JRCERT Standards for an Accredited Educational

10.0 POLICIES

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Joint Review Committee on Education in Radiologic Technology

JRCERT
20 N. Wacker Drive
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American Society of Radiologic Technology

ASRT
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505-298-4500
Fax: 505-298-5063
E-mail: customerinfo@asrt.org

The American Registry of Radiologic Technologists

1255 Northland Drive
St. Paul, Minnesota 55120-1155 USA
Phone (651) 687-0048
ARRT Standards of Ethics 6/1/2007 www.arrt.org
New term July 18, 2016 – December 31, 2016  

**Term I Juniors & Term III Seniors**

- July 11, 2016: Seniors Begin Class Term III
- July 18 & 19, 2016: New Class Begins/Med Ctr. Orientation
- July 25 - 22, 2016: Program/Department Orientation
- September 5, 2016: Labor Day (No School)
- October 21, 2016: Mid Term Grades
- November 24 – 25, 2016: Thanksgiving (No School)
- December 26 – January 2, 2016: Christmas Vacation


**Term II Juniors & Term IV Seniors**

- January 16, 2017: Martin Luther King Day (No School)
- February 26 – March 3, 2017: Seniors Orlando Registry Review Trip
- Mid Term March 20, 2017: Mid Term Grades
- April 14, 2017: Good Friday (No School)
- April 16, 2017: Easter
- May 15 - 19, 2017: Seniors Summer Vacation
- May 25, 2017: Graduation
May 29, 2017 ................................................................. Memorial Day (No School)

July 4, 2017 ................................................................. Independence Day (No School)

July 3 – 7, 2017 ............................................................ Juniors Summer Vacation

July (TBA) 2017 ............................................................ New Class Begins

Subject to Change

Curriculum and Course Descriptions

Program Courses Sequence includes (but is not limited to):

1. Introduction to Radiologic Technology and Health Care
2. Medical Ethics and Law/Nursing Procedures
3. Patient Care/Pharmacology and Venipuncture
4. Alternative Care/Urinary Catheterization
6. Radiologic Procedures I, II, III, IV
7. Image Analysis/Film-Screen Acquisition and Processing
8. Principles of Imaging I, II
9. Radiographic Technical Conversions
10. Radiation Physics
11. Radiation Production and Characteristics I & II
12. Introduction to Radiation Protection & Safety
13. Radiation Protection and Regulations
14. Radiation Biology
15. Radiographic Pathology I, II – Research
16. Digital Imaging Acquisition and Display
17. Medical Imaging PACS – CR/DR
18. Introduction to Computed Tomography
19. Registry Review Seminar
20. Competency – based Clinical Education I, II, III, IV

Required Textbooks

Radiologic Science for Technologists .......................................................... Bushong
Patient Care in Imaging Technology .......................................................... Torres
Merrill's Atlas of Radiographic Positions & Radiologic Procedures (1-3 Vol) ...... Ballinger
Radiographic Anatomy, Positioning & Procedures Workbook ..................... Hayes
Comprehensive Radiographic Pathology ................................................. Eisenberg
Radiographic Pathology for Technologists ............................................. Kowalczyk
Radiation Protection in Medical Radiography ......................................... Sherer
Digital Radiography and PACS ............................................................... Carter

Course Descriptions Effective 06/27/16:
Note: Subject to change: Course content and titles may be modified or combined to better adhere to the ASRT Curriculum.

Introduction to Radiologic Technology:

This course presents a brief history of radiologic technology, code of ethics, conduct for radiographic students, fundamentals of radiation protection, and patients' rights. This course is designed to provide an overview of the radiologic technologist's role in the delivery of health care. Principles, practices and policies of the health care organization are also examined. This course teaches proper care and handling of the sick and injured patient in the radiology department, department procedures and imaging equipment.
An introduction to the origins of medical terminology is presented as well as word building, abbreviations, symbols, understanding radiographic orders and report interpretation.

**Methods of Patient Care in Radiology:**

This course is designed to prepare radiologic technology students to provide basic patient care, including consideration for the physical and psychological need of the patient and family. Infection control, vital signs, body mechanics, verbal/nonverbal communications, Venipuncture, catheterization, routine and emergent patient care procedures and specialized radiologic procedures are covered in this course.

**Human Structure and Function (Anatomy)**

This course is designed to establish a knowledge base in Anatomy and Physiology. Components of the cells, tissues, organs and systems will be described and discussed. Osteology is the primary direction of this course.

**Radiographic Procedures I:**

This course introduces procedures for positioning the patient's anatomical structures relative to the X-ray beam and image receptor. This course emphasizes procedures for routing examination of the chest, abdomen, extremities and axial skeleton. Radiographic anatomy, pathology, critique of radiographs and laboratory practicum are included.

**Radiographic Procedures II:**

This course is a continuation of Radiographic Procedures I for positioning the patient's anatomical structures relative to the X-ray beam and image receptor. It emphasizes fluoroscopic procedures and procedures for skull examinations. Laboratory practicum is included.

**Image Analysis/Film-Screen Acquisition and Processing:**

The course introduces students to radiographic film and processing. It emphasizes the function and components of radiographic film, intensifying screens and chemical processing. Darkroom standards and methods of silver recovery are examined. Laboratory experience is included.

**Principles of Radiographic Imaging I:**

This course introduces students to comprehensive study and theory of the production of X-rays and the primary exposure factors of radiographic imaging. The image parameters of contrast, density, recorded detail, image quality and image distortion are studied as well as ancillary devices and equipment required to produce quality radiographic images and reduce scatter radiation. This course provides a basis for radiographic image analysis and evaluation, imaging standards, and the factors that affect image quality. Laboratory experience is included (evaluation of actual images).

**Principles of Radiographic Imaging II:**

This course is a continuation of principles of radiographic imaging I. It includes the quantitative and qualitative study of image receptors, sensitometry, image processing, intensification, fluoroscopy and tomography. Laboratory experience is included.

**Radiologic Physics:**

This course gives the basics of radiologic physics and presents both theory and practical aspects. The principles of math, physics and chemistry are given, including the simplest and most direct approach to the structure of matter, electrostatics, magnetism, rectification and X-ray production.

**Imaging Equipment:**

This course is designed to establish a knowledge base in radiographic requirements and design. This course is a continuation of Radiologic Physics. It includes more detailed principles and applications including theory and application of X-ray generation and circuitry, production and control of high voltage, design and use of equipment in radiology, quality control and a variety of other types of electrical and biomedical equipment.

**Radiation Production and Characteristics I & II:**

This course is designed to present the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter.
Pharmacology:
The course is designed to provide students with basic concepts of pharmacology. The theory and practice of basic techniques of Venipuncture and the administration of diagnostic contrast agents and intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized. Emergency medications, drugs utilized during medical imaging procedures, and common drugs and their administration are also discussed.

Radiation Safety and Protection:
This course provides students with an understanding of the principles of radiation protection. It includes responsibilities of the radiographer for patients, personnel and public dose. Limits for exposure to ionizing radiation, protection of the patient and occupational care workers during diagnostic procedures, room design and radiation monitoring are examined. Radiation quantities, units and radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are included.

Radiation Biology:
This course is a continuation of Radiation Protection and Safety. It provides students with an understanding of the principles of molecular, cellular, tissue and somatic response to ionizing radiation. Factors concerning cells and tissue Radiosensitivity, LET, molecular effects of irradiation, organic damage from ionizing radiation, and genetic effects are discussed.

Radiographic Pathology:
This course provides students with an understanding of the manifestations of pathologic conditions and their relevance to radiographic procedures. The etiology, pathophysiologic responses, clinical manifestations, radiographic appearance and management of alterations in body systems are examined.

Radiographic Technology Quality Assurance:
This course provides students with an introduction to the evaluation of radiographic systems to assure consistency in the production of quality images. The components involved in the radiography system will be identified. State and Federal impact will be discussed to include Joint Commission requirements. It provides the student with a thorough understanding of quality management in a radiology department. The various testing performed in a radiology department to ensure radiographic image quality is explained. This course emphasizes the quality control and quality assurance topics as they relate to the field of Radiology. All methods will be covered in this course and laboratory demonstration is performed.

Introduction to Computed Tomography:
This course is designed to introduce a basic understanding of the operation, function of CT components, and the relationships between; pitch, index, dose profile, patient dose, spatial resolution, contrast resolution, noise, linearity, uniformity, image matrix, slice thickness, couch incrementation, CT numbers, as related to image capture, display, storage and distribution are presented.

Radiographic Clinic I:
This course offers students the opportunity to experience the elementary aspects of radiology with clinic orientation to the radiology department/hospital, and actual clinical education.

Radiographic Clinic II:
This course is a continuation of Radiographic Clinic I. It covers clinical experience in all phases of fundamental radiologic procedures and film critique of the studies submitted for interpretation. It includes clinical experience in Jacksonville Orthopedic Institute/Riverside and the Operating Room.

Radiographic Clinic III:
This course is a continuation of Radiographic Clinic II. It includes clinical experience at Nemours Children's Clinic and Interventional Radiography.

Radiographic Clinic IV:
This course is a continuation of Radiographic Clinic III. It includes experience in various specialty radiologic technology areas such as Interventional Radiography, Nuclear Medicine, Ultrasound, Computed Tomography, Magnetic Resonance Imaging, Cardiac Catheterization, Radiation Oncology and Breast Health.

Digital Image Acquisition and Display:
This course introduces the components, principles and operation of digital imaging systems. The factors that impact image acquisition, display, archiving and retrieval. In addition, the student will gain an understanding of the principles of digital quality assurance and maintenance. The course provides a basic overview of the concepts of latent image formation for both conventional and digital imaging processing, with an introduction to PACs and how digital image processing integrates with digital storage systems.

Radiologic Science Resources

Textbooks


Bushong SC. Radiologic Science for Technologists: Physics, Biology, and Protection. 10th ed. St. Louis, MO: Mosby;


Fauber L. Radiographic Imaging and Exposure. 3rd ed. St. Louis, MO: Mosby; 2008


Carter, Christi; Veale, Beth - Digital Radiography and PACS. 2nd ed. St. Louis, MO: Mosby/Elsevier; 2014

Workbooks/Handbooks


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Pregnancy Policy Notification

In accordance with the recommendations of NRC Regulatory Guide 8.13, students who become pregnant have the option to declare, not declare, and/or “undeclared” pregnancy at any time.

If a student chooses to declare the pregnancy in writing to the Program Director she will be given the option to continue in the program without program modification, elect a temporary leave of absence from the program for a period of one (1) year, withdraw from the program or undeclare the pregnancy. The student who elects a temporary leave will be permitted to return to the program at the same point in her education the following year.

If the student elects to continue in the program, total clinical time missed for the pregnancy and other absences may not exceed eight weeks and all didactic and clinical competencies and assignments must be completed before graduation and certification exam requirements can be satisfied. The student must make up all class work and clinical assignments missed during the absence, and pass the courses examinations before graduation.

The student may opt to withdraw from the program or undeclare (in writing) pregnancy at any time.

Information regarding a student leaving due to pregnancy will be held in the strictest confidence.

I have read the above pregnancy policy, understand its content and agree to comply with it.

Student: __________________________

Date: ________________

Return signed policy to the program director for your file
REFUND POLICY ACKNOWLEDGEMENT

The first day of class is July 25th. Each student is held responsible to deposit the first term tuition by September 12, 2016. This date is the last day to withdrawal of drop from the program. Upon request a 50% refund of tuition will be given to students who withdraw or who are dismissed from the program within two (2) weeks of the drop date: September 12, 2016. NO refunds will be given after that date.

There will be no refunds for the acceptance fee. See Policy SV-12.
There will be no refunds for purchased text books or workbooks.

I understand the information above and have had a chance to ask questions regarding the costs and policy.

Signature: ____________________________________________

Date: __________________

Return signed policy to the program director for your file

Submit to Program Director with your tuition and books payments first day of class.
REVIEW OF POLICIES/RECEIPT OF STUDENT HANDBOOK

My signature certifies that I have been provided a copy of the St. Vincent's Medical Center School of Radiologic Technology policy manual (student handbook). I have had an opportunity to review its contents and to ask questions concerning program policies (both non-clinical and clinical). I agree to abide by these policies as a condition of my initial and continued enrollment.

_____________________________________________________
Print Name
_____________________________________________________
Student Signature        Date

Return signed policy to the program director for your file

Submit signed copy to your program director upon completion of initial policy review during orientation week. This acknowledgement will be filed as an indicator that the student, so named above, has received both a student handbook and clinical policy manual.
PURPOSE: To ensure that the Program demonstrates integrity in representations to communities of interest and the public and in treatment and respect for faculty, staff, and students.

POLICY:

The St. Vincent's Medical Center School of Radiologic Technology admits students of any race, religion, color, creed, ancestry, national origin, sex, age, veteran's status, marital status, affectional or sexual orientation or preference, family status or disability to all rights, privileges, programs and activities generally accorded or made available to students at the School.

It does not discriminate on the bases of race, religion, color, creed, ancestry, national origin, sex, age, veteran's status, marital status, affectional or sexual orientation or preference, family status or disability in the administration of its educational policies, admissions policies, scholarship, or other School administered programs.

Any questions or grievances with this policy will be resolved utilizing the Grievance Policy and Procedure.
POLICY: To outline the procedure for advanced placement and transfer students/credit.

PURPOSE: To ensure that the policies defining advanced placement and transfer students/credit are clearly defined and published.

PROCEDURE:

St. Vincent's does not have an advanced placement procedure or transfer student/credit policy. The program reserves the right to deny transfer students/credit. A determination of course equivalency will be made by the Admissions Committee during the interview process of new applicants.
PURPOSE: The process of educating students to become professional radiographers requires them to be dependable and accountable healthcare providers. Attendance is important to the student’s progress and development as a healthcare professional.

PROCEDURE:

Attendance
Students are expected to attend all class and clinical rotations and are accountable for all assignments missed due to absence. All class and clinical absences are recorded and become part of the student's permanent record.

If a student is unable to report for class or clinic, the Program faculty and clinical facility must be notified by phone one hour prior to the scheduled start time. Failure to do so constitutes an unexcused absence and may result in disciplinary action in the form of a written warning and 1 point (one) deducted from the clinical grade. Each student is allowed a total of 128 personal hours during the twenty-four months. Students should not use more than 64 hour's personal time during the first twelve months. Excessive sick time may result in program dismissal due to the length of the illness and course material missed. Extended illnesses will be handled individually by the Program Director according to the 'extended absence' guidelines. Students who require more than the allotted personal time must make up equal time missed after graduation, not to exceed forty (40) hours and will neither receive a diploma nor be able to sit for the certification examination until the time has been completed. If a student’s absence exceeds forty (40) hours (of possible make up time) – dismissal may occur due to the inability to make up material missed.

A student who requires more than two (2) consecutive days off due to illness is be required to have a doctor's excuse.
A written warning is given if a doctor's note is not presented.

A student will receive a ZERO (0) on any exam that is missed without prior notification.
The student will be required to make up missed examinations the day the student returns to clinic and/or class. If the exam is not made up on that day, the student will receive a ZERO (0). It will not be the responsibility of the instructor to notify the student that a test was given when they were absent. Make-up exams may be different than those given to the rest of the class. The policy to call in sick on a clinic day is to call the appropriate department directly at least one hour prior to the start of your rotation and to call the Clinical faculty's office and leave a voice message indicating that you are sick and an expected return date.
VA – must not exceed 20% time missed / month or 32 contact hours per term or 4 days per term (6 months)

Absence due to illness, surgery, or pregnancy that exceeds eight weeks may seriously impact the student's ability to successfully complete academic and clinical requirements. Depending on the timing of the absence relative to the student's tenure in the program, sequencing of courses and at the discretion and decision of the program director, the student may be given one of the following options to complete the program:

1. Leave the program and return one year later at similar point in the clinical and didactic program if programmatic sequencing of curriculum permits. Paid tuition will be credited. Student will be responsible to purchase new books if course requirements have changed.
2. Restart the program with the next class after the student's recovery. Paid tuition will be credited. Student will be responsible to purchase new books if course requirements have changed.
3. Complete academic assignments independently, complete all exams missed, and make up missed clinical time at the end of the program before graduation certificate and registry eligibility will be issued.

Tardiness Policy

Sick Call Procedure for Clinical Rotation
Students are responsible for calling their assigned clinical area 1 hour prior to their scheduled start time as well as leave a voice mail for the Clinical faculty.
Phone Numbers:

**St. Vincent's Riverside**
- Emergency Room ................. 308–5060
- Main Radiology Department ...... 308–8051
- Imaging Center .................. 308–5712
- Operating Room .................. 308–2563

**St. Vincent's Southside**
- Kim Hammond .................... 296–5249

**St. Vincent's Clay**
- Randy Heflin .................... 602-1449; 602-1435

**Nemours Specialty Hospital**
- Pam Raulerson .................... 697–2528

**JOI** ................................ 301–3299 ext. 5024

**Optimal Imaging**
- Joe Seibert ...................... 733–7770; 450-6973

School Faculty:

- Karen Nevins .................. 308-8552
- Cheryl Hixenbaugh .......... 308-4144
- Christy Mauel ................. 308-8786

Failure to follow sick call procedure will result in one (1) point deducted from the final clinical grade in the term the infraction occurs and will also result in a written warning. Accumulation of three (3) written warnings throughout the 24 month program for any reason may be cause for dismissal.

**Tardiness Procedure for Clinical Rotation**

- A student is considered tardy if they are not present and prepared for their clinical assignment ten minutes prior to their rotation schedule start time.
- Students must call a Clinical faculty as soon as they know they are going to be late. When a student arrives to clinic, they must call their Clinical faculty to report their time of arrival. Tardy time must be reported immediately or a written warning will occur.
- A tardiness form must be submitted by the student to the Clinical faculty or Program Director indicating when time will be made up within 24 hours of tardy occurrence.
- Make-up time must occur within the same week the infraction occurs.
- Failure to notify Clinical faculty and/or Program Director of planned make up time within the 24 hours of the infraction; will result in a reduction of the student’s final clinical grade by (1) point and the student will receive a written warning.
- Tardiness is not deducted from PTO time and cannot be used as such.
- PTO is used for scheduled time off (must complete time off form) or when unscheduled sick call procedure is followed. (See Sick Call Procedure above).
- Each student must have the technologist sign their attendance sheet as soon as they report to clinic (not before you go to your locker, bathroom, etc).
- If the student forgets to sign in, the sign in space must remain blank and the sign out portion completed; this will result in a tardy.
- If a student leaves their clinical rotation area for reason other than to go to lunch or class you must sign out in the special circumstances area on the attendance sheet as well as inform the Clinical faculty that you are leaving.
- If this is not reported one written warning will be giving (for additional occurrences see written warning policy for tardiness pg. 5 Clinical Handbook).
- VA – must not exceed 20% time missed / month or 32 contact hours per term or 4 days per term (6 months)

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**TITLE:** School Closing Policy

**CODE:** SV - 04

**REVIEWED:** MARCH, 2013, June 2015

**REVISED:** MAY, 2006

**SUPERSEDES:**

**APPROVED BY:** Karen Nevins, Program Director
PURPOSE: To define the protocol for closing the Program for extreme inclement weather.

PROCEDURE:

Radiology students are studying to become healthcare providers who have a special obligation to provide care to the sick and injured.

If the School of Radiology were to close due to extreme inclement weather, a recorded message will be placed on the Program Director’s telephone message system (904) 308-8552, with the details of the closing.

Since the Program is located in Duval County; if other school closings occur in this county it is the intent of the Program to follow their direction and close for the duration of the closings. If a student lives in an outlying county (Baker, Clay, Bradford or St. John's counties) and are unable to attend class or clinic due to inclement weather but the schools in their county remain open and Duval County schools are open as well, they must report to clinic/class. A PTO will be deducted if absent. No PTO will be deducted if Duval County schools close.

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TITLE: Academic Progression Policy

REVIEWED: MARCH, 2013, June 2016
REVISED: MAY, 2009, June 2015

APPROVED BY: Karen Nevins, Program Director
PURPOSE: In support of the mission of the Program to graduate radiographers who are both competent and compassionate, this policy defines the parameters by which a student successfully progresses through the Program.

PROCEDURE:

Successful completion/graduation of the Program allows a graduate to apply for the ARRT National Registry Examination and apply for the State of Florida – Bureau of Radiation Control license. Successful completion/graduation from the Program requires a student to successfully meet the following criteria:

Graduation/Program Completion Requirements (required terminal competencies) include, but are not limited to, the following list. The graduate shall be able to:

1) Use oral and written medical communication
2) Demonstrate adequate knowledge of human structure, function and pathology.
3) Anticipate and provide basic patient care and comfort.
4) Apply principles of body mechanics in the correct manner.
5) Successfully perform basic mathematical functions.
6) Correctly operate radiographic imaging equipment and accessory devices.
7) Correctly position the patient and imaging system to perform radiographic examinations and procedures.
8) Successfully modify standard procedures to accommodate for patient condition and other variables.
9) Correctly utilize CR/DR/PACS systems. Practices HIPAA
10) Determine exposure factors to obtain diagnostic quality images with minimum radiation exposure.
11) Correctly, adjust exposure factors for various patient conditions, equipment, accessories and contrast media to maintain appropriate radiographic quality.
12) Practice ALARA - radiation protection for the patient, self and others at all times.
13) Successfully recognize emergency patient conditions, initiate first aid, and basic life support procedures.
14) Evaluate radiographic images for appropriate positioning and image quality.
15) Evaluate the performance of radiographic systems, know the safe limits of equipment operation and report malfunctions to the proper authority.
16) Demonstrate knowledge and skills relating to quality assurance.
17) Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
18) Understand basic x-ray production and interactions.
19) Support and practice the professional Code of Ethics.
20) Completely satisfy tuition balance to equal zero
21) Successfully complete all terminal clinical competencies – practical examinations.
22) Maintain an academic average of 80% or higher and clinical average of 85%.
23) Successfully complete all clinical competencies and assignments.
24) Student has not exceeded the maximum sick days according to program policy.
25) Adhere to all HIPAA regulations
26) Pass a final comprehensive examination at the end of 24 months

A certificate and St. Vincent's program clinical pin are presented to each graduate at the end of the twenty-two month program during a commencement celebration.

Students who fail to successfully complete the stated graduation requirements due to an unacceptable academic final average (below 80% in any subject) or clinical average (below 85%) or ARRT requirements is not eligible for a verification signature by the Program Director. Students may use the Grievance Policy if they believe their rights have been violated.

TITLE: Clinical and/or Academic Assignment Policy

PURPOSE: To ensure that required clinical and academic involvement for students does not exceed 40 hours per week.

PROCEDURE:
1. Assigned clinical and academic program hours are consistent by term and typically result in approximately 35-38 hours of program involvement per week.

2. Students are required to make-up any outstanding clinical absences, which defined by the Attendance and Tardiness Policy.
   • VA – must not exceed 20% time missed / month or 32 contact hours per term or 4 days per term (6 months)

3. Make-up time is scheduled by the Clinical faculty to meet the needs of the student, especially related to outstanding competency requirements and shall not be used for disciplinary reasons or exceed 40 hours per week.

4. Students enrolled at St. Vincent’s Medical Center School of Radiologic Technology may be employed as radiologic aids, during non-program hours.

During the program, “a student is permitted to operate ionizing radiation producing equipment and perform radiological procedures only when the activity is part of the program’s approved curriculum. Any activity outside of the program’s approved curriculum is a violation in the State of Florida and monetary penalties will be issued.

Student’s may not be employed as an acting radiologic technologist and may not take x-ray exposures when working as a Radiologic aid.

**TITLE:** JRCERT COMPLIANCE POLICY

**CODE:** SV - 07

**REVIEWED:**
MARCH, 2013, March 2016

**REVISED:**
MAY 2012, June 2015

**ORIGINAL:**
MARCH 2010

**APPROVED BY:** Karen Nevins, Program Director

**POLICY:** The School of Radiologic Technology (Program) will assure timely and appropriate resolution of complaints regarding allegations of non-compliance with JRCERT Standards. The Program will maintain a record of such complaints and their resolution.
PURPOSE: The JRCERT requires that the School of Radiologic Technology be responsive to allegations against the program. The Program will investigate documented allegations of unfair practice in education or allegations of noncompliance with the Standards. Complaints against the program must relate to the Standards and be provided in writing. Any individual or group including students, graduates faculty, clinical staff or the public may submit a complaint.

PROCEDURE: The School of Radiologic Technology will enforce this policy in the following manner.

1. The allegation must be submitted in writing to the Program Director with a description of the alleged non-compliance. The specific Standard in question must be identified.
2. Upon receipt of an allegation of non-compliance with the Standards, the Program Director has 3 working days to investigate the allegation. This may include but is not limited to discussion with clinical staff, faculty, administration, and/or other persons involved.
3. The Program Director will issue a written response to the person(s) filing the complaint within 1 week of the date of the initial complaint. The response will include the Program's position regarding the alleged area of non-compliance. If the allegation of non-compliance is validated by the Program Director, the response will include an action plan to correct the issue. If the program denies the allegation, supporting documentation/evidence will be included in the response.
4. The JRCERT will be contacted by the Program Director for discrepancies in policy interpretation. Upon response of the JRCERT, a written explanation of the JRCERT's decision will be provided to the parties involved.
5. Complaints regarding the Program's compliance with the Standards can be directed to:
   Joint Review Committee on Education in Radiologic Technology
   20 North Wacker Drive, Suite 2850
   Chicago, IL 60606-3182
   (312) 704-5300
   www.jrcert.org
   mail@jrcert.org
6. The Program Director will maintain a record of such complaints and their resolution. A Non Compliance Resolution File will be maintained in the Program Assessment Plan of Evaluation.

Student awareness of policy:
1) Policy will be contained in the Student Handbook for student access.
2) Policy will be reviewed with the student during Orientation
3) A copy of the JRCERT Standards is posted in the classroom.

TITLE: Grievance Policy & Procedure  
CODE: SV - 08

APPROVED BY: Karen Nevins, Program Director  
Page 1 of 3

POLICY: It is the policy of the St. Vincent's Medical Center School of Radiologic Technology to "provide students an avenue to pursue grievances", defined by the JRCERT Standards as "a claim by a student that there has been a violation, misinterpretation, or inequitable application of any existing policy, procedure, or regulation." The Grievance Policy provides the process for conflict and/or complaint resolution, while protecting the rights of all parties involved.
PURPOSE: To uphold the rights of students to be heard when Academic/Professional matters of conflict arise that may jeopardize their status within the Program.

PROCEDURE: The Grievance Policy includes a Preliminary Process, a Committee Process and an Appeals Process. The objective is to resolve conflicts through discussion. Should the Preliminary Process not resolve conflicts, students may request a committee hearing. All committee decisions may be appealed through the Appeals process.

PRELIMINARY PROCESS: The function of the Preliminary Process is to resolve conflict through formal discussion and must be completed prior to the initiation of the Committee Process.

1. To initiate this process, the student is required to submit a written statement describing the complaint to a Program official within 3 days of an incident.

2. The Program official will respond within 2 days to schedule a meeting to formally hear the complaint. The Program official will notify the student of the location, date and time of the meeting. The meeting will be scheduled during normal Program hours. Program officials will keep written documentation of the process.

3. The meeting will include the student involved, the other involved party and a Program official if requested by the student. Both parties will have opportunity to present their case and give a rebuttal of evidence. Appropriate evidence such as Program policies or the student's file will be available.

4. Concerns that are not resolved satisfactorily on this level may be taken through the Committee Process.

FILING A GRIEVANCE REQUEST:

1. The student or unsatisfied party must submit, in writing, to the Program Director, a formal request to appear before the Grievance Committee. This written request must be submitted within 3 days of the conclusion of the Preliminary Process.

2. The written request must include:
   a. identification of the rights/program/policy violated.
   b. description of the situation

The student requesting the hearing is required to release, in writing, to the Grievance Committee members and party(ies) being grieved, access to his/her educational records.

COMMITTEE PROCESS:

Function: To provide due process, assuring that the rights of all parties are not infringed upon and that the Program's policies are upheld.

Structure: The Grievance Committee is a standing committee of the Faculty Organization. It is composed of the Program Director (who serves as chairperson) and five voting members. They are:

1. One Clinical Faculty member
2. Medical Advisor or Department Director
3. Department Manager
4. 1 first year student
5. 1 second year student

Student members will be selected from the student body according to the clinical schedule and availability.

Meetings: The Advisory Committee (or Grievance Committee members) will hold a scheduled meeting annually, to review policy and procedures as a group. Further meetings will be held, as necessary, and will be scheduled by the Program Director.

The Review:
1. A review will be scheduled no later than 20 calendar days after the submission of the grievance request.

2. The Program Director, as chairperson, will provide written notification to the student of the date and time of the review.

3. The student will be allowed to continue in class and in clinical rotations until the committee decision is made, with the following exceptions:
   - The student's behavior meets the criteria for immediate suspension and/or dismissal.

4. Attendees at the review will be limited to:
   - the student, and if he/she so chooses, one representative of his/her choice, to assist him/her at the view. To have legal counsel present is not looked upon by the courts as being essential to fairness. The right to legal counsel present is a function of the complexity of the case and a cost to the student. In cases where criminal charges may follow, legal counsel for students is advised.
   - the party(ies) being grieved.
   - the official members of the Grievance Committee. In the event that a committee member is being grieved, that an alternate will replace committee member, designated by the Program Director.

5. The involved student or his/her representative reads the grievance request to the committee along with a brief description of the issue.

6. The party requesting the grievance and the party(ies) being grieved will both address the committee. Both parties are given the opportunity to present evidence that is relevant to the issue at hand and to question any evidence presented. Opportunity is also provided for committee members to question both parties.

7. In the event that witnesses are requested by the either party, they may be called into the review, at the appropriate time, to provide relevant information. Both parties, as well as committee members are given the opportunity to question any witness before the witness is excused.

8. A discussion will follow during which time all non-voting members except for the chairperson will be required to leave the meeting.

9. The decision will be based on a majority vote, by closed ballot. The Program Director will tally the votes.

10. The party requesting the grievance and the party (ies) being grieved will be notified in writing by the Program Director within 1 day of the final committee decision.

11. The party requesting the grievance and the party(ies) being grieved have the right to appeal this decision through the Appeals Process, within 3 days of notification of the decision.

12. Documentation of the proceedings will be maintained in a separate file in the Program Director's office.

**APPEALS PROCESS:**

The function of the Appeals Process is to provide the process for parties to appeal the Grievance Committee.

1. All Appeal requests are submitted to the Program Director.

2. The Appeal must be requested in writing within 3 days of notification of the Grievance Committee decision.

3. The Program Director will forward this request through the formal Grievance Committee procedures of the Medical Center (See Medical Center Associate Handbook).

4. The student will be notified, in writing, by the Program Director regarding the time frames established by the Medical Center’s Grievance Committee.

5. The parties involved are bound by the Grievance Committee’s decision, until the Medical Center’s Grievance Committee reaches a decision on the Appeal.

6. The decision of the Medical Center’s Grievance Committee is considered final.
MISCELLANEOUS INFORMATION:

If the Program is thought to be in noncompliance with the Joint Review Committee on Education in Radiologic Technology's STANDARDS, the Program officials will meet to investigate the issue and will take corrective action if necessary. The JRCERT will be contacted for any discrepancy in policy interpretation. An explanation of the JRCERT's decision will be announced to all parties involved. See JRCERT Compliance Policy for specific procedures.

The student may have access to his/her student file including all test papers, evaluations, etc. by making an appointment with a Program official at a mutually convenient time. The student will not remove any file contents. The entire student file will be present at any hearing and available to the student for use in his/her defense.

If the student is suspended, as a result of the above process, then the suspension will be considered an absence. See Attendance and Lateness Policy.

TITLE: Student Records Policy

REVIEWED:
MARCH, 2013, June 2016

REVISED:
MAY 2006, June 2015

SUPERSEDES:
May 1997

APPROVED BY: Karen Nevins, Program Director

PURPOSE: To maintain and release student's records in compliance with state and federal laws.

POLICY:
I. Records Release:

a) St. Vincent's Medical Center School of Radiologic Technology, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, also known as the Buckley Amendment, allows its students to inspect their official educational records. These records are maintained in the Program Director's office. All questions regarding the implementation of the Act should be directed to the Program Director or research FERPA.
b) Students wishing to review their School of Radiologic Technology education records must notify a Program official to arrange a mutually convenient appointment to do so. Records must be reviewed in the presence of the Program official, or designee. Students may exercise the right to copy documents contained in their record. Official transcripts received from other educational institutions or agencies are not available from St. Vincent’s. Such documents must be requested by the student from the original source or institution.

c) The student has the right to add a letter of explanation to their permanent file, in regard to any conflict or discrepancy that may arise.

d) The confidentiality of students’ education records is strictly maintained. The Program believes in limited disclosures of information from students’ files to third parties. Only members of the St. Vincent’s School of Radiologic Technology faculty have access to students’ files, for the purpose of education and guidance of students and for other legitimate school business. Written permission from the student is required for transcripts and/or any other information from students’ files to be released to any third party, (including the student’s parents). A request for release of information must be in writing and submitted to the Program Director.

e) Limited access to students’ records is afforded to representatives of regulating agencies in conjunction with accreditation procedures.

f) The right to inspect and review education records does not extend to applicants, to those denied admission, or to individuals who do not actually enroll in the School.

h) Comments and complaints regarding students’ rights under the FERPA may be submitted in writing to: Family Policy Compliance Office, U.S. Department of Education, Washington, DC 20202-4605.

II. Records Retention

St. Vincent’s Medical Center School of Radiologic Technology retains students’ records as follows:

1. The Program secures student records in the Program Director’s office. Students’ entire record (including application materials, attendance materials, radiation monitoring reports, transcripts, some test papers, evaluations, signature pages, etc.) is kept 5 years. The Medical Center’s Health Office Department maintains all health-related records and reports on students during their enrollment.

2. After 5 years a student’s application, radiation reports, transcripts and attendance information are maintained permanently, along with other identifiable information.

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**TITLE: Radiation Protection for Students Policy**

**CODE: SV -10**

**REVISED:** Dec 2010, 2006, 3/2013

**APPROVED BY:** Karen Nevins, Program Director

**PURPOSE:** To protect the radiology students from radiation.

**POLICY:**

The students at St. Vincent’s Center are under NO circumstances allowed to hold a patient for any x-ray exposure.

Students are required to wear lead aprons while “standing out” (in the room) for fluoroscopic examinations and while doing portable x-ray portable examinations.
The students are required to wear their radiation dosimeter at all times in the radiology department. Students are further required to notify a program official in the event of loss or damage to his/her dosimeter. If a monitoring devise is left at home the student must leave clinic to retrieve it, and make up the time missed according to the Tardiness Policy SV-03.

Student radiation reports are distributed monthly and evaluated quarterly to ensure the Threshold Dose is not exceeded. The Quarterly Threshold Dose is listed in the Administrative Policy Manual #04-12 (Level II = Whole Body Dose < 750 mR). All abnormal readings are investigated to determine probable cause and action, including counseling, if needed. The most recent radiation reports are posted in the classroom for review by students, initialed and filed in the Program Directors office.

Students are required to observe the basic principles of radiation protection for themselves, patients and the general public while in the radiology department.

All students are issued two copies of their cumulative radiation exposure dose, as soon as feasible, upon program completion or dismissal.

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**TITLE:** Student Pregnancy Policy

**CODE:** SV -11

**REVIEWED:** May 21, 2015, 6/2016

**REVISED:** September, 2011, March, 2013

**SUPERSEDES:** June 2015 rem to mSv

**APPROVED BY:** Karen Nevins, Program Director

**PURPOSE:** To assure that Nuclear Regulatory Commission regulations regarding the declared pregnant student (declared pregnant worker) are published and made known to accepted and enrolled female students.

To assure that accepted and enrolled students have options for disclosure of pregnancy and for continuance in the program.

**POLICY:**

I. General

The Nuclear Regulatory Commission specifies in 10 CFR 20.1208 that it is the licensee’s responsibility to ensure
the dose to the embryo-fetus from occupational exposure of a **declared** pregnant worker not exceed 5.0 mSv over the entire pregnancy.

The 0.5 mSv monthly limit to the embryo-fetus becomes applicable once the student declares the pregnancy in writing. The pregnant student need not declare her pregnancy if she chooses. The licensee is not required to restrict the dose to the embryo/fetus to 5.0 mSv (gestation) until written declaration of pregnancy is made. A note from the student's obstetrician, to include the estimated date of conception, will be required for the student to continue clinical rotation in the Radiology Department. The estimated date of conception will be necessary in the determination of the accumulated dose to embryo/fetus.

An estimate of the accumulated dose that the embryo/fetus may have received prior to the declaration of pregnancy will be subtracted from 5.0 mSv to determine the dose the embryo/fetus will be allowed to receive during the remainder of the pregnancy.

The 5.0 mSv dose limit shall be the sum of the deep dose equivalent to the declared pregnant student from external radiation sources and the dose from radionuclide's in the embryo/fetus and or pregnant radiation student that have been ingested or inhaled due to **occupational** exposure.

**II. PERSONNEL MONITORING**

The declared pregnant student that is likely to receive in excess of 5.0 mSv in a year **must** wear two personnel monitoring devices; one at the waist level to record the most representative exposure to the embryo/fetus and a personnel-monitoring device at the collar. In this way, the most representative exposure to the embryo/fetus can be recorded while maintaining a consistency with previous records.

**III. RESPONSIBILITIES**

A pregnant student has the following options:

1. The pregnant student opts **NOT** to declare the pregnancy (as described above), thereby not informing program officials.

2. The pregnant student opts to declare the pregnancy to program officials so that timely radiation safety advisement can be provided by the program's radiation safety officer. The student who declares her pregnancy will also select one of the following options, in writing, for continuance in the program:

   (1) The student may elect to continue the educational program without modification.
   (2) The student may elect to modify the educational program as described below.
   (3) The student may elect to withdraw from the program.
   (4) The student may elect to undeclare (in writing) declared pregnancy

In reference to (2) above; at the recommendation of the Medical Director/Advisor, Radiation Safety Officer or the student's obstetrician, the student may be allowed to temporarily postpone their education by taking a Leave of Absence. This leave of absence will of course have to be made up by the student. It is the practice of the Program to permit the student to re-enter the program at the same point the Leave of Absence was activated.

In reference to (1) above; if at any time the student experiences illness during her pregnancy, it is the responsibility of the student to make up didactic work missed due to absence. Again, the program will inevitably extend past the end of June to ensure completion of all Program requirements.

Additional information regarding federal guidelines for prenatal radiation exposure may be found at [www.nrc.gov/NRC/index.html](http://www.nrc.gov/NRC/index.html).
PURPOSE: To establish criteria for refunding student tuition.

POLICY:

The first day of class is July 25th. Each student is held responsible to deposit the first term tuition by September 12, 2016. This date is the last day to withdrawal or drop from the program. Upon request a 50% refund of tuition will be given to students who withdraw or who are dismissed from the program within two (2) weeks of the drop date: September 12, 2016. NO refunds will be given after that date.

There will be no refunds for the acceptance fee. See Policy SV-12.
There will be no refunds for purchased text books or workbooks.

I understand the information above and have had a chance to ask questions regarding the costs and policy.
TITLE: Student Evaluation of Faculty, Clinical Instructors, Clinical Committee Members, and Clinical Sites.

IMPLEMENTED: March 2014

REVIEWED: June 2015, 2016

REVISED: June 2015

APPROVED BY: Karen Nevins, Program Director

PURPOSE: To assure continued professional development by evaluating program faculty and clinical instructors (CCM).

POLICY:

The performance of the program faculty, clinical faculty and clinical committee members must be evaluated minimally once per year. Evaluation assures that instructional responsibilities are performed and provides administration and faculty with information to evaluate performance.

Each student will be responsible for completing the evaluations distributed in an effort to provide feedback on their instructors. Each student's evaluation remains confidential and will be collected by the Medical Imaging Directors Administrative Secretary. The information will be tallied by the secretary and the evaluations therefore, remain anonymous.

Evaluation results will be discussed with the individuals as well as with the advisory committee member’s at the annual meeting.
Florida Alpha Tau Chapter of Lambda Nu

Revised 5/16

PURPOSE: The Florida Alpha Tau Chapter of Lambda Nu is a national honor society for the radiologic and imaging sciences. This chapter has been established at St. Vincent’s Medical Center - Riverside. The purpose of this Chapter is to:

• Foster academic scholarship at the highest academic levels.
• Promote research and investigation in the radiologic and imaging sciences.
• Recognize exemplary scholarship.
• Mentor students in the radiological sciences.
• Promote community service.
In order to qualify for membership in this society, Certificate Radiology students will be required to meet minimum requirements as specified in the by-laws of the Chapter.

• Academic: Minimum GPA of 3.30 on a 4.0 scale after the first 6 month term of the radiology program.
• Recommendation: Sponsorship by a Faculty Member of the Florida Alpha Tau Chapter of Lambda Nu.
• Dues: Payment of a one-time induction fee representing National and FL Alpha Chapter dues.

Race, creed, handicap, sex, nationality or religion shall not be a factor in deciding which students are eligible for membership.

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**MRI Screening for Students**

**PURPOSE:**
The purpose of this policy is to ensure the safety of the Radiologic Technology students before entering a Magnetic Resonance Imaging scanning room/field. It assures appropriate MRI Safety screening has been completed annually on each student.

**POLICY:**
All students in the Radiologic Technology program will be instructed in MRI Safety basics in the first semester of the program prior to entering clinical rotations. In addition, all students will be screened again the fourth semester of the program to ensure continued safety in the event of a clinical rotation within an MRI facility. Students may also be subject to additional screenings at MRI facilities. Each student will view a safety tape provided by the MRI department and take a post test. All students must score a 100% on the posttest or retake the test until a 100% is attained.
Magnetic Resonance Imaging (MRI) scanners generate a very strong magnetic field within and surrounding the MR scanner. As this field is always on, unsecured magnetically susceptible (ferromagnetic) materials, even at a distance, can accelerate into the bore of the magnet with a force significant enough to cause severe injury or damage to the equipment, patient, and/or any personnel in its path.

Anyone entering the MR environment without being thoroughly screened by qualified MR personnel may potentially compromise his/her safety and/or the safety of everyone in the MR environment. It is the MRI technologist’s responsibility to control all access to the scan room. As a student, you too become part of this safety team adhering to all MRI safety policies and procedures. At any point a student has doubt, an MRI Technologist or Radiologist should be consulted.

Students will be responsible for reporting any changes which impact this screening and may thus compromise safety.