



MERCY/ST. LUKE'S
SCHOOL OF
**Radiologic
Technology**

STUDENT HANDBOOK
2017-2018

I hereby certify the contents of this handbook are true and accurate
at the time of publication.



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TABLE OF CONTENTS

INTRODUCTION

General Information	1
Program Description.....	2
Mission Statement.....	3
Program Goals and Expected Outcomes	4
Pledge to the Students	5
Equal Opportunity	5
Registration-ICSAAC.....	5
Accreditation-JRCERT	6
Title IV Eligibility-USDE.....	7
Professional Organizations.....	7
ARRT Code of Ethics	8
Technical Standards	9

PROGRAM COSTS AND FINANCIAL AID

Estimate of Cost	11
Replacement Fees.....	11
Payment Schedule	12
Student Accounts.....	12
Textbooks	12
Refund Policy.....	13
Financial Aid	13
Kirkwood Community College Articulation	14
NDSU/SCSU clinical affiliations	15
Bachelor of Radiologic Science.....	15
Student Employment.....	15

CURRICULUM

Curriculum.....	17
Course Descriptions	19
Grading Policy.....	23
Director's Honor Roll	24
Star Award Program.....	25
Clinical Education.....	26
General Responsibilities	26
Clinical Hours.....	26
Study Guides and Evaluations	26
Clinical Competencies.....	26
Random Competencies.....	26
Performance Standards	27
Graduation	27
Dr. Erskine Award for Academic Excellence.....	27
Faculty Award for Clinical Excellence	27
ARRT Certification Examination	27
Requirements for Graduation.....	27
Post-Graduation Employment.....	28

Learning Disabled Students	28
Transfer Students	29

POLICIES AND PROCEDURES

Attendance and Admissible Absence.....	30
General Attendance.....	30
Leave of Absence	30
Military Call to Duty.....	30
Process to Withdraw	31
Classroom Conduct	31
Copyright Infringement	32
Social Media Policy	32
Student Health Information	33
Health Assessments	33
Vaccinations	33
TB Testing.....	33
Medical Insurance	33
Infection Control	34
Retention of Health Records	34
Pharmacy	34
Employee Assistance Program (EAP)	35
Drug Testing.....	35
Protection of Privacy for Students and Parents.....	35
Campus Crime & Security Act	36
Transcripts	37
Tobacco Policy.....	37
Radiation Protection Policies	37
During Pregnancy	39
MRI Safety Policies.....	40
Confidential Information.....	41
Probation, Suspension, Dismissal and Resignation.....	42
Probation.....	42
Suspension.....	43
Dismissal	43
Misconduct Resulting in Disciplinary Action	44
Student Grievance Procedure.....	45
Instructor and Course Evaluating	47
Student/Faculty Committee	47
Access to Faculty	48
Society Memberships and Meeting	48
Graduate and Employer Surveys	48
Student Access to JRCERT	48
Outcomes Assessment.....	49
Disaster and Weather Emergency Plans.....	49
Liability Insurance Protection	49
Incident Reports	49
Address and Phone Changes.....	50
Telephones.....	50

Alcoholic Beverage Policy.....	51
Drug and Alcohol Free Campus Statement.....	51

FACILITIES

Classrooms/Laboratory	53
Cafeteria	53
Parking.....	54
Health Science Library	54
Copying.....	55
Computer Access	55

APPENDICES

- Appendix A – Performance Standards
- Appendix B – Academic Calendar/Holiday Schedule
- Appendix C – Prenatal Radiation Exposure Memo
- Appendix D – Disciplinary Action Report
- Appendix E – Required Textbooks

WELCOME TO MERCY/St. LUKE'S SCHOOL OF RADIOLOGIC TECHNOLOGY

We are so excited you are here! Your student days here can be a wonderful and exciting experience. We are confident you will receive an excellent education and hopefully these days will provide you with pleasant memories later in life. To better assure this and to provide for the best interest of all students and also for the betterment of the School, specific policies, rules, and regulations have been established and put in the form of a Student Handbook. These are not meant as restrictions, but have been developed from past experiences to assist in your professional development.

To document compliance with Iowa Code, Section 261B.9, disclosures regarding the program, including but not limited to name of the course, subject matter, tuition, refund policy, award granted at graduation, and accreditation information are all contained within this handbook. The Handbook is meant as a source of information upon which accurate and responsible decisions may be made. A separate Clinical Handbook highlights the primary policies and rules that govern clinical education.

I have read the Student Handbook and Clinical Handbook in full, my questions have been satisfactorily answered, and I understand the contents of this handbook. My signature signifies my understanding and agreement to the terms contained herein.

Printed Name

Signature

Date

Directors Initials

**A signed copy of this form will be maintained in the students' file
in the administrative offices.**

INTRODUCTION

GENERAL INFORMATION

In the early 1940's, Mercy Medical Center and St. Luke's Hospital each saw the need for establishing schools to prepare students in the profession of Radiologic Technology. At that time, each school received and thereafter maintained accreditation by the Committee on Allied Health, Educational and Accreditation of the American Medical Association. In January 1981, the two schools were merged into the present Mercy/St. Luke's School of Radiologic Technology. Through high standards set forth by the School, accreditation continues to be maintained by the Joint Review Committee on Education in Radiologic Technology.

The School of Radiologic Technology is committed to an educational program that will provide students with the knowledge, skills, techniques and professional ability to enable them to become registered Radiologic Technologists who are capable of rendering quality health care. The School exposes students to all facets of Radiologic Technology to insure that an acceptable quantity and quality of clinical experience is attained.

The Radiologic Technology education for students consists of lectures, demonstrations, laboratory simulations, and supervised clinical experiences. When not in class, the students, with the staff technologists or faculty members, perform various types of radiologic procedures. Gradually increasing responsibilities are assigned to students as their knowledge and competence increases.

During the two years, the student participates in imaging modalities by scheduled rotations through appropriate divisions in the Radiology Departments of St. Luke's Hospital, Mercy Medical Center, Hall Radiation Center, and Radiology Consultants of Iowa.

Normal day time school operating hours may range between 7:00 AM to 8:30 PM with students being assigned to clinic either from 7:00 AM to 3:30 PM, 7:30 AM to 4:00 PM, or 12:00 PM to 8:30 PM for daytime rotations, and 12:00 noon to 8:30 PM and 2:00 PM to 10:30 PM for evening rotations. Weekend rotations of 0700 to 1530 hours are also assigned. All off-hour rotations are equitable among all students.

PROGRAM DESCRIPTION

The 24-month certificate program of medical radiography is designed to prepare health care professionals skilled in the use of ionizing radiation for diagnostic purposes. To this end, a course of study is offered that will develop the knowledge, skills and attitudes necessary for working with patients and radiology equipment.

The full-time curriculum provides instruction in both the classroom and clinic. The didactic component consists of the factual and theoretical basis of radiology. The clinical setting provides the opportunity for applying classroom knowledge in a supervised patient care environment.

The entire curriculum is competency based requiring mastery learning in all entry-level skills identified. Educational objectives are provided to students, which are expected to be achieved in specific time intervals and at specific levels of achievement. This system allows for efficient and productive learning.

On successful completion of the certificate course of study, the student is eligible for the radiography certification examination administered by the American Registry of Radiologic Technologists, providing they meet all education and ethics requirements. Upon passing the exam, the student becomes a registered Radiologic Technologist. Additionally, through an articulation agreement with Kirkwood Community College, students will obtain a Diagnostic Assistant AAS degree if they did not already earn a degree prior to admission.

The course of study includes all courses required and recommended in the *Curriculum Guide for Programs in Radiologic Technology*, developed by the American Society of Radiologic Technologists. The college credit general education courses required are completed as prerequisite courses prior to application to the program. The school is fully accredited by the Joint Review Committee on Education in Radiologic Technology.

Since the American Registry of Radiologic Technologists now requires an academic degree to be eligible for the certification exam, students have two options. They may earn a degree prior to applying for the program or they may enter the Diagnostic Assistant AAS degree program at Kirkwood Community College. Even if a previous degree has been earned, candidates must still have proof of all prerequisite course required. The AAS Diagnostic Assistant degree is offered through a sharing/articulation agreement between Kirkwood and Mercy/St. Luke's. The degree consists of 29 semester hours of prerequisite credit, and 4 semester hours of elective credit required prior to graduation, from Kirkwood. Upon acceptance into and completion of two semesters of the Mercy/St. Luke's Radiologic Technology program, students are eligible for the AAS degree at Kirkwood, but are not eligible for the ARRT exam until graduation from Mercy/St. Luke's.

MISSION STATEMENT

Mercy Medical Center Mission Statement:

To care for the sick and enhance the health of the communities we serve, guided by the spirit of the Sisters of Mercy.

Mercy Medical Center Vision Statement:

Working together to provide exceptional healthcare with *The Mercy Touch*.

St. Luke's Hospital Mission Statement:

To give the healthcare we'd like our loved ones to receive.

St. Luke's Hospital Vision Statement:

Best Outcome for every patient every time.

Mercy/St. Luke's School Of Radiologic Technology Mission Statement:

To provide a high quality education in the profession of Radiologic Technology through the use of competency based clinical instruction and comprehensive didactic education.

PROGRAM GOALS AND EXPECTED OUTCOMES

Goal 1: Students will demonstrate clinical competence

Student Learning Outcomes:

- Students will demonstrate proper positioning skills.
- Students will demonstrate quality patient care.
- Students will demonstrate radiation protection.

Goal 2: Students will demonstrate critical thinking skills

Student Learning Outcomes:

- Students will perform non-routine exams.
- Students will analyze images.
- Students will demonstrate adaptability.

Goal 3: Students will demonstrate professionalism

Student Learning Outcomes:

- Students will demonstrate professional behavior in the clinical setting.
- Students will understand principles of ethics.

Goal 4: Students will demonstrate effective communication skills

Student Learning Outcomes

- Students will demonstrate effective non-verbal communication skills.
- Students will demonstrate effective verbal communication skills with patients.

PLEDGE TO THE STUDENTS

The administrators and radiology group associated with the School of Radiologic Technology pledge to provide the students with the following conditions:

1. The expectation of being treated equally with dignity and respect by staff personnel, administrators, radiologists and others in the department, especially in the presence of patients.
2. The opportunity to review and respond in writing to all routine written evaluation reports.
3. The right to speak in defense of one's own position without fear of recrimination in situations of conflict.
4. The right to organize as a class and to appoint a class spokesman to represent interests of the class in departmental communications.
5. Adherence to the provisions of the Civil Rights Act of 1964.
6. All persons with access to confidential information regarding a student shall respect completely the confidential nature of such data.
7. The educational program does insure that all students have the opportunities to participate and share in like experiences.
8. The provisions of the Family Education Rights to Privacy Act are upheld.

EQUAL OPPORTUNITY

The Mercy/St. Luke's School of Radiologic Technology recruits students and employs faculty who are the most qualified people available, without regard to race, color, creed, age, sexual orientation, gender identity, sex, national origin, ancestry, religion or disability.

Title IX of the Education Amendments of 1972, as amended, is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Any sex-based discrimination complaints are to be addressed to the Title IX Coordinator, Susan Slattery, Director-Human Resources, Cedar Rapids Resource Center, St. Luke's Hospital, 1026 A Avenue NE, Cedar Rapids, IA 52402. Phone number 319.369.7014.

REGISTRATION-IOWA COLLEGE STUDENT AID COMMISSION (ICSAC)

Mercy/St. Luke's has historically been exempt from registration in Iowa under Iowa

Code Section 261.11, subsection 1, paragraphs "k" and "l". However, in 2012 the School voluntarily applied for registration with ICSAC to comply with federal regulations in 34 CFR 600.9, which require a school participating in the federal student aid programs to be authorized to operate, by name, as a postsecondary educational institution by an action of the State in which the school is located. Current registration is valid until May 20, 2016. See <http://www.iowacollegeaid.gov/PostsecondaryRegistration/postsecondaryapplications.html>. Since that time, the ICSAC amended Iowa Code Section 261.3, Chapter 21. This amendment specifically lists MStL as an institution exempt from registration. (283-21.10(261B), 21.10(1), 21.10(2). Individuals wishing to inquire about the school or file a complaint may contact the ICSAC by writing to 430 East Grand Ave., FL 3 Des Moines, IA 50309-1920, or by calling the commission at (515) 725-3400.

The state authorization is required to include a process where the State reviews and acts on complaints arising under State laws, including laws related to fraud or false advertising (75 Fed. Reg. 66865-66, Oct. 29, 2010). To meet this requirement, the ICSAC has a "Constituent Request for Review" form available online to field any student complaints. The Iowa College Student Aid Commission has that State-based student complaint process. A student may file a complaint with the Commission online at <https://www.iowacollegeaid.gov/sdrf-start>. This information is being made available to all enrolled/prospective students in accordance with 34 CFR 668.43(b).

ACCREDITATION-JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY (JRCERT)

All schools of radiologic technology may voluntarily seek programmatic accreditation from the JRCERT. The JRCERT promotes excellence in education and enhances quality and safety of patient care through the accreditation of educational program. The JRCERT is the only agency recognized by the U. S. Department of Education for the accreditation of educational programs in radiography.

During this peer review process, the educational policies and procedures of the school are examined to ascertain compliance with the established educational standards for our profession as contained in the "Standards for an Accredited Educational Program in Radiologic Sciences." Students may view a copy of the "Standards for an Accredited Educational Program in Radiologic Sciences" in either classroom or online at www.jrcert.org. Persons interested in viewing the MStL current accreditation award may contact either the Program Director or the JRCERT.

The process of accreditation typically takes 6 – 18 months. It begins with the "Application for Accreditation". The Self-Study Report is due at the time that the application is presented to the JRCERT. This phase is a self-analysis by the school of its own policies and procedures.

Within 6 – 12 months after the application and Self Study report is filed, a site visit is scheduled. Radiography educators specially trained as site visitors examine the program's policies and procedures. This process takes two to three days and includes interviews with students, among others. The site visitors report, along with the Self-

Study, is then presented to the JRCERT board.

The JRCERT board determines one of the following accreditation awards:

Accreditation: Awarded for various lengths of time based on the degree of compliance with the relevant accreditation standards.

Probation: Awarded when program not in substantial compliance with the relevant accreditation standards.

Administrative Probation: Awarded for 90 days maximum when program not in compliance with administrative procedures. (See JRCERT Policy 10.202)

Withdrawal of Accreditation: Awarded when program is not in compliance.

Mercy/St. Luke's is fully accredited by the JRCERT (2011, Next accreditation 2018). The JRCERT may be contacted at; 20 N Wacker Dr., Suite 2850, Chicago, IL 60606-3182. (312)704-5300. www.jrcert.org. Program effectiveness data may be found here as well.

ELIGIBILITY APPROVAL-U.S. DEPARTMENT OF EDUCATION

Mercy/St. Luke's has also been declared eligible and certified to participate in Title IV Federal Student Aid Programs by the United States Department of Education. The most recent action date was 3/5/12. The Federal School Code is 014918. This eligibility expires on 12/31/17. Interested persons may view the eligibility documents by contacting the Program Director.

PROFESSIONAL ORGANIZATIONS

The American Society of Radiologic Technologists (ASRT)

The ASRT is a national professional organization whose mission is to advance the medical imaging and radiation therapy profession and to enhance the quality of patient care. The American Society sponsors numerous educational programs for all ranks of technologists and holds an annual meeting with a wide range of professional and continuing education offerings. The ASRT developed and publishes the CURRICULUM GUIDE FOR EDUCATIONAL PROGRAMS IN RADIOLOGIC TECHNOLOGY and provides for periodic review of curricula in radiologic technology. The ASRT maintains its headquarters at 15000 Central Avenue SE, Albuquerque, New Mexico 87123. (505) 298-4500. Students may request a copy of the curriculum guide from the Program Director or view it online at http://www.asrt.org/docs/default-source/educators/ed_curr_rad2012approved_013012.pdf?sfvrsn=2. Applications for membership to the ASRT are also available online at www.asrt.org.

The American College of Radiology (ACR)

The ACR is a professional membership organization representing the interests of physicians-specialists in the various disciplines of radiology. The American College of Radiology provides numerous educational programs for its members and participates in a number of educational and related activities for radiologic technologists. The American College of Radiology maintains its headquarters at 1891 Preston White Drive, Reston, Virginia 20191. www.acr.org

The American Registry of Radiologic Technologists (ARRT)

The ARRT is the world's largest certification organization that seeks to ensure high quality patient care in medical imaging, interventional procedures, and radiation therapy. They test and certify technologists and administer continuing education and ethics requirements for annual registration. The American Registry of Radiologic Technologists is not involved in the accreditation process but does require evidence that candidates for certification are graduates of accredited programs and hold an academic degree. For information on the ARRT and other eligibility requirements, contact the organization at 1255 Northland Drive, St. Paul, Minnesota 55120-1155. (651) 687-0048. www.rrt.org

The Iowa Society of Radiologic Technologists (ISRT)

The ISRT is the state affiliate of the ASRT. Students may join the ISRT if they choose. Area 3 of the ISRT is the local district, which students may also join during the educational program. www.isrt.org.

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS CODE OF ETHICS

Preamble

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Registered Technologists and candidates may evaluate their professional conduct as it relates to patients, health care consumers, employers, colleagues and other members of the health care team. The Code of Ethics is intended to assist Registered Technologists and candidates in maintaining a high level of ethical conduct and in providing for the protection, safety and comfort of patients. The Code of Ethics is aspirational.

Principle 1

The Radiologic Technologist conducts herself or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

Principle 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.

Principle 3

The Radiologic Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socioeconomic status.

Principle 4

The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

Principle 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.

Principle 6

The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

Principle 7

The Radiologic Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.

Principle 8

The Radiologic Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

Principle 9

The Radiologic Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

Principle 10

The Radiologic Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

TECHNICAL STANDARDS

A student radiographer must be:

1. Physically able to move, lift or transfer patients from a wheelchair, stretcher or cart to an x-ray table or patient's bed.

2. Physically able to move, adjust and manipulate a variety of x-ray equipment.
3. Physically able to manipulate patients into the proper position for the x-ray examination.
4. Able to communicate verbally in a manner the patient can understand.
5. Able to handle stressful situations and provide physical and emotional support to the patient.
6. Able to visually distinguish between various shades of black and gray.
7. Able to hear patients speak.

Students who are unable to satisfactorily meet these technical standards will be referred to the School's Medical Advisor and to their family physician for their professional opinions as to whether the students limitations would allow them to perform the duties of a radiologic technologist. A decision based on the information from the above sources will determine if the student is physically capable of this goal.

**PROGRAM COSTS, FINANCIAL AID,
ADMISSIONS INFORMATION**

ESTIMATE OF COSTS

	1 st Year	2 nd Year	Total
Tuition	\$3750.00 ¹	\$3750.00	\$7500.00
ARRT Examination Fee*			\$ 200.00
IDPH Permit to Practice Fee*		\$ 60.00	\$ 60.00
Textbooks ³			\$ 600.00 ²
Uniforms/Shoes ⁴			\$ 600.00 ²
Miscellaneous graduation expenses			\$ 135.00 ²
Health Insurance ⁵	Single and Family plans available at the St. Luke's associate rate – Dental is <u>not</u> included. Premiums must be paid monthly.		

* Fees are paid directly to the appropriate agencies.

¹ \$250.00 of the first year's tuition is due upon acceptance.

² Estimate

³ Available from Mercy/St. Luke's.

⁴ Potential retailers are discussed during Orientation.

⁵ Optional

The school of Radiologic Technology reserves the right to change tuition and fees with approval of the Governing Committee without prior publication. Increases typically become effective in July of each year.

REPLACEMENT FEES

All required name tags, ID badges, and anatomic side markers are initially provided at no cost to the student. If replacements are necessary, the student will be billed per the following schedule:

Replacement Markers	\$ 9.00 per set
Replacement Nametags	\$ 5.00 each
Replacement Hospital ID Badges	\$10.00 each (St. Lukes) \$25.00 each (Mercy)

PAYMENT SCHEDULE

The student will pay tuition according to the following payment schedule:

<u>First Year</u>	<u>Due Upon Acceptance</u>	<u>Due 1ST Day of classes</u>	<u>Billed Jan. 5th</u>
Tuition	\$250.00 deposit	\$1625.00	\$1875.00

<u>Second Year</u>	<u>Billed June 1ST</u>	<u>Billed Jan. 5th</u>
Tuition	\$1875.00	\$1875.00

PAYMENT FOR ALL TUITION AND OTHER EXPENSES IS EXPECTED WITHIN THREE WEEKS OF DATE BILLED. HOWEVER, A STUDENT WILL BE ALLOWED TO REMAIN IN CLASSES UNTIL THE END OF THE SEMESTER. IF THE TUITION/EXPENSES ARE NOT PAID BY THE END OF THE SEMESTER IN WHICH THEY WERE DUE, THE STUDENT WILL BE BARRED FROM ALL DIDACTIC AND CLINICAL CLASSES UNTIL PAID.

If a student is unable to pay according to the above schedule, they should contact the Program Director.

STUDENT ACCOUNTS

A student account is maintained through St. Luke's Hospital. Tuition, books, and other items required are charged to this account. All accounts that have balances will receive a monthly statement. At the beginning of each semester in which tuition is billed to the account, students should pay the balance within three weeks. If account balances are not entirely paid by the end of these semesters, the student will not be allowed to attend school until the balance is paid. It may be paid by cash, check, money order, or credit card at the St. Luke's cashier. Additionally, you may pay by check or cash in the school office. Student accounts must be paid in full prior to graduation.

Meals, Java World, Pharmacy purchases, Gift Shop purchases, and Fitness Center memberships may NOT be charged to student accounts.

TEXTBOOKS

Textbooks will be ordered by MStL for students at a reduced price from retail prices. Students may pay for books by cash or check in the school office or charge the books to their student account. This allows Pell-eligible students to obtain their books prior

to receipt of the Pell award, and within 7 days of the payment period. All student account balances must be paid by the end of each semester.

REFUND POLICY

The \$250 tuition deposit is non-refundable by the time classes begin. (See Applicant Agreement for refund schedule of deposit) Tuition refunds for the remainder of the first semester tuition will be made according to the following schedule:

<u>COST</u>	<u>REFUND</u>	<u>AMOUNT NOT REFUNDED</u>
<u>Start date to August 1st</u>		
\$1625.00 Tuition	\$812.50	\$812.50
<u>After August 1st</u>		
\$1625.00 Tuition	0% Refund	\$1625.00

Beginning in the second billable semester (January), if a student attends a portion of any one day of classes or clinical in a semester for which tuition has been billed, there will be no refund if the student withdraws or is dismissed. Students leaving the program for any reason will be expected to pay all remaining charges to their student account. In the event a student leaves the program with unpaid balances and does not pay them in a timely manner, they will be turned over to collections. All balances must be paid prior to a student receiving a diploma.

Book refunds of the full original price will be made ONLY if books are still in their original packaging. However, used books may be sold back to the School according to buy-back guidelines distributed during Orientation. Original receipts for uniforms should be maintained. Uniform costs are not refundable by the school. Unopened uniform refunds are at the discretion of the retailer.

The return of Title IV funds may differ from institutional refund policies to cover unpaid institutional charges in your XT account. Repayment arrangements must be made with the St. Luke's Hospital Finance Office. For the entire policy relating to withdrawal from MStL, please contact the Director.

Insurance premiums are non-refundable and the withdrawing student must pay all accumulated insurance fees.

FINANCIAL AID

The primary purpose of the financial aid program is to provide assistance to students who, without such aid, would be unable to attend Mercy/St. Luke's School of Radiologic Technology. All students wishing to apply for Federal financial aid must first complete a FAFSA at <https://www.fafsa.ed.gov>. The MStL Financial Aid Policies & Procedures Manual is available in the office of the Program Director and may be

viewed upon request.

Weber & Associates, a third-party servicer, processes students' financial aid through a Virtual Financial Aid Office website (<https://mercystlukes.vfao.com>). Instructions are provided to each student in the Financial Aid Handbook. It is imperative for students to have access to a reliable e-mail address for correspondence with the servicer. Once the servicer receives all required information from the student and processes the financial aid, an award letter will be sent to the student, and the monies will be sent directly to St. Luke's Hospital. Once this aid has been applied to students' account balances, any remaining monies will be distributed to the student by St. Luke's Hospital per the students' direction. The Program Director of MStL serves as the Financial Aid Administrator.

A hard copy of the Financial Aid Handbook is offered to each enrolled student annually. Additionally, they may view the handbook online in Populi, the college management system or visit <https://www.isrt.org/mercyst-lukes-cedar-rapids-ia/>, Click on "Mercy", then click on "Financial Aid" OR visit <https://www.isrt.org/mercyst-lukes-cedar-rapids-ia/> and click on "St. Luke's", then click on "Information on general institutional info, financial aid and graduate rates". Copies are also maintained in both classrooms and the Director's office. A very useful financial aid website may be seen at www.studentloans.gov.

Veteran's Benefits:

If you are receiving veterans' benefits and no other federal financial aid, you do **not** have to use VFAO. You must contact the Mercy/St. Luke's Program Director directly to process veteran's education benefits. All financial aid questions should be directed to Ashley at 319.369.7077.

ARTICULATION WITH KIRKWOOD COMMUNITY COLLEGE (KCC)

KCC is located at 6301 Kirkwood Blvd. SW, Cedar Rapids, IA 52404. Information may be found at www.kirkwood.edu. An Articulation Agreement for reverse credit transfer is maintained with KCC for students who do not hold a degree from an accredited college prior to applying at Mercy/St. Luke's. Under this agreement, students must take 29 semester hours of prerequisite credit plus 4 semester hours of elective credit prior to graduation from KCC and application to MStL, or at minimum, 12 semester hours to meet KCC residency requirements after transferring credit from another institution. KCC will award 29 semester hours of transfer credit from MStL toward a Diagnostic Assistant AAS degree upon completion of the first two MStL semesters. All paperwork required for KCC is the responsibility of the student. Students who have questions about the AAS degree should contact the Allied Health Department at KCC at (319) 398-5566 or the MStL Program Director. Estimated cost for the KCC portion of the MStL degree option is \$4466 for Iowa residents and \$5336 for non-Iowa residents. Current costs may be seen at <http://www.kirkwood.edu/catalog/current/tuition-rates.htm>.

NORTH DAKOTA STATE UNIVERSITY/ST. CLOUD STATE UNIVERSITY AFFILIATIONS

MStL also maintains clinical affiliations with NDSU and SCSU. In these affiliations, NDSU and SCSU students may apply to MStL, as well as many other Radiologic Technology programs for the internship portion of their bachelor's degree programs. If accepted at MStL, the universities remain the students' "home" institution for financial aid purposes. Upon completion of the MStL program, NDSU and SCSU award transfer credit for the Rad Tech curriculum at MStL. MStL is not required to accept a specific number of students from these programs.

BACHELOR OF SCIENCE IN RADIOLOGIC SCIENCE

Nationwide, there are many bachelors programs available in radiologic sciences. The University of Iowa in Iowa City, offers a BSRS that includes a second modality education. This degree does require enrollment in general education classes at the university. To obtain more information about this program contact:

Jennifer Maiers, Director of Student Affairs
Radiation Sciences Program
Radiology, C801 GH
200 Hawkins Drive
Iowa City, Iowa 52242-1077
<http://www.medicine.uiowa.edu/RadSci/>

STUDENT EMPLOYMENT

Students at Mercy/St. Luke's are considered employees/associates of both hospitals. Students may never work at either hospital for pay during clinic hours assigned by the School. Students may seek part-time employment in any hospital department. Job openings are posted on both hospitals websites.

CURRICULUM

MERCY/St. LUKE'S SCHOOL OF RADIOLOGIC TECHNOLOGY

COURSE NUMBER	COURSE TITLE	SH of CREDIT
FIRST YEAR		
SUMMER		
July - September		
1110	Patient Care I	1
1120	Rad Anat & Procedures I	6
1130	Intro. To Radiography and Protection	2
1100	Applied Clinic I	3
		<hr style="width: 100%; border: 0.5px solid black;"/> 12
FALL		
September - December		
1210	Radiographic Science I	3
1220	Rad Anat & Procedures II	9
1200	Applied Clinic II	5
		<hr style="width: 100%; border: 0.5px solid black;"/> 17
SPRING		
January - May		
1310	Patient & Personnel Protection	1
1320	Radiographic Science II	3
1330	Rad Anat & Procedures III	9
1300	Applied Clinic III	5
		<hr style="width: 100%; border: 0.5px solid black;"/> 18

First Year Totals	47
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COURSE NUMBER	COURSE TITLE	SH of CREDIT
SECOND YEAR		
SUMMER		
May - September		
2110	Advanced Procedures	2
2120	Radiographic Physics	2
2130	Cross-Sectional Anatomy	1
2100	Applied Clinic IV	8
		13
FALL		
September - December		
2210	Pathology	1
2220	Radiographic Film Critique I	2
2230	Patient Care II	2
2200	Applied Clinic V	7
		12
SPRING		
January - June		
2310	Radiation Biology and Protection	3
2350	Professional Ethics	1
2330	Radiographic Film Critique II	2
2340	Senior Review Seminar (6 weeks)	8
2300	Applied Clinic VI	8
		22
Second Year Totals		47
Program Totals		94

COURSE DESCRIPTIONS – FIRST (JUNIOR) YEAR

Applied Clinic I, II, III - 1100, 1200, 1300

These courses offer supervised clinical application of radiologic principles by the student in their performance of routine radiographic procedures. For specific descriptions per semester, see associated syllabus.

Instructors: Pospisil/Holt

Patient Care I - 1110

This course discusses patient care procedures used in the general care of the patient. This class encompasses such topics as physical examination, vital signs, emergency care, aseptic technique, body mechanics, and other subjects pertinent to the care and examination of the patient. Instruction in cardiopulmonary resuscitation is given.

1 credit

Instructor: Holt

Radiographic Anatomy and Procedures I - 1120

Lectures, demonstrations and simulations dealing with anatomical positioning of the chest, abdomen, and fluoroscopic exams. Laboratory check-offs are also included.

6 credits

Instructors: Pospisil/Holt

Introduction to Radiography and Protection - 1130

This course is designed to acquaint the new student with the goals, philosophies, policies, and organizations of the radiology program and the radiology department. An appreciation of radiologic technology will be presented through descriptions of the ASRT Code of Ethics, the evolution of radiologic technology and the professional organizations. The knowledge of career advancements within the profession will enable the student to establish and maintain high goals. Basic radiation protection techniques are addressed in a required online module prior to the first day of classes. This information is reviewed again in the first class session. The general intent is to set the pace for the students' professional growth in radiologic technology.

2 credits

Instructor: Balliet

Radiographic Science I - 1210

This course will introduce the fundamentals of radiographic science. It will include radiation concepts, exposure technique, the x-ray tube and production, interactions, image production and image characteristics.

3 credits

Instructor: Balliet

Radiographic Anatomy and Procedures II - 1220

Lectures, demonstrations and simulations dealing with anatomy and positioning of the upper extremity, lower extremity, shoulder girdle, and bony thorax. Laboratory check-offs are also included.

9 credits

Instructors: Pospisil/Holt

Patient & Personnel Protection – 1310

This course will involve in-depth discussion of radiation protection for self, personnel, and patients. Sources of exposure, quantities and units will also be emphasized.

1 credit

Instructor: Balliet

Radiographic Science II – 1320

This course continues discussion of the image production and qualities as well as digital imaging techniques. The student will be introduced to image intensification and miscellaneous imaging equipment. AEC, image receptors, and scatter control will also be addressed.

3 credits

Instructor: Balliet

Radiographic Anatomy and Procedures III - 1330

Lectures, demonstrations and simulations dealing with the anatomy and positioning of the pelvis, spine and cranium. Laboratory check-offs are also included.

9 credits

Instructors: Pospisil/Holt

COURSE DESCRIPTIONS – SECOND (SENIOR) YEAR

Applied Clinic IV, V, VI – 2100, 2200, 2300

These courses allow for clinical application of radiologic principles by the student technologist through performance of radiologic procedures. Clinical aspects of special modalities are introduced in these semesters. Emphasis is placed upon developing the ability of the student to think and act independently in various clinical situations. For specific descriptions per semester, see associated syllabus.

Instructors: Pospisil/Holt

Advanced Procedures – 2110

Lectures, demonstrations and simulations dealing with the anatomy and positioning for exams not commonly performed. Topics will include general, fluoroscopic, pediatric and trauma exams.

2 credit

Instructors: Pospisil

Radiographic Physics - 2120

This course deals with the production, characteristics and control of radiation as applicable to diagnostic radiology. Equipment design is the primary focus through discussion of electromagnetism, motors and generators, rectification, and transformers.

2 credits

Instructor: Balliet

Cross-Sectional Anatomy - 2130

This course teaches the student to identify anatomical structures and their interrelationships on axial, sagittal and coronal images. 3-D imaging as well as the basics of computed tomography will also be introduced.

1 credit

Instructor: Holt

Radiographic Pathology - 2210

This course acquaints the student with various pathologic conditions of the body and their impact on the radiographic process. The basic knowledge of the disease processes will enable the student to produce optimum diagnostic radiographs and insure effective patient care.

1 credit

Facilitator: Dr. Schneider

Instructor: Pike/Nystrom

Radiographic Film Critique I - 2220

During this course, proper critique for a portion of all procedures learned will be reviewed. The student will review radiographs for correct positioning and radiographic quality. Students will be required to use critical thinking skills as well as their accumulated knowledge of all subject areas to solve complex radiographic positioning and exposure problems. In addition, two projects will be presented. One successful exam and one with repeat radiographs will be presented by the student in the form of class presentations.

2 credits

Instructors: Pospisil

Patient Care II - 2230

This course reviews basic principles taught in Patient Care I and expands upon them. The student is introduced to venipuncture, pharmacology, and critical situations.

2 credits

Instructor: Holt

Professional Ethics - 2240

This course provides the student with the fundamentals of ethical thinking and legal issues in patient care situations. Topics include nonmaleficence, beneficence, justice, Patient's Bill of Rights, Scope of Practice, Code of Ethics, and moral and ethical dilemmas. Legal discussions will center on issues such as malpractice, torts, and negligence.

1 credit

Instructor: Balliet

Radiation Biology and Protection - 2310

This course will explore current dose limits and radiation monitoring. Extensive discussion will occur in relation to somatic and genetic effects, long term versus short term effects, and molecular and cellular effects. Radioisotopes, the effect of equipment on radiation dose to patients and personnel, as well as radiation emergencies will round out the curriculum.

3 credits

Instructor: Balliet

Radiographic Film Critique II - 2330

During this course, proper critique for a portion of all procedures learned will be reviewed. The student will review radiographs for correct positioning and radiographic quality. Students will be required to use critical thinking skills as well as their accumulated knowledge of all subject areas to solve complex radiographic positioning and exposure problems.

In addition, two projects will be presented. One "Good Performance" and one "Repeat Rate" project will be presented in the form of PowerPoint presentation by the student.

2 credits

Instructors: Holt

Senior Review Seminar - 2340

This course offers a comprehensive review of all course content intended to serve as preparation for the examination administered by the ARRT.

8 credits

Instructors: Schmitz/Pospisil/Holt

GRADING POLICY

PURPOSE

Evaluation of student learning is a vital part of the School's function. In order to monitor student progress, instructor effectiveness, and program accountability and integrity, evaluation and grading of students is necessary on a periodic basis. All students are expected to achieve at least the minimum standards of the School and to strive for academic excellence.

ACADEMIC STANDARDS

1. Students must achieve a minimum of a 2.5 grade point average each semester to continue in the program. If this standard is not met, the student is placed on academic probation for the next semester. Failure to obtain a 2.5 GPA during that semester will result in dismissal from the program. Additionally, a student must earn at least a "C" in each course. Failure to earn at least a "C" results in dismissal from the program. If the student is dismissed for not meeting the Academic Standards Policy, he/she may re-apply for the program the following year. No special considerations are given to candidates who have been in the program, fail, and re-apply. If a student withdraws from the program, he/she will not be eligible to re-apply to the program. Allowances are made for a Leave of Absence as discussed later in this handbook. *There are very detailed policies regarding Satisfactory Academic Progress for students receiving financial aid, although the minimum requirements are the same for all students. See the Financial Aid Handbook for details.*
2. The following grading scale is used for every course in the program except Radiographic Pathology and Senior Review Seminar. The grading scale for these two courses is included on the respective syllabi.

99-100 = A+
94-98 = A
91-93 = B+
87-90 = B
84-86 = C+
80-83 = C
0-79 = F

This grading scale is included on each course syllabi. No "minus" grades are awarded or recognized by the School. Grades of "D" or "D+" are not awarded or recognized by the school either. Any score less than 80% is considered failing. Incomplete grades are occasionally assigned under special circumstances as deemed necessary due to major illness, etc. These are handled on an individual basis. Grade points used in the determination of grade point averages are awarded as follows:

A+ = 4.25 pts.
A = 4 pts.
B+ = 3.5 pts.
B = 3 pts.
C+ = 2.5 pts.
C = 2 pts.
F = 0

To calculate GPA, multiply the number of grade points earned from each letter grade times the number of semester hours of credit. Once you have done this for each course in the semester, sum all grade points earned and divide this number by the total number of semester hours of credit.

3. Class work, examinations and clinical practice determine a student's grades and the components of the grade vary by course. The content and grading of each course is determined by the instructor. Details of each course are provided in the course syllabi which are made available to all students for every course via Populi, the School's online college management system.
4. If a student is dismissed for failing a course, reapplies, and is re-admitted, a second failure in any course will result in the student's dismissal from the program. Re-admittance will not be allowed a third time.
5. Grades are issued at the end of each academic semester but may be viewed at any time by students on Populi.
6. All courses must be satisfactorily completed before the certificate is granted.
7. Formal conferences are scheduled at the end of each semester, with the student, Program Director and Clinical Coordinators in attendance. The conferences are to discuss grades, progress, and opportunities for improvement. Faculty members serve as advisers for the students during the entire program. Additional conferences may be scheduled if so desired by a faculty member or the student.
8. Students are encouraged to meet with the hospital chaplain, the Program Director, faculty or EAP to discuss personal, academic, and health problems.

DIRECTOR'S HONOR ROLL

1. Students achieving a GPA of 3.5 or higher in a semester will be placed on the Director's Honor Roll with Honors. Each student so honored will receive a certificate and a notation in the student's permanent file. Additionally, these students will receive a silver star to display on their nametag.
2. Students who achieve a GPA of 3.75 or higher in a semester will be placed on the Director's Honor Roll with High Honors. These students will receive a letter authorizing an "Honor Day". Honor Days provide the student with an extra day

off that must be taken during the semester following the award and with the permission of the Clinical Coordinator at the assigned clinical facility. Additionally, these students will receive a gold star to display on their nametag. The Honor Day letter must be presented to the Clinical Coordinator at least one day in advance of the selected date. There will be no exceptions. No Director's Honors are given for the last semester of the program.

STAR AWARD PROGRAM

The Star Award Program recognizes the achievements of students in all areas of clinical practice and academics. Star Awards will be prominently displayed on the students' nametags. Students will be presented with Star Awards using the following guidelines:

Gold Star – Director's Honor Roll with High Honors

Silver Star – Director's Honor Roll with Honors

Green Star – For documented actions in clinical practice over and above normal duty, recognized by clinical faculty or department staff during the first year of the program.

Red Star – For actions in patient care situations where a letter recognizing the achievement is received from the patient or patient's family.

Blue Star – For documented actions in clinical practice over and above normal duty, recognized by clinical faculty or department staff during the second year of the program.

15 minute card-If a student receives written recognition by any tech or staff for actions that are not deemed above and beyond by the Program Director, the student will receive a 15 minute card. Faculty members feel that if a tech or staff member takes the time to note students are doing well, this recognition is important. Detailed explanation of the 15 minute card is provided in the Clinical Handbook.

Once five stars in any color combination are accumulated on the nametag, the student will be awarded a star lapel pin.

Once ten stars are accumulated on the nametag, an "Excellence Day" will be awarded. This entitles the student to an extra day off and will be recognized with a "Letter of Excellence". This letter must be presented to the Clinical Coordinator at least one day in advance of the selected date. There will be no exceptions.

CLINICAL EDUCATION

GENERAL RESPONSIBILITIES

1. Obtain competency and proficiency in all entry-level areas of clinical education.
2. Demonstrate personal conduct indicative of a mature, professional student radiographer.
3. Contribute to the department and hospital in such a way as to promote effective patient care.

CLINICAL HOURS

Normal daytime school hours are from 0700 (7:00 AM) to 2030 (8:30 PM) Monday through Friday. Students will be assigned clinical along with classroom education during those hours for no more than 8 hours per day and 40 hours per week total. Evening assignments will be scheduled equally beginning in May of the first year. This includes Tuesday through Thursday from 1200 (noon) to 2030 (8:30 pm) and 1400 (2:00 PM) to 2230 (10:30 PM) on Friday and Saturday evening. Weekend rotations will also be scheduled equally beginning in May of the first year. These will be 0700 (7:00 AM) to 1530 (3:30 PM). See Clinical Handbook for more explanation.

STUDY GUIDES/EVALUATIONS

A clinical education packet will be given out at the beginning of each grading period consisting of study guides specific to each area. During each rotation, the student will be required to complete all study guides for that area/room in the presence of a technologist. Clinical Instructors and technologists will complete evaluations regarding student performance on a regular basis using E-Value. Scores from these evaluations and study guides comprise a portion of the Applied Clinic grade. See Clinical Handbook for more detailed explanation and grading criteria. Students are also asked to evaluate technologists and Clinical Instructors using E-Value on a weekly basis. This feedback is necessary for the program to continually improve students' clinical experiences.

CLINICAL COMPETENCIES

A procedure competency attempt is the directly supervised performance of a routine radiographic examination on an actual patient. There are numerous clinical competencies required for graduation as well as patient care competencies. Clinical competency scores also comprise a portion of the Applied Clinic grade. See Clinical Handbook for more explanation and grading criteria.

RANDOM COMPETENCIES

Random Competencies will be performed throughout the program to assure maintenance of competency, patient care, adaptability, and problem solving abilities. Random competency scores comprise a portion of the Applied Clinic grade. See Clinical Handbook for more explanation and grading criteria.

PERFORMANCE STANDARDS

The Clinical Coordinators will continually evaluate the student's clinical performance based on the adherence to the Performance Standards (Appendix A). Failure to comply with these standards will result in the clinical grade being decreased one percentage point for each violation. These deductions are known as "Clinical Points".

GRADUATION

Upon satisfactory completion of the program, the student will be recognized in a graduation ceremony at which time he/she will receive a Certificate of Graduation. We hope he/she will display the certificate with pride, for this is tangible evidence of their successful efforts to master a complex course of instruction and clinical competence.

THE DR. ARTHUR ERSKINE AWARD FOR ACADEMIC EXCELLENCE

Arthur Erskine was a pioneer in research on the effects of radiation on human tissue. He practiced in Cedar Rapids in the 1930's and '40's where he helped to found the radiology departments at both Cedar Rapids hospitals. In his honor, The Erskine Award for Academic Excellence is presented to the graduate with the highest academic achievement for the entire program, as measured by cumulative GPA. A 3.50 minimum GPA is required.

THE FACULTY AWARD FOR CLINICAL EXCELLENCE

The Faculty Award for Clinical Excellence is awarded to the graduate who has shown the greatest initiative, technical excellence, patient care skills, patient empathy, and attitude. Technologists vote for three students they feel exemplify these attributes. The faculty will then evaluate the three students that received the highest number of votes and make a selection based on the overall voting and the overall performance of the candidate. This student is recognized at graduation.

ARRT CERTIFICATION EXAMINATION

After completion of an academic degree and the MStL program, the student will be eligible to take the certification examination administered by the American Registry of Radiologic Technologists providing they meet all education and ethics requirements. Having passed the examination, he/she will become a Registered Radiologic Technologist and can use the credentials of R.T.(R) after his/her name. As a registered radiologic technologist, graduates are eligible to join the American Society of Radiologic Technologists and the Iowa Society of Radiologic Technologists, and participate in the activities of these organizations. The cost of the ARRT exam is borne by the graduate.

REQUIREMENTS FOR GRADUATION

1. Completion of all courses in program's curriculum.
2. Successful completion of a school authored comprehensive exam with a scaled score

of 75 or higher. Students who fail will have one additional opportunity to pass. Failure the second time will result in non-graduation.

3. Return of all library books, school and hospital identification cards, nametags, dosimeters, and other school related materials.
4. Payment of all school related fees.
5. Completion of all make-up time.
6. Completion of the "Graduate Survey".
7. Completion of all required competencies.
8. Achievement of a 2.5 minimum GPA.
9. Recommendation of all faculty.

Students not completing all of the above requirements may be allowed to participate in the graduation ceremony but will not receive their certificate and will not be eligible to take the ARRT registry exam until all graduation requirements are completed.

POST GRADUATION EMPLOYMENT

Although the School of Radiologic Technology does not operate as or participate in an employment agency service, we will do all we can to assist the graduate in securing employment by responding to telephone calls of inquiry, answering requests for letters of reference, sending transcripts, etc. Graduating seniors will be considered for positions that may be available in the department at both hospitals at the time of graduation.

The School will not allow any information from your academic records to be given out to employers without authorization by the student for the release of such information.

LEARNING DISABLED STUDENTS

Students who claim a learning disability must document that disability in writing in order to receive special accommodations. If these students had a Title 504 plan in effect in a previous school, that plan must be made available to the Program Director. The Program Director and the faculty will work together with the student and the student's physicians, counselors and/or therapists, to develop a plan and investigate possible accommodations to assist the student to successfully complete the program.

TRANSFER STUDENTS

Mercy/St. Luke's does not offer Advanced Placement. However, students from other radiography programs may apply and request transfer credit. The acceptance of a student transferring from another radiography program is based on whether or not the candidate meets the standards set forth by the school and whether or not the class enrollment for the class the transfer student would be entering is not at maximum capacity. M/StL will accept transfer credits from accredited colleges, universities and other radiography programs on a course by course basis. Students requesting transfer credit must do so upon application to the program. The Program Director will assess the student's transcripts and course syllabi from the other school to make final determination of what, if any, credits will transfer. Students who are not required to take specific courses due to credit transfer will remain in clinic until their next scheduled class.

1. The student must meet the following standards:
 - A. Prior attendance at a program accredited by the JRCERT.
 - B. The combined length of both previous and present programs, including all transferred credit, must equal no less than 24 months.
 - C. An agreement between the student and the Program Director will be developed which specifies the credit and previous achievement of the transfer student, courses (including clinical education) which remain to be taken by the transfer student, the date the student is to begin the program and the anticipated date of graduation if the student's performance is satisfactory.
 - D. All transcripts may be forwarded from previous programs only on the expressed written request of the student. The transcripts are accepted as official when received directly from the previous program.
 - E. The student requesting transfer must not have any prior disciplinary actions including but not limited to dismissals, suspensions and probation for any reason.
 - F. The student will be required to demonstrate competency in all required competencies, even if they have proof of competency from the program they previously attended.

POLICIES AND PROCEDURES

Failure to adhere to any/all policies will result in disciplinary action. At minimum, this will result in the loss of a Clinical Point.

ADMISSIONS POLICY

Eligible applicants to the MStL program must meet the following criteria:

- ✓ Have a high school diploma, GED, or equivalent. Students are not considered for admission if they can not prove one of these; therefore, the program has no Ability to Benefit policy or criteria.
- ✓ 18 years of age upon entering the program.
- ✓ A US citizen or permanent resident of the US.
- ✓ Have no physical/mental impairments that would affect their ability to perform in the program.

ATTENDANCE AND ADMISSIBLE ABSENCE

PURPOSE

It is recognized that students must be away from the education program for brief periods of time due to illness, personal business and bereavement. In anticipation of these inevitable instances, specific policies and guidelines have been developed. In accordance with the School's philosophy, this time is granted in addition to vacation leave. Specific guidelines that address vacation are set forth in a separate policy.

Attendance in both classroom and clinical instruction is a requirement of the utmost importance in the education program. If you are not present, you cannot learn, and if you are frequently absent, you will quickly fall behind. Additionally, attendance reflects highly on professionalism and work ethic. All attendance policies are further detailed in the *Clinical Handbook*.

LEAVE OF ABSENCE

A "Request for Leave of Absence Form" must be submitted to the Program Director. A Leave of Absence (LOA) may be requested for maternity leave, family medical leave, or student medical leave. Students on an approved LOA are considered for re-entry into the program at the discretion of the School's administration, typically one year from the onset of the LOA. A Leave of Absence will result in an extension of the twenty-four month program.

To seek re-entry to the program following any type of leave, the student will be required to complete many of the initial requirements of the program, including but not limited to a Health Assessment, immunizations, and a Criminal Records Check.

To seek re-entry to the program following a maternity leave or a student medical leave, the conditions described herein must also be met. The student must provide a statement from their physician indicating whether they are fit for duty. Additionally, the student will be required to see an Occupational Physician at Mercy Medical Center or St. Luke's Hospital. The Occupational Physician will be the final authority in determining whether or not the student is able to be considered for re-entry from a health standpoint.

MILITARY CALL TO DUTY

Pursuant to Section 261.9(1)"g" of the Iowa Code, a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States and who is ordered to state military service or federal service or duty, has the following options:

1. Withdraw their entire registration and receive a full refund of tuition and mandatory fees.
2. Make arrangements with their instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition shall be assessed for the courses in full.
3. Make arrangements with only some of their instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

PROCESS TO WITHDRAW

If a student decides to withdraw from the program, he/she must inform the Program Director and state their intentions in writing. A conference will be held to ascertain the reason for the withdrawal and to determine whether or not there are alternative solutions or assistance from the program that may help prevent the withdrawal. If no solution is determined, appropriate action will be taken to formally withdraw the student. This will include termination papers, collection of hospital ID badges, name tags, anatomic markers, dosimeter, and any other item supplied by the school. The student's student account balance must be paid in full. The student will be informed of the impact of their withdrawal on financial aid. Specific policies may be seen in the Financial Aid Handbook. If the student voluntarily completes this process, they will not be allowed to re-apply for the program.

CLASSROOM CONDUCT

Common courtesy, respect, and sense should dictate conduct in the classroom. An environment conducive to learning must be maintained to achieve the goals of the

program. Specific course syllabi will contain any specific information pertinent to a particular class. ***No cell phones are allowed to be visible or turned on in any classroom or clinical area.*** If you must make a call during a break, you must exit the classroom and find a private area to do so.

I-pads, laptop computers and other similar devices ARE allowed in the classroom with approval from the instructor of the course. You ***must*** have the wireless internet capability and all sound capabilities turned off during all class times unless the instructor has given you permission to do otherwise. No smartphones/I-phones may be used at any time in the classrooms. For further policies regarding phones, see the Policy and Procedure section titled "Telephones".

COPYRIGHT INFRINGEMENT

Students should be aware of current laws protecting copyrighted materials. Detailed information regarding current copyright laws may be found at <http://www.copyright.gov/title17/>. The unauthorized distribution of copyrighted material may subject students to civil and criminal liabilities, including fines and imprisonment. This includes peer to peer file sharing. Additionally, students committing copyright infringement, unauthorized peer to peer file sharing, or illegal downloading using either personal resources or hospital IT systems will face disciplinary action in the MStL program, up to, and including dismissal.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

SOCIAL MEDIA POLICY

St. Luke's Hospital and Mercy Medical Center have specific social media policies which do apply to students in this program. This policy is to help employees (students) understand how these policies apply to publishing and engaging in conversations on the Internet. In part, this policy states that employees/students are legally responsible for their postings

and may be held liable if the posts are found to be defamatory, harassing, tortuous or in violation of any other applicable law. This relates to hospital-sponsored sites, program-sponsored sites, and public domain sites. Any violation of this policy is grounds for disciplinary action, which may include dismissal from the program. The policy in its entirety will be distributed during Orientation. Additional hard copies of the policy are available from the Program Director. Enrolled students will be provided with a copy of both hospitals' social media policies during Orientation.

STUDENT HEALTH POLICIES

INITIAL HEALTH ASSESSMENTS

Prior to beginning the program, accepted candidates must obtain a Health Assessment from their physician, at their expense. The School will provide the assessment form as well as a list of required immunizations.

The Employee Health Nurse at Mercy Medical Center or the Employee Health Coordinator at St. Luke's Hospital will review all pre-entrance physicals and immunizations. Significant variances and disqualifying abnormalities will be reported to the Director of the School.

Students may be subject to periodic examinations at the discretion of the hospital or a representative of the school. These exams are done under the direction of the Employee Health Nurse/Employee Health Coordinator.

VACCINATIONS

All students must provide an original record of immunizations by the School's established deadline. These include 2 MMR vaccines, Tdap (tetanus), and varicella vaccine (chickenpox) unless documented verification of disease by a physician. Hepatitis B vaccines are highly recommended. Students are offered the Hepatitis B vaccination, at no cost to the student. If the students' physician has drawn titers for any of these vaccinations, these results are also required to be submitted to the School. If there are no titer results available, these will be drawn by Mercy Medical Center or St. Luke's Hospital at no cost to the student. Other vaccinations may be required by the hospital, some of which the students may be required to pay for.

TB TESTING

TB testing is required to document tuberculosis screening and will be required upon entry to the program. The test is a simple blood test performed to indicate a positive or negative TB screen. This test will be provided free of charge.

MEDICAL INSURANCE

Routine and emergency outpatient health care is *not* provided by Mercy Medical Center or St. Luke's Hospital. Students are encouraged to carry medical insurance, although this is not required. All Mercy/St. Luke's students are eligible to enroll in the plans offered by St.

Luke's Hospital. Details of the plan are presented to students upon entrance into the program. Mercy Medical Center and St. Luke's Hospital will assess any clinical-related illness or injury at no cost to the student. However, they are not obligated to provide ongoing treatment except for clinically-acquired communicable diseases.

INFECTION CONTROL

Students with suspected infectious/communicable diseases will be required to leave the clinical area and seek the advice of their physician. If diagnosed with an infectious/communicable disease, students must complete the treatment plan prescribed by their physician, obtain a release from their physician including any restrictions, then obtain an appointment for a "fit for duty" evaluation at the Work Well Clinic, prior to being allowed back in clinic. This process is to establish if a student is "fit for duty" after having been treated and released by their own physician. This same evaluation must be performed under the following circumstances:

- a. There are work restrictions from the attending physician.
- b. Restrictive appliances are needed (i.e., crutches, slings, etc.)
- c. There has been an absence of five or more calendar days
- d. A procedure has been performed (i.e., angioplasty, lithotripsy)
- e. The student has been treated as an inpatient within a hospital
- f. The student has had either conscious sedation or general anesthetic for a procedure

Infectious/Communicable diseases include but are not limited to conditions such as cold sores, chicken pox, shingles, hepatitis, staph infections, skin rashes, eye infections, pink eye, strep throat, etc. Students must call St. Luke's Employee Health at 369-7863 to schedule an appointment for the "fit for duty" evaluation. The Program Director or Clinical Coordinators will insist a student leave the class/clinic in cases of suspected infectious diseases.

Students prescribed antibiotics must be on the medication for 24 hours prior to returning to school. Students with a fever or diarrhea must be diarrhea or fever-free for 24 hours as well, prior to returning. Our goal is to reduce the number of patients, staff, and other students infected. During times of excess community illness, this time may be extended to 48 hours.

RETENTION OF HEALTH RECORDS

Upon graduation or withdrawal from school, the student's health record will be scanned and maintained by St. Luke's Hospital. Students may have copies of their Health Service records sent to their own physician by signing a release. Students should call 369-7863 to obtain the release form. The signed release form may be mailed, faxed, or left at the Associate Health office located within St. Luke's Hospital.

PHARMACY

St. Luke's Pharmacy may be used by students for personal prescriptions and over the

counter items (family members are not eligible for the employee discount). Students will receive the associate discount prices. Students must pay by cash, debit, or credit card. It is advised that you retain all receipts from payment.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Students may take advantage of and are encouraged to use the services provided by the EAP of both hospitals. These services include counseling and psychiatric services. Initial appointment and some additional sessions are free of charge to the student. Telephone numbers for EAP are as follows: St. Luke's-369-8152, and Mercy-398-6694.

Both Mercy Medical Center and St. Luke's Hospitals have pastoral care departments that are available to all M/StL students as well. Pastoral care counseling covers both spiritual and personal needs of the students and is available free of charge.

Referrals to the EAP may be made by the faculty prior to initiating, or as part of any disciplinary procedure. If EAP counseling is required by the School, the EAP staff is only allowed to verify the student did attend the session, and will not reveal any other information regarding the session, unless authorized by the student.

DRUG TESTING

All students are provided with a copy of the Standard Operating Procedure for a drug free workplace prior to entering the program and must also undergo a drug screen. Refusal to participate in the testing will result in the program withdrawing the offer of acceptance. Any non-negative result will be investigated and discussed with the student per the SOP. The drug screens will be performed by Mercy Medical Center or St. Luke's Hospital and will be at no cost to the student. If students are taking certain types of prescription medications, they may be asked to provide proof of such prescription. Students may be ordered to have a drug screen at any time, providing there is documented reasonable suspicion to do so per the SOP.

PROTECTION OF PRIVACY FOR STUDENTS AND PARENTS

This program does comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). This is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education and provides four fundamental rights to students who attend postsecondary institutions:

- To inspect and review education records.
- To seek amendment of education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
- To consent to disclosure of "personally identifiable information" contained in education records, except to the extent that the Act authorizes disclosure without consent.

- To file with the Department of Education, a complaint concerning alleged failures by the program to comply with the requirements of the Act.

At the postsecondary level, rights under FERPA are afforded the student and not the parents. Because of this, program faculty can not discuss any information regarding enrolled students with anyone other than the student without their written consent. In accordance with this federal law, the program has adopted policies and procedures governing the confidentiality of student educational records. Students wishing to grant permission for faculty to visit with parents or others should file a written authorization in the office of the Program Director stating specifically what records they are allowing to be discussed. Students may view their entire education record at any time by contacting the Program Director. The review will occur in the office of the Program Director. No education records are allowed to be removed from this office.

The law also states certain information, such as name, address, telephone number, e-mail address, photograph, date/place of birth, dates of attendance, degrees and awards, etc., is directory information, and each college can formulate its own policy about what directory information it will release. It is the policy of MStL not to release names, addresses, e-mail addresses and phone numbers. Exceptions are made when names are listed in graduation programs and when releasing communications of honor roll students and birthdays internally to the radiology departments of the sponsor hospitals. Students can ask that even directory information be withheld. Requests must be filed each semester with the Program Director.

In case of the need to seek access or amendment of an education record, contact the school official responsible for records, Ashley Balliet, Program Director. A list of information that FERPA authorizes disclosure without consent may also be obtained from the Program Director. Student consent forms for the release of information are kept in the office of the Program Director after completion by students. Compliance with this Act does not require the School to disclose directory information, and discretion will be used. No routine disclosures of directory information are made by the school.

The school may disclose student information to members of the Governing Committee, should there be a legitimate educational interest in the education records. Additionally, the school does provide Kirkwood Community College with transcripts without the students' written permission, solely for the purpose of conferring the AAS degree in Diagnostic Assistant.

If there is reason to believe that these rights have been violated, a complaint may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5901.

For any other questions regarding FERPA, please contact the Program Director or visit <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> .

CAMPUS CRIME AND SECURITY ACT

The security of students and faculty members is of vital concern to us. Mercy/St. Luke's is in compliance with the submittal of crime statistics required by law in Section 485 of the Higher Education Act (also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092)). This information is maintained in the office of the Program Director and students are informed of the availability of this information on an annual basis. The information includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Mercy or St. Lukes; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Program Director at Mercy/St. Luke's or by visiting the following webpage: <http://www.mercycare.org/services/imaging-services/school-of-radiologic-technology/> and clicking the "Campus Safety" link. Crime statistics can be found on the Department of Education's website at www.ope.ed.gov/security.

TRANSCRIPTS

Official transcripts will be maintained in the School office. One official transcript will be given to each graduate at graduation at no charge. A Release of Student Information/Transcript Release Form will be completed prior to graduation so transcripts may be sent to educational institutions or employers upon verbal request of the graduate for a period of one year. After that time, these requests must be made in writing and accompanied by a \$5.00 check or money order. The school will not send transcripts for any students who fail to pay all school charges in the prescribed manner.

TOBACCO POLICY

Both Mercy Medical Center and St. Luke's Hospital are tobacco-free campuses. The use of tobacco products at any hospital-owned facility or on hospital grounds is prohibited. This policy affects employees, visitors and patients alike. A tobacco-free campus sends a clear message of the two hospitals' commitment to create and sustain healthy communities.

RADIATION PROTECTION POLICIES

1. The physical facilities at St. Luke's and Mercy Hospitals meet all existing standards as outlined by the Iowa Department of Public Health, The Joint Commission, the Nuclear Regulatory Commission and other regulatory bodies as well. These standards will be incorporated into the curriculum of the School of Radiologic Technology, so that students are aware of these various standards.
2. An assigned member of the medical staff will serve as radiation safety officer. He/she will be in charge of the various safeguards used to protect the staff, students and the patients. He/she will function as chairman of all radiation activities of employees and students in regards to patients and procedures, as defined by the Radiation Safety Committee.

3. All students shall wear a personnel dosimeter.
 - A. Students are required to wear the dosimeter at chest level, under a lead apron (as prescribed by Iowa law) when applicable. You may not be in the clinical area without it.
 - B. If the student damages or loses a dosimeter, he/she should report it immediately to the Program Director and necessary actions will be taken. Any damaged or lost dosimeter not returned to Landauer, Inc. will result in the loss of a clinical point.
 - C. If a dosimeter is accidentally left in a radiographic room during a patient exam, a Dosimeter Incident Report should be obtained from the Clinical Coordinator, completed, and given to the Program Director.
 - D. If a student fails to turn in his/her dosimeter within one week after the arrival of a new month's supply, the student will have 1 clinical point deducted from the clinical grade. Readings from the dosimeter may not be available.
 - E. Dosimetry reports are posted in the classroom each month. It is your responsibility to review the report on a monthly basis. All current and historical dosimetry reports are also available in the Program Director's office.
4. All students will have didactic education in Radiation Protection prior to being assigned in the clinical setting, a protection course in the third semester and a more extensive course in the second year of the program. Instructions concerning the proper care and wearing of the dosimeter will be discussed within the first two days of the program, prior to attending clinical experiences, as will basic protection methods.
5. Students are NEVER allowed to hold patients or image receptors during routine exams. When in the course of clinical rotations it is necessary to be exposed to limited secondary radiation (i.e. fluoroscopy), a protective lead apron and gloves are required. Mobile protective shielding may also be available in fluoroscopy areas both in radiology and the surgical procedure rooms. When patient procedures require your attendance in close proximity to the patient, such additional shielding must be utilized. Questions regarding acceptable radiation practices should be referred to the Program Director or the Radiation Safety Officer.
6. Any students involved with radioactive materials (Nuclear Medicine Rotation) will comply with standards written in the Radiology Department's manual.
7. A quarterly dosimeter review is completed at the Radiation Safety Committee meetings of Mercy and St. Luke's. Any outlying dosimetry results are discussed. The dose limits (deep dose, lens of the eye and skin dose limits) for internal investigational review are as follows:

Quarterly: ALARA Investigational Limits

	<u>Level I</u>	<u>Level II</u>
DDE	125	375
LDE	375	1125
SDE	1250	3750

Monthly: ALARA Investigational Limits

	<u>Level I</u>	<u>Level II</u>
DDE	200	400
LDE	600	1200
SDE	2000	4000

These limits are half the limits set by state regulations. The departments/school keep their internal limits lower than state regulations in order to identify individuals who might be at risk of exceeding their yearly limits. This gives a chance to correct any bad habits, incorrect badge placement, etc. The state requires individuals with Level I violations to receive a notice from the Radiation Safety Committee. Level II violations require a formal written investigation. All violations are discussed with the Program Director and follow-up is performed with the student to determine the rationale for the reading such as lengthy surgery rotations, etc. Education is provided to assure students understand policies, placement, work habits, etc. All investigation findings are relayed to the Radiation Safety Committee to determine if further follow-up, education, etc. is required.

RADIATION PROTECTION POLICIES DURING PREGNANCY

If a student becomes pregnant during the program, "customary radiation safety practices for pregnant radiation workers shall be followed". While the school does not place restrictions on student pregnancy, it is felt that if a student becomes pregnant before graduation, she may place herself in an extremely high stress situation. This level of stress may affect her grades as well as her health.

A student who becomes pregnant has the option of formally declaring her pregnancy or not declaring her pregnancy. This written voluntary declaration may be revoked, in writing, at any time by the student.

If a student does not voluntarily declare her pregnancy in writing, no extra radiation protection procedures will be initiated and the school and the clinical sponsors assume no liability for the protection of the embryo/fetus.

If a student declares her pregnancy and chooses to remain in the program:

1. The declaration must be in writing.
2. An estimated date of conception (month and year) must be given.
3. The student will observe proper radiation safety practices.

4. A fetal dosimeter will be provided which is to be worn under the protective apron to monitor dose to the embryo/fetus.
5. The student will obtain a declaration from her physician approving her continuation in the program and detailing any restrictions he/she feels are necessary.
6. The potential risks of radiation exposure to the embryo/fetus will be reviewed with the student by the Program Director. No modification to the program will occur, unless the students' physician and/or Medical Director agree this is necessary.
7. The Medical Director will review any restrictions placed on the student by her physician. If the restrictions will interfere with normal clinical education, the Medical Director, in consultation with the student's own physician, may suggest that the student take a Leave of Absence.
8. If the student does take a LOA, she will be phased back into the program at a point consistent to where she was prior to the LOA. See LOA policy for more explanation.
9. During the entire gestation period, the embryo/fetus should not exceed a dose equivalent of 0.5 rem (5 mSv), not to exceed 0.05 rem (0.5 mSv) in any 1 month period. This will be monitored and recorded monthly.
10. Any injury or illness associated with the pregnancy at any time in the pregnancy will be accepted at the student's own risk.
11. The student is encouraged to return to classroom activities as soon after delivery as she and her physician feels appropriate. She may return to clinical only with the signed permission of her physician.
12. Record of the time taken off and incomplete objectives during any time off will be maintained. The student will need to meet all clinical/class objectives that she was unable to complete during her time off. This may mean the student will be required to complete missed objectives after graduation ceremonies are held. This will result in the student not being granted a diploma until all objectives are met.
13. Each year, all female employees and students receive a copy of the U.S. Nuclear Regulatory Commission Regulatory Guide 8:13 memo, "Instruction Concerning Prenatal Radiation Exposure" (Appendix C) and are asked to read it thoroughly and document by signature that they have complied. A copy of the guideline is maintained in the St. Luke's classroom for students to review.

MAGNETIC RESONANCE IMAGING SAFETY POLICIES

Every student must complete an MRI Safety and Screening Form and will view an MRI safety presentation prior to obtaining access to the area. An MRI technologist shall be present in the MR suite at all times when a student is present.

The MRI scan room door will be locked at all times unless an MRI technologist with Level 2 training or previously approved personnel, such as an MR Service engineer, are present. Level 2 MRI personnel are defined as those who have been more extensively trained and educated in the broader aspects of MR safety issues including, for example, issues related to the potential for thermal loading or burns and direct neuromuscular excitation from rapidly changing gradients.

It is the responsibility of the MR medical director, Dr. Brian Randall, not only to identify the necessary training, but also to identify those individuals who qualify as Level 2 MR personnel. It is understood that the medical director will have the necessary education and experience to MR safety to qualify as Level 2 MR personnel. The MRI medical director has been appointed by MR associates and is responsible for implementing and enforcing safety procedures in the MRI suites at all facilities.

CONFIDENTIAL INFORMATION

HOSPITAL

No matter where you are working in the Radiology Department or other areas of the hospital, you may hear or see intimate and private information about patients. This information is confidential and must never be disclosed to others except as it is required in caring for the patients.

Necessary information that must be made available to proper authorities, such as cases of suspected child abuse, must be reported directly to your supervisor.

Confidential information about your fellow students, associates, doctors, and all internal relationships in the hospital should also be treated in a similar manner.

The provisions and policies of HIPAA must be maintained and followed at all times. Didactic instruction concerning HIPAA and confidentiality are provided prior to any clinical education.

STUDENT

1. Information contained within the student file is considered confidential and will not under any circumstances be released to unauthorized persons without written consent from the student. Members of the Governing Committee, Admissions Committee and the individual student are allowed to review the student's record if the need is for educational purposes. Any other individual requesting to see the student's file must obtain permission from the student. While enrolled in the program, the student's "educational record" consists of the following:
 - A. Transcripts of grades
 - B. Course descriptions
 - C. Evaluation records

- D. Disciplinary notices
 - E. Radiation exposure records
 - F. Attendance records
2. The student may review the contents of his/her educational records at any time.
 3. The student will sign a waiver indicating their preference as to who may have access to their "educational records" and to whom their transcript may be sent, for purposes of continuing education and employment. After graduation, the student's "educational records" include:
 - A. Transcripts of grades
 - B. Course descriptions
 - C. Radiation exposure records
 - D. Clinical competencies
 - E. Attendance records
 4. While the grade report is the unofficial notification to the student, the only valid document is the official transcript that has been signed by the Director, and embossed with the school seal. The transcript is available through the process described in this handbook titled "Transcripts". More information regarding confidentiality of student records may be found in this handbook under "Protection of Privacy for Students and Parents".

PROBATION, SUSPENSION, AND DISMISSAL

1. In case of voluntary withdrawal from the program, the resignation must be submitted in writing to the School and an interview with the Program Director is mandatory. Students withdrawing from the program will not be allowed back in the program at a later date. Withdrawing/dismissal/probation/suspension may impact financial aid eligibility. See the Financial Aid Handbook for further details.
2. If a student attends a minimum of one day of classes or clinical in a semester for which tuition has been billed, there will be no refund if the student withdraws, or is placed on probation, suspension, or dismissed. See Refund Policy for more information.
3. When disciplinary action is necessary, the student's records will be reviewed by the Program Director, in conjunction with faculty members and the Governing Committee, to determine the appropriate action necessary: probation, suspension or dismissal. The student will receive a copy of the Disciplinary Action Report (Appendix D) detailing the disciplinary action taken.

PROBATION

1. Probation is the subjection of a student to a period of testing and "on trial" to ascertain suitability for continuation in the program.

2. The probationary period for academic grades is one semester and all other probationary periods are for a minimum of six months. This will afford the student and the administration ample opportunity to determine the student's aptitude for radiologic technology.
3. The student may be placed on probation at any time by the administration during the program if the student has not met the academic, clinical, professional, or health requirements of the program or for disciplinary reasons.
4. Attendance probation is discussed in the "Attendance" section.

SUSPENSION

1. Suspension is the temporary removal of a student from the program due to any infringement of rules, regulations or poor ethical conduct. In-school suspensions may be given at the discretion of the Program Director in conjunction with the Governing Committee. This includes attending class and/or clinic, depending on the situation, but any work completed during the period of time will be graded as "0". Out-of-school suspensions may be given in some circumstances, including when the school administration feels the student would be a danger or disruption to students and/or faculty.
2. The administration determines the amount of time of the suspension.
3. Suspension time will be made up following graduation with no fees associated.
4. Students are not eligible for graduation until suspension time is made up.
5. If a student is suspended, but not considered a threat to others, they will still be required to attend all classes, excluding clinical experiences. If a student misses class due to a suspension, it is their responsibility to contact the instructor to determine what, if any, work needs to be made up after returning from the suspension.

DISMISSAL

1. The dismissal is the permanent removal of a student from the program.
2. The Program Director, in conjunction with the Governing Committee reserves the right to dismiss a student at any time from the program if:
 - a. The student's technical clinical work is unsatisfactory.
 - b. The student fails to meet academic standards.
 - c. The student is in ill health, which makes him/her unable to maintain the required academic and clinical standards as set forth in previous section.
 - d. The student has committed a breach of the rules or regulations of the School of Radiologic Technology, Department of Radiology or of the hospital itself.

- e. It is found that the student does not have a cooperative attitude, is of an antagonistic disposition or any unethical conduct to the patients or the hospital staff, or otherwise fails to meet the standards of Radiologic Technology.
 - f. The student has committed a breach of legal, academic or clinical integrity such as drug/alcohol convictions, abuse convictions, plagiarism, fraud, falsifying records, cheating, theft, or other forms of dishonesty.
3. The decision to dismiss a student for scholastic failure or other infringements not mentioned here is initiated by the Program Director and must have concurrence of the Governing Committee.
 4. A dismissal request as a result of misconduct requires concurrence of the Governing Committee. However, it must be clearly understood by all students that the School of Radiologic Technology has the authority to drop any student from the rolls or to refuse readmission at any time prior to graduation, if circumstances of a legal, moral, health, social, or academic nature justifies such a request. It is the responsibility of the hospitals and the School to maintain patient safety and program integrity at all times.
 5. A student may appeal his suspension or dismissal by following the Student Grievance Procedure. The student will receive a written notice from the committee as to the outcome of the appeal.

MISCONDUCT RESULTING IN DISCIPLINARY ACTION

There are certain types of misconduct, which may be so serious as to warrant immediate suspension or dismissal without prior warning. The following are examples of such misconduct:

1. Negligent or unauthorized acts which contribute to a serious hazard for, or injury to any patient or other persons on hospital premises.
2. Deliberate or careless damage to hospital property, including buildings, grounds, equipment, supplies, or records.
3. Unauthorized use, possession or removal of property belonging to the hospital, patients, visitors, personnel, or others associated with the hospital.
4. Plagiarism, infringement of copyright laws, theft, pilfering, fraud, or other forms of dishonesty, including cheating.
5. Unauthorized possession of firearms or other dangerous weapons on hospital properties.
6. Assaulting, threatening, or intimidating anyone associated with the hospital.
7. Possessing, using or being under the influence of intoxicants or drugs while on

- hospital premises, smelling of alcohol in clinic, or being convicted in the legal system for drug and alcohol charges.
8. Insubordination, blatant disrespect for others, or refusal to perform assigned duties.
 9. Gross negligence of duty.
 10. Falsifying any type of document, including false recording of clinical time, patient information, financial aid information.
 11. Absence without authorization, including "walking off from clinical".
 12. Unauthorized disclosure of confidential information about patients or the hospital.
 13. Failure to report a communicable disease immediately to the Employee Health.
 14. Malicious gossip or derogatory attacks concerning anyone associated with the hospital.
 15. Discrimination against anyone associated with the hospital because of race, color, creed, age, sex, or national origin.
 16. Any form of improper conduct detrimental to hospital operations or patient care.
 17. Setting a false fire alarm in the hospital.
 18. Improper or inappropriate use of hospital computers.
 19. Failure and/or refusal to comply with School policies.

This list is not all-inclusive of all the types of misconduct that may result in suspension, probation, or dismissal.

STUDENT GRIEVANCE PROCEDURE

If a student feels that he/she has a grievance or chooses to appeal a decision of probation, suspension, or dismissal, the following procedure must be followed:

1. Contact the Clinical Coordinator of the facility to which the student is assigned. If there is no satisfaction at this level or if the grievance concerns either of these people, proceed to step 2.
2. Contact the Program Director. In both steps 1 and 2, the grievance may be recorded and documented as determined by the Clinical Coordinator or Program Director or at the request of the student. If there is no satisfaction at this level or if the grievance is about the Program Director, proceed to step 3.

3. Contact the Medical Advisor. At this level, all grievances must be in writing prior to meeting with the Medical Advisor. If the Medical Advisor is unable to bring the grievance to a satisfactory conclusion, or if the student requests, the Medical Advisor will forward a copy of the grievance to each member of the Governing Committee.
4. The Governing Committee is the final step in School authority on the grievance. It will be the responsibility of the Program Director to poll the committee for their decision.

If the student requests a hearing with the Governing Committee it will be set up for the next regularly scheduled committee meeting unless, in the opinion of the members, a special meeting is necessary. It will be the responsibility of the Program Director to arrange the meeting. The Program Director will not act as a member of the Governing Committee in any grievance procedure at this level. The student may have a second party in attendance with them at this meeting if they so choose.

5. If the student is unsatisfied with the decision of the Governing Committee he/she may request that an impartial grievance committee be formed. This committee will consist of six members, three selected by the student and three selected by the School. All members of this committee will be employees of the hospital at which the grievance is being presented, they will not be relatives of the student or of the Governing Committee or faculty members, and they must all be at least one level above the Program Director, per JRCERT requirements. No one directly connected with the School or the radiology department may serve on this committee. The decision of the grievance committee is final and no further appeal is possible.

If the student has been suspended pending the decision of the Governing Committee or the Impartial Grievance Committee, he or she may be reinstated depending on the nature of the infraction. If the suspension time lasts more than one week and the student has not been allowed in the classroom during that time, the student will be given the opportunity to make up missed academic assignments. Suspension time will be made up after graduation with no associated fees. If the time is longer than one week, the Governing Committee may mandate the student sit out of the program and re-enter one year later, at the beginning of the semester in which the infraction occurred.

Infractions involving incompetence, patient abuse, abuse of confidentiality, professional negligence, academic or clinical dishonesty, possession, use, or being under the influence of controlled substances or alcohol on hospital property, theft of property or any infraction involving the health and safety of patients, employees or students require out of school suspension during the grievance procedure.

It is the responsibility of the Program Director to insure that the decision of the committee is carried out. The Human Resource Department of the hospital will review any disciplinary decisions that result in the dismissal of the student.

6. Steps 1 & 2 must be completed within 14 school days of the original complaint or filing of grievance. Once past step 2, the complaint or grievance must be handled in as expeditious a manner as possible. With the exception of the need to wait for the next regularly scheduled Governing Committee meeting, the entire grievance procedure should be completed within 30 school days of the initiation of the grievance or complaint.

In addition to this grievance policy, the state authorization agency is required to include a process where the State reviews and acts on complaints arising under State laws, including laws related to fraud or false advertising (75 Fed. Reg. 66865-66, Oct. 29, 2010). The Iowa College Student Aid Commission has that State-based student complaint process. A student may file a complaint with the Commission online at <https://www.iowacollegeaid.gov/sdrf-start>. This information is being made available to all enrolled/prospective students in accordance with 34 CFR 668.43(b).

INSTRUCTOR AND COURSE EVALUATING

Each student will have the opportunity to evaluate each course and classroom instructor. Some of this information is part of the program's assessment process. Course evaluation forms will be sent to students via E-Value within one week of the end of a semester or grading period. The Program Director will review the compilations and copies forwarded to the course instructors as well as the Vice-Presidents actively serving on the Governing Committee.

The Program Director will discuss with the appropriate instructor their course evaluation. Any needed changes will be discussed and documented and an implementation date set. The evaluations will be discussed at the next scheduled faculty meeting.

STUDENT/FACULTY COMMITTEE

This committee meets once each month between September and May to discuss questions, problems or issues, and to solicit input regarding program assessment from the students. Also, this forum is used to pass on information from the faculty to the students. Students can express concerns to their class representatives who bring them to the committee meeting. Actions taken at these meetings are then reported back to the student body by the class reps. Additionally, meeting minutes are maintained in each of the two School classrooms as well as the office of the Program Director.

The committee consists of all faculty members and a representative from each class and side. Student representatives are elected by their peers and must maintain a 3.0 GPA to remain on the committee. The faculty reserves the right to ask a student to step down from the committee at any time they deem it necessary. Individual students may, on request, address the student/faculty committee. The student should contact the Program Director on the Monday prior to the meeting.

ACCESS TO FACULTY

Faculty members maintain an open door policy. Faculty schedules are made known to all students. Some office time may be marked as "by appointment". Students are advised to check with the individual faculty member before going to their office. There are many times throughout the year that faculty need to meet privately to plan and prepare. Students will be notified when the faculty members will not be available.

RADIOLOGIC TECHNOLOGY SOCIETY MEMBERSHIPS AND MEETINGS

All students are encouraged to become members of the Iowa Society of Radiologic Technologist, Area 3. Students are responsible for their own membership dues, which are currently \$5.00 per year. Students may choose to run and be elected to the offices of secretary and treasurer of the Area 3. Students are required to become active, participating members to be eligible for the annual scholarship sponsored by Area 3. Students may also become members of the Iowa Society of Radiologic Technologists and/or the American Society of Radiologic Technologists if they choose. Application materials are available from the Program Director. ISRT membership is required to apply for their annual scholarship.

ATTENDANCE AT OUTSIDE MEETINGS

Each year the senior class will attend an educational meeting. Students are required to attend all educational sessions while at these meetings. Exceptions may be granted at the discretion of the Program Director or Clinical Coordinator. Students not attending an educational session will have time deducted from their personal bank of hours. The cost of the meeting registration is paid by the school. Other expenses such as room charges and meals are the responsibility of the student.

GRADUATE AND EMPLOYER SURVEYS

Each graduate will be asked to evaluate the educational program at graduation via E-Value. Additionally, an Employer Survey will be sent to the graduates' employer by the program if the graduate signed the survey release at graduation. These surveys provide the School with valuable assessment information for program improvement.

STUDENT ACCESS TO THE JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY

Students have the right to contact the JRCERT if they believe that the school is not following or adhering to JRCERT standards as contained in the "Standards for an Accredited Educational Program in Radiologic Sciences". A copy of this may be found in both classrooms, on the School webpages, and online at www.jrcert.org. It is assumed if a student has a concern, this has been made known to the Program Director prior to contacting the JRCERT, although it is not required. If any allegations are brought forth, the Program Director would maintain record of the allegations in her office, along with any required documentation, and ultimately, information regarding the resolution of the allegation. The JRCERT may be contacted at:

JRCERT

20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
Phone: 312-704-5300

OUTCOMES ASSESSMENT: One requirement of accreditation is the implementation of an Outcomes Assessment Plan and Report. The goal of assessment is to determine if the program is meeting specific goals and benchmarks to foster continuous improvement. The assessment plan and report for Mercy/St. Luke's is performed on an ongoing basis and copies are available to current students and staff in the office of the Program Director and in both classrooms. Anyone desiring a hard copy may contact the Program Director. Part of the assessment also includes Program Effectiveness Data including items such as program completion rate, placement rate, etc. This information is reported annually on the Assessment Report and is posted on the JRCERT website listed above.

DISASTER AND WEATHER EMERGENCY PLANS

In the event of either a disaster or weather emergency while a student is attending school, each respective hospital's Disaster and Emergency Plan as posted within the Radiology Departments will be followed. In-service classes will be held presenting information regarding emergencies. It is imperative students maintain a current phone number listing with the school office. In the event of a disaster/emergency, students will receive a SMS text message through Populi. The Program Director and Clinical Coordinators will also follow up with all students individually.

LIABILITY INSURANCE PROTECTION

Liability Insurance Protection provides students with insurance protection if held liable while performing their duties for the hospital. All students are covered individually as additional insureds in the hospitals' comprehensive liability insurance program while they are acting within the scope and tour of their duties on behalf of St. Luke's Hospital and Mercy Medical Center both on and off the hospital premises. Conversely, the hospitals' insurance does not cover activities outside the scope of educational activities as a student in the School of Radiologic Technology.

INCIDENT REPORTS

A report is to be made using the appropriate hospital incident reporting mechanism for any incident which adversely affects or threatens to affect:

1. The comfort, health, or life of a patient, visitor, associate, student or volunteer.
2. The quality or promptness of any service.
3. Patient, personnel, or public relations.
4. Hospital or personal property.

There does not have to be injury before a report is completed. These reports are safeguards, not punitive in nature. Any student observing or involved in an incident, or the first one on a scene following an incident, should notify his/her supervisor as promptly as possible. The

student should then complete the electronic Incident Report form during the work period in which the incident occurred. Instructions on the use of this electronic reporting requirement will be demonstrated within the first month of the program. At Mercy, the Midas system is used and at St. Luke's, a Peminic report is initiated.

ADDRESS AND PHONE CHANGES

Students are required to maintain current phone numbers and addresses with the School within one week of a change. Students may change this information in their own personal file on Populi, Lawson system at St. Luke's, and Mercy's Employee Self-Service website. Changes at St. Luke's should occur by going to the Intranet and signing in to Lawson. Then choose the Talent Management icon and the Employee icon next. Then click on Choose My Profile. At Mercy, go to <https://laborworkx.mercycare.org/LaborWorkx/Login.aspx>. Once logged in, click on the "Personal" tab. This will take you to the API Employee Self Service portal. Once signed in, choose the Employee tab at the top and from the selections listed, choose Change personal information to update information. The Program Director will provide assistance if needed to accomplish this. Students should also follow this process for a name change, marital status change, or emergency contact information change within one week after said change(s). Additional information may be requested of the student by the hospitals.

TELEPHONES

Students are required to have a phone at their place of residence. This does not have to be a land line. Hospital telephones must be kept open at all times for hospital business. You may not use hospital phones for personal calls unless absolutely necessary. You are requested to discourage friends and relatives from calling you while at school except in an emergency. Students may not use hospital telephones to make long distance calls without permission from the school faculty.

The Program Director may be contacted at any time via cell phone call or text message. The Director's phone is a "work phone" and is for that purpose. However, Clinical Coordinators do not have "work phones", therefore; you should not contact them via their personal cell phones for routine questions. You will see them every day and any attendance related issues should be called to their work voice mail. Applications such as Snap Chat are discouraged between students and faculty.

Personal Electronic devices (cell phones, watch phones, pagers, etc.) must be **turned off** and **not visible** while in all academic and clinical assignments. These devices must be used **outside the classrooms**. During clinical assignments, you are forbidden to carry any personal electronic device. The only time these devices are allowed in the classroom are when you are eating lunch in the classroom.

If you are found to be carrying a personal electronic device during clinic, you will be required to take it to your locker and you will lose a clinical point. Personal Electronic devices that go off during class time or in the clinical area will result in the loss of 1 clinical point. If they go off during an exam when a patient is present or during a classroom test, a 2 clinical point deduction will occur. A sound indicating any type of message, such as voicemail, text

message, or low battery does constitute the device “going off”. Turn devices off!

For information regarding electronic devices that are allowed in the classroom, see the section titled “Classroom Conduct”.

ALCOHOLIC BEVERAGE POLICY

No alcoholic beverages will be allowed at school-sponsored functions. At this time, school sponsored functions are limited to the post-graduation reception in June.

DRUG AND ALCOHOL FREE CAMPUS STATEMENT

Mercy/St. Luke’s School of Radiologic Technology maintains a drug and alcohol free campus. Because of the serious nature of the health risks inherent in the use of illicit drugs and the abuse of alcohol, the School urges all students to refrain from these activities in the off-duty hours. Drugs and alcohol may cause death and create serious health effects such as lung disease, liver cirrhosis, pancreatitis, neurological deficits, cardiovascular disease, cancer, and gastrointestinal diseases/disorders.

Due to the serious risk to our patients’ lives, health and peace of mind, the School requires all students to be free of the influence of intoxicants or illicit drugs while on the school campus. This includes but is not limited to the possession, distribution and/or use of any intoxicant or any substance listed on the Controlled Substance Act. Violation of the above is grounds for immediate dismissal, as called for in the school policies, and possible reporting to the proper state, local or federal authorities for their action. Violators are not subject to re-instatement.

An exemption to the above policy is medications taken under the order of a physician. Any student who feels they may have an alcohol or substance abuse problem may utilize the Employee Assistance Programs of either sponsoring institution.

School employees should refer to the St. Luke’s Hospital *Drug-Free Workplace* Standard Operating Procedure (#9510-44) for policies concerning the possession, distribution and/or use of alcohol or illicit drugs on hospital property. This policy is distributed to and discussed with enrolled students during Orientation, in compliance with the Higher Education Act of 1965 as amended by the Drug Free Schools and Committees Act Amendments of 1989 (Pub. L. 1101-226) (20 U.S.C. section 1145 g).

Students should be aware that drug or alcohol convictions may result in fines, imprisonment, probation, and suspension or revocation of a driver’s license. These convictions may result in ineligibility to take the ARRT exam upon graduation.

A federal or state drug conviction can also disqualify a student for federal student aid funds if the offense occurred during a period of enrollment for which the students was receiving Title IV aid. Ineligibility for funds may extend up to an indefinite period of more than two years. Contact the FAA for more information of this requirement. More information is available in the program’s Safety Report, Policies & Procedures which may be viewed online at <http://www.mercycare.org/services/imaging-services/school-of-radiologic-technology/> and

choosing the "Campus Safety" link. Included at this link is the full Annual Security Report that is required by federal law and contains policy statements and crime statistics for the school. Additionally, the school's policies, procedures and programs concerning safety and security such as responding to emergency situations and sexual offenses are found here. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus and off campus on adjoining public property. You may request a hard copy of this report by contacting Ashley Balliet, Director, at 319.369.7077 or via e-mail at Ashley.Balliet@unitypoint.org.

FACILITIES

CLASSROOMS/LABORATORY

Mercy/St. Luke's has two classrooms currently in use. One is located at Mercy Medical Center and one on the St. Luke's campus. Both classrooms are well-equipped with standard classroom furnishings such as a computer, overhead projector, chalk/white boards, anatomic model, articulated and disarticulated skeletons, textbooks and other printed resources, and student tables and chairs. Other miscellaneous supplies are also contained within each classroom.

A non-energized laboratory is located at Mercy Medical Center. The lab is primarily used for demonstrations and check-offs for Radiographic Anatomy & Procedures class and lab, although it is also routinely used for other simulation activities. The lab contains a general radiographic table, tube, upright bucky, and control panel. Numerous supplies are also contained in the lab such as sponges, carts, immobilization devices, etc. Students are encouraged to use the lab outside normal school hours in addition to the time spent there during school hours. The lab is **not** a storage space for students' personal belongings or a lunch room. Do **not store your things in the lab**. If you have food in the lab or classrooms, it is your responsibility to clean up after yourself.

CAFETERIA

1. A thirty-minute meal period is allotted each day. Meal periods must be taken if a student is in attendance for more than five hours in a day. Students cannot skip meals in order to leave early. See Clinical Handbook for more specific details of lunch policies.
2. If students leave the hospital for any lunch or break period during any rotations, the supervising technologist must first grant permission.
3. Meals may be purchased at both hospital cafeterias at the employee discount rate. Meals **cannot** be charged at either hospital. You must pay cash.
4. Trays or dishes may be removed from the cafeteria when dinner or luncheon meetings have been scheduled outside the dining facilities, or to be taken to the Radiology Department lounge when patient workload dictates. Any items taken from the cafeteria should be returned as soon as possible. **DO NOT MAKE OTHERS CLEAN UP AFTER YOU.**
5. Shirts and shoes must be worn while in the hospital cafeterias. When you are in the School uniform, the **entire** uniform must be worn or you should remove your ID badges. For instance, you may not change into sandals on your way to class and then go to the cafeteria if you still have ID badges on that identify you as a student. Staff and visitors do not know you are leaving the hospital and may see this as a breach of appropriate uniform policy. The other option is to be out of uniform and have no ID badges on.

PARKING

Parking is available for students at both hospitals in designated lots only. Campus/Parking maps for both hospitals are distributed during Orientation. Students are required to follow employee-parking regulations during a school day. Failure to do so will result in a loss of a clinical point for each occurrence. All students will obtain and properly display parking permits from both institutions. If a new vehicle is obtained, you have two weeks to obtain the appropriate parking stickers. If this is not done, a clinical point will be deducted.

HEALTH SCIENCE LIBRARY

PURPOSE

The library is for the use of all hospital personnel and for others in the community who have need of its collection. It is not a patient's library nor is it a research collection.

The library seeks to acquire and maintain a collection of information materials covering current knowledge in medical and related subjects. At the core of the collection is a basic file of professional journals.

The books are arranged according to the National Library of Medicine Classification, supplemented by the Library of Congress Classification. The journals are not classified but are arranged alphabetically by title. Internet access is also available.

PHILOSOPHY

We believe that an adequate collection of information materials in the health science and related fields is essential to the development of a well informed and efficient hospital staff and is necessary in the education of personnel entering those fields.

We believe this collection is more economical and of greater value to the hospital staff and schools in a single location and under central control than by any other means.

OBJECTIVES

1. To maintain the best possible collection of library materials commensurate with the informational needs of the hospital staff and schools.
2. To provide maximum reference and bibliographic service within the scope of the library.
3. To stimulate interest in the use of the library among members of the hospital community.
4. To maintain library standards of content and performance that will exceed the requirements of accrediting agencies.

LIBRARY FACILITIES

Students enrolled in the Mercy/St. Luke's School of Radiologic Technology have access to the following reference and circulating library facilities:

1. Program Director's office
2. Clinical Coordinators' offices
3. Mercy Medical Center Watts Library
4. School classrooms at Mercy and St. Luke's

Library rules and regulations must be followed in all libraries.

WATTS MEDICAL LIBRARY

MERCY MEDICAL CENTER

319-398-6165

Fax – 319-369-4524

Hours: Monday – Thursday, 7:00 a.m. – 5:30 p.m.
Friday, 7:00 a.m. – 4:30 p.m.

Services:

- Circulating Collection
- Reference Services
- Interlibrary Loan
- Consumer Health Information

COPYING

Copying machines for school related projects are available at Mercy and St. Luke's as well as in the school office.

COMPUTER ACCESS

The school does provide computer access to students. Laser printing is available in the school office. The Watts Medical Library has computers with Internet connections available. Even though there is Internet access on computers in the Radiology departments at both hospitals, students are prohibited from accessing the Internet for personal use on these computers. Wireless internet is available throughout both hospitals. See section titled "Classroom Conduct" for information regarding personal computer use.

APPENDICES

PERFORMANCE STANDARDS

1. During clinical experience, the student will demonstrate responsibility by:
 - a. Reporting to clinical area and class on time.
**3 Tardies within 1 year = probation + Clinical Point*
**No call, no show = 6 months probation + Clinical Point;*
any two additional offenses = probable termination
 - b. Staying in assigned clinical area until work is completed or dismissed by instructor.
 - c. Checking off room supply list after room has been stocked with supplies.
 - d. Turning in examination and repeat count sheets on time.
 - e. Properly caring for and exchanging dosimeter at the end of each month. (within 1 week)
 - f. Completing Attendance (within 24 hours of absence) and trade forms (within 5 days) correctly.
 - g. Parking in designated areas.
 - h. Contacting instructor if delayed or absent.
**Coming in late without reporting a tardy = Clinical Point*
 - i. Obtaining RT initials on all images.
 - j. No use of cell phones in clinic or class.
 - k. Other
2. The student will exemplify excellence in personal appearance by:
 - a. Following School's policy on dress code.
 - b. Speaking well and showing appropriate choice of vocabulary.
3. The student will demonstrate appropriate ethical standards by:
 - a. Maintaining patient confidentiality.
 - b. Preserving the patient's personal privacy.
 - c. Recognizing own limitations and asking for assistance.
4. In the clinical experiences, the student will demonstrate safe implementation of care by:
 - a. Asking for assistance if unsure of correct procedure.
 - b. Finding technologist to assist them with all repeat films.
 - c. Not performing any radiographic procedures without direct supervision, until they have proven competency.
 - d. Using correct radiation protection techniques.
 - e. Reporting all accidents and errors of patient care and equipment.
 - f. Correctly identifying patient and procedures to be performed.
 - g. Correctly using lead markers on all exams.

ACADEMIC CALENDAR

SCHOOL HOLIDAYS 2017-2018

***CLASS OF 2017 GRADUATION-JUNE 16, 2017**

***CLASS OF 2019 BEGINS CLASSES-JULY 10, 2017**

Junior (Class of 2019) summer semester ends September 8, 2017

Senior (Class of 2018) summer semester reconvenes July 18, 2017 & ends September 8, 2017

***INDEPENDENCE DAY**

All students off/School Closed on Monday, July 3 and Tuesday, July 4, 2017

***FALL RECESS/LABOR DAY**

All students will have a school recess from Friday, September 1 through Monday, September 4. Clinic will resume Tuesday, September 5

- *Seniors scheduled on evenings the week of August 28 are scheduled Monday through Thursday from 12:00 noon – 8:30 PM*
- *No Seniors scheduled for weekends on Sept. 2 & 3 or Sept. 9 & 10.*

***FALL SEMESTER BEGINS SEPTEMBER 11 AND ENDS DECEMBER 22**

***SCHOOL CLOSED FRIDAY, OCTOBER 27, 2017**

- *No Seniors on weekends, October 28 & 29*
- *Seniors scheduled on Evenings this week-Mon through Thur, 12:00-8:30 pm*

***THANKSGIVING**

All students will have a school recess from Thursday, November 23 through Sunday, November 26. Classes/clinic will resume on Monday, November 27

- *No Seniors on evenings or late generals the week of November 20*
- *No Seniors on weekends November 25 & 26*

***CHRISTMAS**

All students will have a school recess from Saturday December 23 through Tuesday, January 2, 2018. Clinic will resume on Wednesday, January 3, 2018

- *No Seniors on evenings or late generals the week of December 18*

***SPRING SEMESTER BEGINS JANUARY 3, 2018 AND ENDS APRIL 29, 2018.**

***MID-WINTER RECESS**

All students will have a school recess from Friday, February 2, 2018 through Monday, February 5. Classes/clinic will resume on Tuesday, February 6

- *Seniors on evenings the week of January 29 will be scheduled Monday through Thursday 12:00 noon – 8:30 PM*
- *Seniors on evenings the week of February 5 will receive a "Holiday Slip" for being scheduled one extra day this week*
- *No Seniors on weekends February 3 & 4*

***SPRING BREAK**

All students will have a school recess from Saturday, March 10, 2018 through Sunday, March 18. Classes/clinic resumes on Monday, March 19

- *Seniors on evenings the week of March 5 will be scheduled Monday through Thursday 12:00 noon – 8:30 pm*
- *No Seniors on weekends March 10 & 11 as well as March 17 & 18*

***EASTER WEEKEND**

No Seniors on Easter weekend, March 31 & April 1, 2018

***JUNIOR RECESS**

Juniors will have a school recess from Friday, April 27 through Monday, April 30. Clinic resumes Tuesday, May 1. ***JUNIORS SWITCH TUESDAY, MAY 1.***

***SENIOR RECESS**

Seniors will have a school recess from Thursday, May 3 through Sunday, May 6.

- *No Seniors on evenings the week of April 30*
- *No Seniors on the weekend of May 5 & 6*

***JUNIOR WEEKEND, EVENING AND LATE GENERALS ROTATIONS BEGIN WEEK OF APRIL 30, 2018**

***SENIOR REVIEW BEGINS MAY 7, 2018**

***CLASS OF 2018 GRADUATION IS JUNE 15, 2018**

***MEMORIAL DAY**

All students will have a school recess on Monday, May 28, 2018. Classes/clinic resume on Tuesday, May 29, 2018

- *Students on evenings the week of May 28 will receive a "Holiday Slip" for being scheduled one extra day this week*
- *No students scheduled for weekends on May 26 & 27*

***JUNIOR VACATIONS**

Juniors will have vacation from Sunday, June 17, 2018 through Sunday, June 24, 2018. Clinic will resume on Monday, June 25, 2018

- *Students on evenings the week of June 11 will be scheduled for a normal week of evenings Tuesday through Saturday*
- *No students will be scheduled for weekends on June 16 & 17 or June 23 & 24*

TO: All Female Associates Occupationally Exposed to Radiation

SUBJECT: Instructions Regarding Prenatal Radiation Exposure

In compliance with Title X, part 19, of the Code of Federal Regulations, a written guide is being provided to those individuals who work in a restricted area, of the health protection problems associated with radiation exposure. Specific attention should be given to prenatal exposure to radiation and the biological risks to embryos and fetuses.

Although this information is an essential part of every radiologic technologist's education program, documentation to verify that this guide has been made available to you is required. We are, therefore, asking you to detach, sign, and return this memo to my office in order that I may incorporate it into your personnel file.

Thank you.

I hereby acknowledge that I have received a copy of and have read the appendix to Regulatory Guide 8:13 concerning risks for prenatal exposure to radiation and have been informed of the biological risks that may result from such exposure.

NAME _____ DATE _____

DEPARTMENT _____

TITLE _____

SIGNATURE _____

(Verification of Receipt)

DISCIPLINARY ACTION REPORT

DISCIPLINARY ACTION - Students will be subject to disciplinary action for any inappropriate conduct or unsatisfactory work performance. This action may take the form of written warnings, probation, suspension, or dismissal.

STUDENT _____ **CLASS** _____

DATE OF INCIDENT _____

ACTION INITIATED BY: _____
Signature Title Date

REASON FOR REPORT:

- | | |
|--|--|
| <input type="checkbox"/> Excessive absenteeism (Illness) | <input type="checkbox"/> Unsatisfactory academic performance |
| <input type="checkbox"/> Excessive tardiness | <input type="checkbox"/> Misconduct |
| <input type="checkbox"/> Violation of policies | <input type="checkbox"/> Violation of safety rules |
| <input type="checkbox"/> Failure to follow instructions | |
| <input type="checkbox"/> Unsatisfactory clinical performance | |

EXPLANATION OF CIRCUMSTANCES: _____

ACTION TO BE TAKEN:

WARNING: (Indicate any improvement required and the date by which student is expected to comply) _____

PROBATION: (Indicate period and conditions of probation) _____

SUSPENSION: NUMBER OF DAYS _____ **EFFECTIVE** _____
Date

RETURN TO SCHOOL _____
Date

IMMEDIATE SUSPENSION PENDING ADMINISTRATIVE DETERMINATION OF STUDENTS SUITABILITY TO CONTINUE IN PROGRAM

DISCIPLINARY ACTION REPORT - PART II

ACKNOWLEDGEMENT AND COMMENTS BY THE STUDENT: _____

Student Signature **Date**

REVIEWED BY
PROGRAM DIRECTOR _____
Signature **Date**

REVIEWED BY
GOVERNING COMMITTEE _____
REPRESENTATIVE **Signature** **Date**

DISMISSAL STATEMENT

Due to the aforementioned reasons, we the Governing Committee have decided that it is not in the best interest of the school, the sponsoring institutions or their patients that this student remains in the program. This student is therefore dismissed as of _____.
Date

Governing Committee Representative Signature **Date**

Distribution: Original to the Student's Permanent Record
Copy 1 - To Student
Copy 2 - To Program Director

Required Textbooks 2017-2018

Print copies are available for each of the following textbooks. Although subject to change, we currently are able to offer a small discount from the list price published. Occasionally we may also have used books available to purchase for a lower price than the list price.

Text Title	Format	ISBN	Author	Pub.	List Price
Introduction to Radiologic Sciences and Patient Care-6 th Ed.	Print	978-0-323-31579-1	Adler & Carlton	Elsevier	\$87
Radiographic Positioning & Related Anatomy-9 th Ed.	Print	978-0-323-39966-1	Bontrager & Lampignano	Elsevier	\$205
Essentials of Radiographic Physics and Imaging-2 nd Ed.	Print	978-0-323-33966-7	Johnston/Fauber	Elsevier	\$111
Radiation Protection in Medical Radiography-7 th Ed.	Print	978-0-323-17220-2	Statkiewicz-Sherer	Elsevier	\$85
Comprehensive Radiographic Pathology-6 th Ed.	Print	978-0-323-35324-3	Eisenberg & Johnson	Elsevier	\$108
Mosby's Comprehensive Review of Radiography-7 th Ed.	Print	978-0-323-35423-3	Callaway, William	Elsevier	\$73
Corectec's Comprehensive Set of Review Questions For Radiography	Print	978-18808-90332	Cummings, Gerald R.	Corectec	\$44

