



**Ascension St. Vincent's  
Riverside  
Radiologic Technology Education Program**



**Student Handbook  
Policy and Procedure Manual  
2020-2021**

*"Certified true and correct content and policy".*

*Christy Mauel*  
Christy Mauel, Program Director

**Ascension St. Vincent's  
Schools of Medical Science  
Radiologic Technology Program**

Faculty / Administration Contact Information

Michael Donohue, M.D.  
Program Medical Advisors–Radiologic Technology Program  
Department of Radiology – St. Vincent's Healthcare - Riverside  
Office 308-8079

Jon D. Cooper, M.B.A.  
President, Ascension St. Vincent's – Riverside  
Dean of Radiologic Technology Program  
Office 308-6767

Christy Mael, M.H.L. R.T.(R)  
Program Director  
Office 308-8552

Sarah Zahra, A.A.S. R.T.(R)(MR)  
Clinical Coordinator  
Office 308-4144

## Certification

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

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Christy Mauel, Program Director  
Radiologic Technology Program

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

I hereby acknowledge that I received the Student Handbook Policy and Procedure Manual for St. Vincent's School of radiologic Technology Program and understand that I am responsible for the knowledge of its content to include policies, procedures and program requirements contained herein.

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

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

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

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

Student Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

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## 1.0 OVERVIEW AND GENERAL INFORMATION

### 1.1 Welcome

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

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

#### Purpose of the Handbook

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

#### Non-Discriminatory Policy

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

**POLICY:**

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

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

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

### 1.2 St. Vincent's Mission Statement

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

THE CHARITY OF CHRIST URGES US TO:

#### SERVICE OF THE POOR

Generosity of spirit, especially for persons most in need

#### REVERENCE

Respect and compassion for the dignity and diversity of life

#### INTEGRITY

Inspiring trust through personal leadership

#### WISDOM

Integrating excellence and stewardship

#### CREATIVITY

Courageous innovation

#### DEDICATION

Affirming the hope and joy of our ministry

### 1.3 St. Vincent's Schools of Medical Science:

St. Vincent's Riverside is a 528-bed, state-of-the-art medical center located on the beautiful St. John's River in Jacksonville, Florida just a short distance from the Atlantic Ocean. Established in 1916 by the Daughters of Charity, St. Vincent's is now a member of Ascension Health, the largest Catholic, and the largest non-profit health system in the United States.

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

- Diagnostic Medical Sonography
- Radiologic Technology
- Medical Technology (Laboratory)

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

#### **1.4 Accreditation of the Program**

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

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

#### **General Information**

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

#### **St. Vincent's Medical Center is also:**

##### **Accredited by:**

The Joint Commission (TJC)

##### **Certified by:**

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

##### **Licensed by:**

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

##### **A Member of:**

American Hospital Association  
Catholic Health Association  
Florida Hospital Association  
Northeast Florida Hospital Council  
Greater Jacksonville Area Hospital Council



All students in the program become associates of Ascension St. Vincent's upon admission. As such, the candidate must successfully complete pre-employment screening required of all prospective associates to be a student in the program. Information obtained as part of the screening may be shared with one or more clinical affiliates in order that the student may complete clinical education at the site. As employees, students are bound by the Ascension St. Vincent's standards of conduct and are afforded many of the resources available to any other St. Vincent's employee. Additionally, like any other medical imaging employee at St. Vincent's, students will be required to complete all mandatory education, attend department meetings, and complete mandatory employee health screens such as annual TB testing.

### **1.5 Introduction of the Handbook**

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

### **1.6 Mission of the School of Radiologic Technology**

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

### **1.7 Program Goals**

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

### **1.8 Plan of Education**

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

1.	Practice oral, written, and electronic medical communication.
2.	Demonstrate knowledge of human anatomy, physiology, and pathology.
3.	Anticipate and provide patient care, comfort, and safety.
4.	Apply theories of Radiologic Sciences and Techniques.
5.	Demonstrate knowledge of medical ethics and legal issues.
6.	Operate radiographic instrumentation and equipment.
7.	Perform radiographic procedures modifying each to accommodate for the patient or situation.

8.	Perform, process, and assess diagnostic images.
9.	Practice appropriate radiation protection practices for the patient, self, and others.
10	Exercise independent judgment and discretion in the technical performance of diagnostic imaging procedures.
11	Promote life-long learning to allow for adaptation to an ever-changing environment.

### **1.9 Expectations**

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

### **1.10 Student Rights and Responsibilities:**

<b>Students have the right to:</b>	<b>Students are responsible for:</b>
Admission without discrimination on the basis of race, age, color, religion, national origin, disability, or veteran's status.	Providing just application information.
Institutional policies and procedures.	Knowledge and application of the policies and procedures.
Take reasonable exception to the data or view offered in any course of study.	Knowing material offered in all courses of study.
Orderly procedures of academic evaluation without prejudice.	Maintaining standards of academic performance for all courses.
Confidentiality.	Respective Confidentiality.
Academic and financial record conditions of disclosure.	Maintaining confidentiality of their personal records.
Discuss appropriate issues and to express opinions.	Maintaining positive public relations for SVMC.
Clarification of standards of behavior that are considered essential in appropriate situations.	Know these policies and may be disciplined for violations of such.
Safety precautions within the program and institution.	Practicing safety policies.
Participate in periodic review of various elements of the program.	Seeking clarification or assistance.

### **1.11 Health Insurance Portability and Accountability Act of 1996 (HIPAA)**

**PURPOSE:** To satisfy the legal and moral obligations of the clinical education centers regarding the confidential nature of patient information in which students have access to. These obligations are driven by HIPAA of 1996. The privacy provisions of HIPAA went into effect in April 2003.

#### **POLICY:**

Although HIPAA also deals with other healthcare issues such as health insurance access, the prevention of healthcare fraud and abuse, tax-related issues, and group health plan requirements, this policy focuses upon the confidentiality of patient information. During the

clinical education phase of the program students are required to review and discuss medical records during radiographic examinations. Patient information is typically obtained through verbal, written, pictorial, and electronic means. These records often contain very sensitive information about a patient. At no time will a radiologic technology student release or discuss, in public, any information contained in a patient's medical record.

- Students who violate a patient's right to confidentiality, may be subjected to immediate dismissal from the program
- Additionally, HIPAA establishes both civil and criminal penalties for privacy violations. Wrongful disclosure of any health information may result in sizable fines and possibly prison time.
- The clinical education center may also receive a civil sanction and fine.

The School of Radiologic Technology at St. Vincent's - Riverside provides each student the opportunity to participate in clinical learning experiences as required by the curriculum content. These clinical experiences include patient contact at each clinical site; to include, St. Vincent's Riverside, St. Vincent's Southside, St. Vincent's Clay, St. Catherine Laboure' Manor, Ortho Edge Orthopedic Speciality, and Nemours Children's Clinic: Due to the close association with patients, and their health history:

- (1) I agree not to disclose to any individual or third party, any confidential information relating to the patients, the techniques used in its operations, or any other confidential or proprietary information which I may be a party to and/or overhear during my education in the program, or to publish any information regarding my experience without prior written approval. I will not maintain any such confidential or proprietary information on any mobile electronic device such as a laptop computer, thumb-drive, portable hard drive, or cellular telephone.
- (2) I agree to comply with all applicable federal and state laws, rules, and regulations, as well as all medical center policies, procedures, rules, and bylaws.
- (3) I certify that I have never: (a) been convicted of, or indicted for, a crime related to health care, or listed by a Federal Agency as debarred, excluded, participation in a federally-funded health care program (or notified of such action); or (b) otherwise engaged in conduct for which an individual can be so convicted, indicted, or listed. I agree to notify the Medical Center immediately in the event of any such conviction, indictment, listing, or notification.
- (4) I release the program, medical center and its officers, directors, employees, agents, and medical staff from, and covenant not to sue for, any and all claims and liability related to any good faith evaluation or appraisal of my performance during the clinical learning experience and from any injury or loss sustained by me while participating in the program of education whether it be in the classroom or clinical environment unless such injury or loss arises solely out of the Medical Center's gross negligence or willful misconduct.
- (5) I understand and agree that: (a) the clinical learning experience is a product of the prescribed curriculum and is for my benefit; (b) I will not be considered an employee for time spent during the clinical learning experience, and I will not be compensated for, or receive or accrue employee benefits for, time spent during the clinical learning experience; (c) I have not been offered, promised, or guaranteed employment at the conclusion of the clinical learning experience.

\_\_\_\_\_  
Print full Name

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**1.12 Code of Ethics see: Patient Care – Chapter 2**

As developed by the American Society for Radiologic Technologists

1. The Radiologic Technologist conducts himself/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The Radiologic Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

3. The Radiologic Technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination, regardless of sex, race, creed, religion, socioeconomic status.
4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts utilizes equipment and accessories consistent with the purpose for which they have been designed, and employs procedures and techniques appropriately.
5. The Radiologic Technologist assesses situations, exercises care, discretion and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.
6. The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment management of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice of the profession.
7. The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in limiting the radiation exposure to the patient, self and other members of the health care team.
8. The Radiologic Technologist practices ethical conduct appropriate to the profession, and protects the patient's right to quality radiologic technology care.
9. The Radiologic Technologist respects confidences entrusted in the course of professional practice, protects the patient's right to privacy, reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Radiologic Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice. One means available to improve knowledge and skills is through professional continuing education.

### **1.13 Professional Behavior & Conduct**

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

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

The following behaviors are not considered professional and should be avoided. These include but are not limited to discussing private lives with other students or staff in the presence of patient's, eating in clinical areas, chewing gum, and argumentative behavior with patients, staff, faculty, or other students. Negative comments related to your education, the Program, or Ascension St. Vincent's is not acceptable in any area where others may overhear. This includes clinical areas, hallways, elevators, cafeteria, and such of St. Vincent's and all affiliations.

#### **Socialization with patients**

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

Patients are to be addressed as follows:

Their legal name until the patient designates a name they prefer to be called.

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

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

#### **1.14 Dress Code Policy**

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

##### **Uniform:**

1. **Royal Blue** color only (Cherokee/Landau/Dickies/Gray's Anatomy suggested brand colors) solid color scrub top and pants with white lab coat royal blue scrub type lab coat and all white or black clean shoes is the uniform.
2. Scrub tops may not be tucked into scrub bottoms unless worn with a lab coat (wear as tunic). Each scrub top must present a school patch on the right shoulder sleeve; this patch **MUST** be sewn on the right sleeve not taped or tacked. Patches will be distributed the first day of class.
3. White or Royal Blue lab jacket may be worn over the uniform. Each Lab coat must present a school patch on the right outside shoulder sleeve; this patch **MUST** be sewn on not taped or tacked.
4. Students may wear a white or royal blue undershirt under their scrub top. Program faculty may require students to wear a short sleeve crew undershirt under scrub top to maintain professional appearance in the classroom/clinic setting. No other color is acceptable. Shirts worn under the scrub top must not be visible at the sleeve or waist hem. Long sleeve shirts and/or turtlenecks may be worn under the scrub top **ONLY** if it is royal blue or white color.
5. The sleeve hem or bottom hem of the undershirt must not show below the hems of the scrub top. Undergarments must not be seen through, protrude from uniforms or be a different color than the scrub top (except for white).
6. Undershirts may not be worn without a scrub top or worn as the only shirt under a lab coat. All undershirts **MUST** be tucked in to scrub bottom and remain tucked in throughout the entire day.
7. Only all White or all Black uniform style, athletic shoes may be worn (not white and black). No multicolored athletic shoes are allowed. Closed-toe shoes must be worn at all times. White or black closed toe clogs with a heel strap are permitted. No Crocs or imitation crocs (no holes in the shoe) are permitted according to Medical Center dress code policy. Shoes and shoe strings must be clean at all times. Socks can be of any color but must be covered by pant legs while standing.
8. During Operating Room (OR) rotations uniform policy as stated above must be followed. OR scrubs are supplied by the OR.
9. Students must be in uniform whenever on campus for class or clinic. The **ONLY** exception is if a student chooses to come in for study time on a personal day or personal time. When applicable, attire worn by students during such didactic hours shall be neat and clean always. No shorts, blue jeans, blue jean skirts, strapless shirts, T-shirts, miniskirts, flip-flops, midriff tops or scrubs other than the prescribed uniform are allowed.

##### **Jewelry:**

1. Only one (1) pair of post type earrings may be worn – both male and female. Multiple earrings on each ear are not permitted. Earrings which hang below the earlobe are not acceptable for your safety and infection control reasons. No single earrings, ear cartilage, nose, tongue, brow, or visible navel or nipple jewelry is permitted.
2. Rings are not permitted unless it is a wedding or engagement ring. A wristwatch with a second hand/indicator is recommended. Bracelets are not permitted unless for medical reasons.
3. One short, small tasteful necklace (tucked under the uniform always) may be worn in the clinical area. No large beaded necklaces are allowed. This is at the discretion of the Program Director and/or Clinical Faculty. Again, the above is for safety and infection control reasons.

##### **Other:**

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

be worn at the collar during clinic.

2. Personal belongings are not permitted in the clinical areas. Locks and Lockers are provided and should be used to secure personal items such as; purses and wallets, cell phones, books, etc. Cell phones are not permitted in the clinical or classroom areas during clinical rotations or classroom lectures for any reason.
3. All hair must be pulled back and tied up from the face and off the shoulders during all clinical rotations. Hair accessories must be conservative in nature. Natural hair colors only, no pastels, primary colors etc...
4. Beards or mustaches should be short and neatly trimmed. All visible tattoos must be covered by clothing or flesh colored bandage.
5. Artificial nails or tips are prohibited as stated in the Medical Centers handbook. Nails must be trimmed to no more than ¼ inch from the fingertip. They must be clean and well-manicured always for the safety of the patients. Clear nail polish shall be worn. Infection control officers suggest that no nail polish be worn.
6. Moderate makeup is permitted. No strongly scented perfumes, colognes, or aftershave should be worn, again, for the safety of the patient.
7. Good personal hygiene to avoid body odor and halitosis is required.
8. Technique book (pocket guide) must be on your person and clinical notebook must be with you at all times when in class and each clinical rotation.
9. The above clinical and classroom dress code will be enforced at all times. Failure to follow this policy will result in disciplinary action in the form of a verbal warning. Second time – written warning, third time = dismissal.

## 2.0 ACADEMIC POLICIES

### 2.1 Examinations

Periodic examinations are given to evaluate student progress. At the end of each term, cumulative final examinations are given. Students must maintain an academic average of at least 80% (B-) and a clinical average of at least 85% (B) to remain in the program.

Each student is required to take exams on the scheduled test day unless excused by the program director or clinical faculty. If a student is excused from class (on a test day), due to a scheduled absence, it is their responsibility to take the test prior to the rest of the class, or receive a zero (0) for the test grade.

When a student is absent from a class when an examination is given due to an unscheduled absence, he/she is required to make up that examination the day that the student returns to class or clinic during their lunch time. If a student fails to do so a zero (0) will be given. It is not the instructor's responsibility to arrange the makeup test.

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

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

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

### 2.2 Scholastic Failure/ Academic Probation

Each student must achieve a minimum grade of 80% in each didactic course and an 85% or above in the clinical portion of the program to remain in good standing. A student who completes one or more courses with a final grade of less than 80%, or who scores an average below 85% in clinical at the end of the first mid-term or the end of any other term, will be placed on academic and/or clinical probation. The student must complete all courses during the next half term with didactic scores of 80% or above and a clinical grade of

85% or above, as applicable, and achieve a minimum cumulative term GPA of 2.50 to remain in the program. Any student on academic probation who does not meet the minimum criteria upon completion of the next half term (to mid-term of next period) will be dismissed from the program. Any student, who finishes the last term (Term IV) on academic or clinical probation, must finish the program with a cumulative grade point average of at least 3.20 to graduate.

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

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

### **2.3 Assignments**

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

### **2.4 Pathology Presentations / Case Studies**

Students may be expected to research patient cases and present their findings as assigned by the Program Director or Instructors for Pathology. All case presentations will be used as an educational experience for students to critique images, view pathology, evaluate various radiographic appearances within structures, develop critical thinking and problem-solving skills and gain insight into different methods to approach similar exams, etc. The presentations will include written and oral requirements.

Plagiarism is defined as using and passing off the ideas or writings of another as one's own. Plagiarism is not tolerated. A second occurrence by the student will result in dismissal from the Program. See Cheating and Plagiarism information next page.

### **2.5 Didactic Course Failure**

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

### **2.6 Grading Scale**

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

<b>Percentage</b>	<b>Letter grade</b>	<b>Grade points</b>
93 – 100%	A	4.00
89 - 92.9%	A-	3.75
86 – 88.9%	B+	3.25
83 – 85.9%	B	3.00
80 – 82.9%	B-	2.75
75 – 79.9%	C	2.00
70 – 74.9%	D	1.00

The class grade points are multiplied by the number of “points” assigned to the course. The total grade points are then divided by the total “points” to determine the grade for that class. “Points” have been assigned to each course based on the number of contact hours per week for the purpose of establishing a grade point average for the students. The courses in this program have not been approved for post-secondary education credit beyond the scope of this program.

### **Course Credit Equivalents and Grade Point Average**

The grade points will be multiplied by the number of points assigned to the course to determine the total number of grade points achieved for the course. The total grade points will be divided by the total points to determine the grade point average. The following credit equivalency is assigned to each course based on the number of contact hours per week for the purpose of establishing a grade point average for the students. For the classroom instruction, one credit equivalent is equal to approximately 17 contact hours. This is based on one hour per week over the course of a standard 17-week college semester. Therefore, the total number of classroom contact hours for the 22-month format is approximately 960 hours.

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

<u>Course</u>	<u>Contact hrs.</u>	<u>Course</u>	<u>Contact hrs.</u>
Introduction to Radiologic Science	26	Radiation Protection & Regulations	26
Patient Care/Ethics & Law	52	Principles of Imaging I & II	52
Radiation Physics I	26	Radiographic Pathology I	26
Intro to Radiation Protection & Safety	26	Radiation Biology	26
Image Analysis/ Acquisition and Processing	26	Digital Imaging Acquisition & Display	26
Human Structure Function I-IV	156	Alternative Patient Care/Urinary Cat	24
Radiographic Procedures I-IV	156	Radiographic Technical Conversions/QA	26
Clinical Practice I-IV	1702	Introduction to CT/Sectional Anatomy	36
Patient Care/Pharmacology & Venipuncture	52	Radiographic Pathology/Research	26
Radiation Prod. & Characteristics I & II	52	Registry Review	26
<u>Approximate</u> contact hours			2880 hrs

### **CHEATING AND PLAGIARISM**

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

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

### **2.7 Graduation Requirements Required terminal competencies include, but are not limited to, the following list. The graduate shall be able to: See Policy SV-05 pg. 50**

1. Use oral and written medical communication
2. Demonstrate adequate knowledge of human structure, function and pathology.
3. Anticipate and provide basic patient care and comfort.
4. Apply principles of body mechanics in the correct manner.
5. Successfully perform basic mathematical functions.
6. Correctly operate radiographic imaging equipment and accessory devices.
7. Correctly position the patient and imaging system to perform radiographic examinations and procedures.
8. Successfully modify standard procedures to accommodate for patient condition and other variables.
9. Correctly utilize CR/DR/PACS systems. Practices HIPAA
10. Determine exposure factors to obtain diagnostic quality images with minimum radiation exposure.
11. Correctly, adjust exposure factors for various patient conditions, equipment, accessories and contrast media to maintain appropriate radiographic quality.
12. Practice ALARA - radiation protection for the patient, self and others at all times.
13. Successfully recognize emergency patient conditions, initiate first aid, and basic life support procedures.
14. Evaluate radiographic images for appropriate positioning and image quality.



15. Evaluate the performance of radiographic systems, know the safe limits of equipment operation and report malfunctions to the proper authority.
16. Demonstrate knowledge and skills relating to quality assurance.
17. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
18. Understand basic x-ray production and interactions.
19. Support and practice the professional Code of Ethics.
20. Completely satisfy tuition balance to equal zero
21. Successfully complete all terminal clinical competencies – practical examinations.
22. Maintain an academic average of 80% or higher and clinical average of 85%.
23. Successfully complete all clinical competencies and assignments.
24. Student has not exceeded the maximum sick days according to program policy.
25. Adhere to all HIPAA regulations
26. Successfully passed the comprehensive final with at least an 80%. This exam is given at the end of the program.

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

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

## **2.8 Graduation Award of Completion**

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

## **2.10 Research Project**

Students are required to prepare a research paper and may be required to submit a formal presentation.

## **2.11 Program Schedule**

The program is currently organized to consist of two five-month terms and two six-month terms. The first two weeks are primarily orientation and informational. Background information relevant to health care, radiography, radiation protection, patient care and ethics is discussed. The school calendar indicating program holidays and vacations is found at the back of this handbook on page 41 is revised and distributed annually.

## **Clinical and/or Academic Assignment**

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

**PROCEDURE:**

1. Assigned clinical and academic program hours are consistent by term and typically result in approximately 35- 38 hours of program involvement per week.
2. Students are required to make-up any outstanding clinical absences, which are defined by the Attendance and Tardiness Policy SV-03.
3. Make-up time is scheduled by the Clinical faculty to meet the needs of the student, especially related to outstanding competency requirements and shall not be used for disciplinary reasons or exceed 40 hours per week.
4. Students enrolled at St. Vincent's School of Radiologic Technology may be employed as technical assistants, during non-program hours.

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

Student's may not be employed as an acting radiologic technologist and may not take x-ray exposures when working as a technical assistant.

### **Advanced Placement or Transfer Student/Credit Policy**

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

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

**PROCEDURE:**

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

## **3.0 ADMISSION AND APPLICATION POLICIES**

### **3.1 ARRT Ethics Requirement**

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

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

**American Registry of Radiologic Technologists®**

1255 Northland Drive  
St. Paul, Minnesota 55120-1155  
Ph: (651) 687-0048  
[www.arrt.org](http://www.arrt.org)

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

### **3.2 Admission Requirements**

The Program does not discriminate on the basis of race, religion, sex, national origin, disability, age, or marital status. Students must be at least 18 years of age to be considered for admission as required by the National Council on Radiation Protection and Measurement. A minimum of an Associate degree is required by the ARRT prior to sitting for the ARRT examination. Only applicants who meet all prerequisites and submit all required application materials and fees will be scheduled for the admission interview process. Applicants who are accepted into the program are expected to submit a nonrefundable admission fee of \$25 with written acknowledgement of intent to enroll in the program.

#### **3.2.1 Prerequisites**

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

**REQUIRED COURSES**, minimum grade "C" for all courses:

- College Intermediate Algebra
- Intro. to Speech or Speech Communication
- Human Relations, Psychology, or Human Growth and Development
- General Physics, General Chemistry, Anatomy and Physiology I, or Biology
- Humanities

### **3.2.2 Recommended Courses**

Strongly recommended College courses:

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

### **3.2.3 Application Submission procedure**

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

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

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

The program is size limited, and acceptance is not guaranteed. Acceptance is based on an evaluation of the individual's prior educational and work experience, personal and professional references, and personal interviews. Each applicant is evaluated and assigned a score based on a point system. Class size is limited with a total capacity of nine students. The highest nine scores are those applicants invited to the program.

### **3.2.4 U.S. Department of Veterans Affairs Post 9/11 G.I. Bill**

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

### **3.3 Technical Performance Standards Policy**

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

**Communication** - Abilities sufficient for interaction with patients, families and other health care providers in verbal, written and electronic form.

**Mobility** - Physical abilities sufficient to move from room to room and maneuver in small spaces and maneuver equipment.

**Motor Skills** - Gross and fine motor abilities sufficient to provide safe and effective diagnostic imaging care.

**Hearing** - Auditory ability sufficient to monitor, assess, and acquire Health needs and information.

**Visual** - Ability sufficient for observation, assessment and implementation of patient care and the evaluation of diagnostic images.

**Tactile** - Ability sufficient for patient assessment and performance of skilled patient care activities in diagnostic imaging; i.e., location of body landmarks with finger tips.

**Mental/Intel** - Capacity to meet the requirements of procedural standards speed and accuracy. Integrate didactic instruction into clinical performance.

**Physical Stamina** - Remain continuously on a task for several hours while standing, moving, lifting and or bending.

**Smell** – Olfactory senses sufficient for maintaining environmental patient safety.

**Work Capacity** - Medium strenuous work including routinely lifting or pulling more than 50 pounds; routinely manipulating imaging equipment with arms above head: routinely pushing, pulling, bending, stooping, kneeling and squatting in the performance of radiographic procedures; standing for 80 percent of the time.

If a student is unable to maintain the above Performance Standards they will be given the opportunity to call the Human Resources department (904-308-8362) between 9:00am – 4:00pm (Mon-Friday) to determine reasonable accommodations and possible Disability Services available. Demonstration may be required.

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

### **Social Media Policy**

The radiologic technology program discourages students from interacting with clinical site staff technologists on all social media websites. Any student who posts **any information** regarding clinical policies, clinical sites, clinical staff members, school staff, physicians, classmates, patients or patient belongings will be dismissed from the program.

## **4.0 ATTENDANCE POLICIES**

### **4.1 Maximum hours**

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

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

7:30 a.m. to 4:00 p.m. – may not leave the clinical area prior to 3:50p

8:00 a.m. to 4:30 p.m. (Ortho Edge)(Nemours) – may not leave clinical area before

4:20pm

1:00 p.m. to 9:30 p.m. (minimum 2 weeks in 22 months)

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

### **4.2 Class attendance**

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

- VA – must not exceed 20% time missed / month or 32 contact hours per term or 4 days per term (5 or 6 months depending on the term). Time and Attendance is recorded via Trajecsys. VA is notified by the Program Director when the attendance record beyond the time listed above.

#### **4.3 Excused Absence**

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

#### **Bereavement Leave**

To coincide with medical center policy all students are provided Bereavement leave up to 24 hours (3 consecutive days) without PTO deductions. More than 24 contact hours' time thereafter will be deducted from the student's PTO account.

It is the responsibility of the student to recover material missed during their absence and make up any required work. Make-up tests may be different from the test given to the rest of the class and must be made up on the day returned to clinic during the lunch break.

Illnesses requiring more than two consecutive days of personal time will require a doctor's note authorizing return to the program. Students who exceed the allotted personal time will be required to make up the excess time missed after the program graduation date – up to 40 contact hours. No makeup time may be made up during regular program hours. The student will not officially graduate from the program or be eligible for the national certification exam until the make-up time and all competency requirements have been completed. If make-up time exceeds 40 contact hours at any given point in the 22 months the student may be terminated from the program.

#### **Military Leave**

St. Vincent's Health Care supports the **Military Services** of the Government of the United States and provides the following provisions for students in the Military Reserves during their enrollment in the program.

Students serving in any branch of the U.S. Military Reserves are allowed 2 weeks (10 days) of leave per academic year to fulfill their required duty time. Students that miss additional time (>10 days) due to military service will be required to utilize personal leave or arrange an acceptable time frame in which to make up the time missed so that the program's clinical requirements can be fulfilled. Make-up time is subject to the Program Directors discretion and subsequent approval.

Students are responsible for all didactic and clinical course materials presented during their absences related to military services.

If a student is called to active military duty, the program will reserve a position for that student so that they can be re-enrolled upon the completion of their active duty assignment.

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

**PURPOSE:** To define the protocol for closing the Program for extreme inclement weather.  
To recommend all students take the necessary precautions to accurately prepare for the looming weather.  
To ensure all students remain safe during the inclement weather.

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

The sponsoring institution is in Duval County and therefore; if the public-school closings occur in this county due to severe weather it is the intent of the Program to follow their direction and close all clinical sites for the School of Radiology for the duration of weather conditions. If the Duval County school system closes for ½ (closing in the afternoon) it will be up to the program director to determine if the morning or afternoon clinic or class will be cancelled.

If a student lives in an outlying county (Baker, Clay, Bradford or St. John's, etc.) and are unable to attend class or clinic due to inclement weather conditions but the schools in their county remain open and Duval County schools are open as well, they must report to clinic/class. A PTO will be deducted if absent. No PTO will be deducted if Duval County schools close due to severe weather; this does not include Duval County Schools restoration efforts (assuming the poor weather has passed) only poor weather conditions. All students are urged to properly prepare for the return to clinic and/or class as soon as the poor weather passes.

Inclement Weather Condition: Examples which may disable the students return to clinic or class and are considered excused absences:

Neighborhood Street flooding – unable to exit home or neighborhood (efforts must be made to take alternate routes)

Impassable roads due to tree damage (efforts must be made to take alternate routes)

Home flooding – unable to exit or return home

Pre- or Post-Evacuation – unable to return home due to damage or lack of transportation

Unacceptable absence:

Power outages

Inability to Shower

Home clean up

Transportation damage (unless documented and no other means of travel is immediately available).

### **Jury Duty**

Jury Duty is a civic duty for all citizens. If a student is summoned by a local, state or federal court they should notify the Program Director within 48 hours. Upon receipt of notification the summons is copied and placed in the student file. There will be no PTO time deducted for time missed up to 5 days. If additional time is required – PTO time will be used. All material missed in class is the responsibility of the student to make up (including homework, quizzes, tests, etc.).

### **4.4. Holidays and Vacations**

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

**Christmas Day  
Christmas Eve  
Good Friday**

**Independence Day  
Labor Day  
Memorial Day**

**Thanksgiving Day and the Friday after  
New Year's Day  
Martin Luther King Day**

Vacation must be taken during the pre-assigned periods. Each student has two (2) weeks of vacation time during each 11-month period of the program. Generally, one week is scheduled during the week of July 4<sup>th</sup> and the other is during the week of Christmas each year. Specific dates may be found on the program calendar in the addenda section of this handbook.

### **4.5 Absenteeism**

If a student is unable to report for class or clinic, the clinical faculty must be notified by phone one hour prior to the scheduled start time and the reason so stated. Failure to do so constitutes an unexcused absence and may result in disciplinary action in the form of a written warning and 1 point (one) deducted from the clinical grade. Each student is allowed a total of 112 personal hours during the twenty-two months. Students should not use more than 56 hour's personal time during the first eleven months. Excessive sick time may result in program dismissal due to the length of the illness and course material missed. Extended illnesses will be handled individually by the Program Director according to the 'extended absence' guidelines. Students who require more than the allotted personal time must make up equal time missed *after* graduation, not to exceed forty (40) hours and will neither receive a certificate of completion nor be eligible to sit for the certification examination until the time has been completed. If a student's absence exceeds forty (40) hours (of possible make up time) – dismissal may occur due to the inability to make up material missed.

A student who requires more than two (2) consecutive days off due to illness is required to have a doctor's excuse. Failure to present a

doctor's note will result in a written warning.

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

#### **4.6 Extended Absence**

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

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

#### **4.7 Personal Time Off (PTO)**

Each student is allotted a total of 112 personal hours during the twenty-two months. Students should not use more than 56 hours of personal time during the first year, July – June. Exceeding 56 hours during the first year will result in a verbal warning and documented conference with faculty. It is mandatory that two weeks' notice is provided in writing prior to using PTO. PTO forms are provided on Trajecsys documents for the students. The program faculty will either approve or decline permission for PTO depending on the student's status in the program. If two weeks' notice is not requested; time off will be declined.

#### **4.8 Tardiness Policy (see Policy SV-03) page 47**

#### **4.9 Department Phone Numbers**

##### **Sick Call Procedure for Clinical Rotation**

Students are responsible for calling their assigned clinical area **1 hour** prior to their scheduled start time as well as leave an office voicemail for the clinical instructor indicating illness.

##### **Phone Numbers:**

St. Vincent's Riverside  
Emergency Room ..... 308-5060  
Main Radiology Department ..... 308-8051  
Imaging Center ..... 308-5712  
Operating Room ..... 308-2563  
St. Vincent's Southside  
Kim Hammond..... 296-5249  
Nemours Children's Specialty Hospital  
Pam Raulerson .....697-2528  
Ortho Edge .....204-5000 ext. 143  
St. Vincent's Clay  
Keri Boehm ..... 602-1449; 602-1435

##### **School Faculty:**

Christy Mael ..... 308-8552  
Sarah Zahra ..... 308-4144

Failure to follow sick call procedure will result in one (1) point deducted from the final clinical grade in the term the infraction occurs and will also result in a written warning. Accumulation of three (3) written warnings throughout the 22-month program for any reason may be cause for dismissal.

## **5.0 Clinical Rotations**

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

### **Tardiness Procedure for Clinical Rotation**

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

### **Important Clinical area Phone Numbers:**

<b>EMERGENCY PHONE #</b> .....	<b>308-8332</b>
Breast Health .....	308-5488
CT .....	308-7526
ER X-ray .....	308-5060
<b>Hospital Reception Desk</b> .....	<b>308-8332, 308-7423, 308-8333 (In case of emergency)</b>
IC X-ray .....	308-5713
IC X-omat .....	308-5712
IC Reception Desk .....	308-5700
MRI .....	308-5707
Nemours Specialty Clinic .....	697-2528
Ortho Edge .....	408-5000
OR X-ray .....	308-8059
St. Vincent's Southside Main Imaging .....	296-5249
St. Vincent's Clay .....	602-1449; 602-1435



### **Trajecsys (I-Cloud-based Record Keeping)**

All first students must be registered in Trajecsys (TRS) prior to the program start date. This software provides students access on any computer at a clinical site and/or home or elsewhere to view their clinical progress. All evaluations and competency procedures are conducted via the TRS system. TRS allows students to view their progress confidentially and efficiently throughout the program. All students must clock in and out at each site daily to allow technologists to report their activities via the system. This does not take place of the student's hard copy attendance sheet; this form must still be completed.

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

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

Students must review and electronically sign their weekly evaluations and competencies on TRS in a timely manner.

If a mistake is made in the TRS system or you need assistance; please contact your Clinical faculty and/or Program Director. Payment is required directly to Trajecsys in the amount of \$150 for the 22-month program and will be deducted from the tuition cost (copies of payment receipt must be given to the program director). It is strongly advised to pay for a one-year TRS subscription at a time.

## **5.0 Discipline**

### **5.1 Written Warnings**

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

### **5.2 Dismissal**

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

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

18. Physical or verbal violence toward another person. This includes the response of violence if provoked.
19. Harassment of or in any form
20. Excessive use of PTO - sick call
21. Second Terminal competency attempt
22. Violation of Health Insurance Portability and Accountability Act (HIPAA)
23. Three failed competency attempts in one term

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

### **5.3 Program Grievance Procedure**

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

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

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

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

**FILING A GRIEVANCE REQUEST:** If the student is unsatisfied with the Program Director's decision during the preliminary process.

1. If the student is unsatisfied with the decision, then he or she must submit in writing a formal grievance to the Medical Sciences Education Department Director and/or Medical Advisor within business 3 days of the Program Directors decision.
2. The Director and/or Medical Advisor will meet with the Program Director and evaluate the grievance, the program's policy manuals, and the students' academic and clinical file to attempt to resolve the grievance.
3. The Director and/or Medical Advisor may refer the written grievance and all associated documents to Human Resources for review.
4. The Department Director and/or Medical Advisor will decide and notify the student in writing within 2 business days.

The student requesting the grievance is required to release, in writing, to the Program Director, access to his/her educational records for the use of following the grievance policy.

**FINAL PROCESS:** To provide due process, assuring that the rights of all parties are not infringed upon and that the Program's policies are upheld. This step in the grievance policy must not include any individuals directly associated with the program (e.g., program director, clinical coordinator, clinical instructors, and diagnostic imaging department director).

1. If the student is unsatisfied with the decision of the Department Director and/or Medical Advisor, the student can request the

grievance to be reviewed by Senior Executive Management.

2. The grievance will be submitted to Senior Executive Management of Ascension St. Vincent's in writing within 3 business days of the Department Director/Medical Advisor decision; all written documentation will be reviewed, and a decision will be made within 5 business days. The decision of Senior Executive Management is final.

## **MISCELLANEOUS INFORMATION:**

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

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

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

## **6.0 STUDENT SERVICES**

### **6.1 Academic Advisement**

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

### **6.2 Academic Assistance**

Academic assistance and professional course tutoring by faculty is available to students upon request if failing. Each faculty member practices an "open door" policy when applicable.

### **6.3 Student Bulletin Board Usage**

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

### **6.4 Classroom & Library Facilities**

A classroom is provided for the Program by the Medical Center and is located within the St. Vincent's Riverside facility. Library is found online via LMS. Research database includes; BSCO, PubMed, OVIDSP, Journals, Copier, Computers, etc. Students have access to the program's book and film library located in the radiology classroom. Necessary teaching aides and resources are the property of the School and are available for use in the classroom and for the individual student's use. A computer resource lab is provided by the Medical Sciences Education Department and by the Medical Center and each student is given a computer sign on at the beginning of the program. An additional quiet/safe space with computer access is provided in addition to the main classroom. The facilities in the Radiology Department of the Medical Center are utilized for on-site clinical application.

Google classroom is accessible with the student's given google drive login. Lectures, homework and discussions can be posted for students and faculty use.

## **MEDICAL LIBRARY WEB PAGE**

St. Vincent's Intranet page, click on Medical Library in the list of Quick Links in the left-hand column.

### **6.5 Counseling: STUDENT & EMPLOYEE ASSISTANCE PROGRAM**

Counseling is available to students upon request or as needed by program faculty and/or the Medical Center's Corporate Care Works (CCW) program.

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

## **6.6 Housing**

Housing is the responsibility of the attending student.

## **6.7 Lockers**

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

## **6.8 Student Parking**

Second year students may park in Lot 4 next to the Family medicine building. First year students are to park in Lot A across the street from the Publix on Riverside Ave. If and only if Lot A is full you are directed to park on the top floor of the King's street garage (at the far end of this floor). Parking restrictions are strictly enforced on the campus, and violations will be disciplined. **Failure to park in the designated area may result in termination of this privilege for all medical imaging students.** Parking on any of our campuses is at your own risk. Any accidents or security issues must be reported to your personal automobile insurance company. St. Vincent's holds no liability or responsibility for car damage or personal theft. \*Parking assignments are fluid with the amount of staffing at the time, changes to parking assignments may occur due to designated lots being full. Students will be noticed at the time of any changes by clinical staff.

## **6.9 Advisory Committee Representative**

An Advisory Committee exists to assist in the direction of the Program. A student representative will attend the annual advisory committee meeting – clinical schedule permitting. The student's role will be to bring the concerns and recommendations of the students to the Committee.

## **6.10 St. Vincent's Values Line Hotline at 1-800-707-2198**

## **6.11 Student Learning Disabilities Services Policy – See Policy CODE: SV-13**

## **6.12 Student Health Center Services**

Annual TB evaluation, FIT Testing, clinical onsite injury evaluation

## **7.0 GENERAL ADMINISTRATIVE POLICIES**

### **7.1 Changes in Address/Phone Number**

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

### **7.2 Community Service Activities**

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

### **7.3 Emergency Procedures**

Accidents occurring on campus involving students or patients must be reported immediately to a school faculty member, clinical faculty, or supervising staff member. An Incident/Injury Report must be reported directly to the third-party administrator, Sedgwick, via telephone intake by calling 1-866-856-4835. Contact the St. Vincent's Occupational Health team with any questions 308-8485, option 7.

### **7.4 Harassment Policy**

**PURPOSE:** To define various types of behavior that infringe upon the rights of others (students, faculty, clinical staff, administrative staff). It is the policy of the Medical Sciences Education Department to foster an environment free from any form of intimidation or discrimination including but not limited to racial, ethnic, religious, sexual, age-based, or disability – related harassment. Harassing conduct is strictly prohibited.

Infringement of the rights of others is defined to include, but not limited to, the following:

- Physical or verbal abuse inflicted on another person. This includes but is not limited to cyber communications.
- Severe emotional distress inflicted upon another person.
- Theft, destruction, damage or misuse of the private property of members of the program or non-members of the program occurring on site or off-site during any program approved activity.
- Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct creates a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.
- Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has, in fact, placed an individual in such fear. This includes but is not limited to cyber stalking.

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

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

Harassment can relate to a person's sex, race, age, religion, national origin, sexual orientation, disability, veterans status, marital status, genetic information or other protected status.

### **7.5 Health Insurance**

The student is responsible for obtaining his/ her own health insurance and provides the program director with a copy of their card.

### **7.6 Program Hours** 22-month program = approximately 2880 contact hours

Program faculty is generally available 7:00a to 5:00p, Monday - Friday.

Additional office hours will be offered for consultation with students as needed. The Clinical faculty and Program Director office hours are considered the hours not in clinic or classroom.

- Students are scheduled 35-40 clinical and didactic contact hours weekly.
- Students may not exceed 40 clinical and didactic contact hours.
- Student class days contact hours are Monday 7:30a–9:00a or 2:00p–4:00p, Tuesday or Wednesday 9:00a -12:00p, and Thursday or Friday 7:30a – 12:00p (*subject to change*)
- Most clinic day contact hours are 7:30a - 4:00p.
- Clinic days are Monday – Friday, with 45 minutes to 1 hour for lunch.
- Clinic contact hours may change based on clinical assignment. Clinical schedule changes are provided approximately 30 days prior to rotation requirements. Clinical contact hours:
  - 7:30 am to 4:00 pm – *may not leave the clinical area prior to 3:50pm*

- 8:00 am to 4:30 pm (Orthoedge and Nemours) – *may not leave the clinical area prior to 4:20pm*
- 1:00 pm to 9:30 pm ( 2 weeks of the 22-month program) – *may not leave the clinical area prior to 9:20pm*

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

### **7.7 Language**

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

### **7.8 Latex Advisory**

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

### **7.9 Paid Hours**

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

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

### **7.10 Pregnancy Policy (See Student Pregnancy Policy SV-11)**

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

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

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

Re-entry testing will be conducted. If failure of a reentry examination occurs, reentry will be delayed, and retesting scheduled.

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

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

## **POLICY REGARDING STUDENT PREGNANCY**

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

### **POLICY: REGULATORY GUIDE 8.13**

### **INSTRUCTION CONCERNING PRENATAL RADIATION EXPOSURE**

#### **A. INTRODUCTION**

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

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

a declared pregnant woman.” A declared pregnant woman is defined in 10 CFR 20.1003 as a woman who has voluntarily informed her employer, in writing, of her pregnancy and the estimated date of conception.

1. If a student declared her pregnancy, the relative risk to the embryo and/or fetus from x-rays must be thoroughly explained to the student prior to her continuation of clinical education. United States Nuclear Regulatory Commission (NRC) Regulation 10 CFR Part 20.1208 “Dose Equivalent to an Embryo/Fetus” and National Council on Radiation Protection and Measurements (NCRP) Report No. 116 “Protection of the Embryo-Fetus” are suggested as references.
2. Program continuation options must be provided for the student. Provision shall be made for re-entry into the program if a “leave of absence” is taken by the student.
3. The Florida Radiologic Technology Board of Examiners (Board) recommends that adequate controls and monitoring be instituted to limit the dose to all students to as low as reasonably achievable. The Board recommends a total dose equivalent limit (excluding medical exposure) of 5 mSv (500mrem) for the embryo-fetus. Once a pregnancy has been declared, exposure of the embryo-fetus shall be no greater than 0.5 mSv (50mRem) in any month (excluding medical exposure).
4. The Program Director and the appropriate institutional Radiation Safety Office shall periodically review student radiation exposure reports to assure compliance with the above dose limit.
5. All didactic, laboratory and clinical education hours as required by the program must be completed prior to graduation.

### **7.11 Radiation Monitors**

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

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

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

### **Radiation Protection for Students Policy (See Policy SV.RT.EDU-10)**

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

#### **POLICY:**

The students at St. Vincent’s are under NO circumstances allowed to hold a patient for any x-ray exposure. Students are required to wear lead aprons while “standing out” (in the room) for fluoroscopic examinations and while doing portable x-ray portable examinations.

The students are required to wear their radiation dosimeter at all times in the radiology department. Students are further required to notify a program official in the event of loss or damage to his/her dosimeter. If a monitoring device is left at home the student must leave clinic to retrieve it, and make up the time missed according to the Tardiness Policy SV-03.

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

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

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

### **7.12 Read Back Test Results Policy**

In compliance with HIPAA regulations and hospital policy, students are not permitted to provide or take oral reports from any individual.

### **7.13 Reapplication Policy**

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

### **7.14 Records Availability and Security**

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

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

**POLICY:** (See Policy SV.RT.EDU-09)

#### **I. Records Release:**

- a) St. Vincent's Medical Center School of Radiologic Technology, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, also known as the Buckley Amendment, allows its students to inspect their official educational records. These records are maintained in the Program Director's office. All questions regarding the implementation of the Act should be directed to the Program Director or research FERPA.
- b) During normal school hours students are afforded access to their records at any time, upon written request to the Program Director. The Program Director will arrange a mutually convenient appointment within 5 working days of the request. Records must be reviewed in the presence of a program official, or designee. Students may exercise the right to copy documents contained in their record. Official transcripts received from other educational institutions or agencies are not available from St. Vincent's. Such documents must be requested by the student from the original source or institution.
- c) The student has the right to add a letter of explanation to their permanent file, in regard to any conflict or discrepancy that may arise.
- d) The confidentiality of students' education records is strictly maintained. The Program believes in limited disclosures of information from students' files to third parties. Only members of the St. Vincent's School of Radiologic Technology faculty have access to students' files, for the purpose of education and guidance of students and for other legitimate school business. Written permission from the student is required for transcripts and/or any other information from students' files to be released to any third party, (including the student's parents). A request for release of information must be in writing and submitted to the Program Director.
- e) Limited access to students' records is afforded to representatives of regulating agencies in conjunction with accreditation procedures.
- f) The right to inspect and review education records does not extend to applicants, to those denied admission, or to individuals who do not actually enroll in the School.
- h) Comments and complaints regarding students' rights under the FERPA may be submitted in writing to: Family Policy Compliance Office, U.S. Department of Education, Washington, DC 20202-4605.

#### **II. Records Retention**

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

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



2. After 5 years a student's application and transcripts information is maintained permanently. All other file information is securely discarded.

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

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

See Program Policy SV.RT.EDU-09 for details.

### **7.15 Student Information/Record Changes**

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

### **7.16 Reporting Communicable Diseases**

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

1. Students are to report communicable diseases or infections to a program faculty member. The Program Director will evaluate their condition, and if necessary, may send the student to the Occupational Health Office and/or adjust clinical rotations. Students with a communicable illness will not be allowed to complete clinical rotations until the illness is resolved and/or physician releases the student. Missed clinic time will be deducted from PTO balance. If excessive time is missed time may be made up after graduation. This is at the discretion of the Program Director.
2. Students will practice Ascension St. Vincent's policy on Standard Precautions to prevent the students' contact with blood and body fluids of any and all patients.
3. **Non-Emergency Injury**  
Any student, who is injured during class or clinic hours, such that the injury does not require emergency treatment, must immediately report the injury to school faculty or to the affiliate clinical supervisor, as appropriate. An Incident /injury report must be electronically completed via the intranet "Injury Report" page and submitted one the day of the injury. The student may be sent to the Associate Health Office or Family Medicine for evaluation.
4. **Injury Requiring Emergency Care**  
If a student succumbs to illness or injury that requires emergency treatment, such treatment is the priority and should be immediately delivered. Students are required to carry health insurance to cover the costs of such treatment. Computer generated injury reports must be completed on the day of the injury (ASAP). Proof of health insurance is required if sent to the Emergency Department.

### **7.17 COVID-19 Policy**

The student clinical self monitoring protocol checklist and instructions is located on the following page. For the safety of the patients and staff all students will follow this protocol and report symptoms to Occupational Health when necessary. Students will also download the Ascension COVID-19 screening application on their smartphone. This app will provide screening prior to entering an Ascension facility.

As an employee of the hospital, students will follow all COVID-19 policies and procedures.

Students will have access to the ASRT learning module titled COVID-19 Essentials. Students will complete the test at the end of the learning module during orientation.

If the answer is yes to any of the following questions, you must notify the clinical faculty, your clinical site and occupational health for further instructions. Occupational Health 904-308-8485 onsite at Riverside.

### **Clinical Student Self-Screening Protocol**

- **Fever?** If you have a fever of 99.5 degrees Fahrenheit
- **New or Changing cough?**
- **Shortness of breath?**

Follow all instructions given by Occupational health, the clinical site and program faculty regarding your return to clinical rotations.

#### **7.18 Smoking**

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

#### **7.19 Standard (Universal) Precautions**

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

#### **7.20 Hand Hygiene**

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

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

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

#### **7.21 Substance Abuse Policy**

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

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

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

body when the student is in clinic, classroom, and/or being evaluated by a clinical site occupational health department and results in a positive drug test.

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

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

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

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

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

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

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

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

See Substance Abuse Policy 15.02 on the Portal G drive.

## **7.22 Withdraw Policy**

A student may voluntarily withdraw at any time during the program. The withdrawal notice must be in writing (hand-written or typed), dated, and signed by the student. The student must physically turn in program required documents, affiliate badges, radiation monitors, lead identification markers, school patches and parking decals. The student will receive a withdrawal 'W' course grade for all courses not completed during the semester of withdrawal. A 'W' course grade is not factored into the student's GPA. Withdrawing during or after the final exams week will result in earned grades for the courses.

## 8.0 CLINICAL POLICIES AND PROCEDURES

See separate clinical handbook for complete procedures and forms.

### Clinical Expectations

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

### 8.1 Weekly Clinical Evaluation

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

All clinical evaluations will be viewed and accessed with the Trajecsys (TRS) system. Students must log in to Trajecsys daily and check for evaluations, competencies and communications posted on the system.

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

Technologists are encouraged to offer constructive feedback in the comment section of the evaluation. In the event the student's performance is unsatisfactory, the section requesting a conference with a clinical faculty and or student should be selected so the issues of concern can be addressed and resolved. In evaluating the student's performance, the technologist maintains and respects the confidentiality of the student's performance. In the event, the student does not agree or understand the evaluation he or she is given the opportunity on the evaluation to request a conference with the clinical faculty and or technologist. Please refer to the procedure for unfavorable clinical evaluations; 8.2.

## **8.2 Procedure for Unfavorable Clinical Evaluations**

The following procedure is available for all students to follow concerning an unfavorable evaluation from a Radiologic Technologist:

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

## **8.3 Clinical Education Objectives Summary**

Performance objectives and clinical competencies are based on requirements of the American Registry of Radiologic Technologists for certification eligibility.

A student's success is dependent upon their ability to apply the didactic information learned in the classroom and utilize that knowledge in the clinical environment.

The program provides approximately 3200 hours of clinical education. There are several different clinical environments. Clinical rotations are planned to include but are not limited to routine, emergency, surgical, orthopedics, pediatric, and a variety of special imaging modalities. These opportunities are scheduled Monday through Friday with a restricting evening rotation.

Success in clinical education is measured by the student's:

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

A six-month affective domain evaluation is performed by staff technologists, lead technologist, faculty, clinical instructors, etc. to evaluate student skills, dependability, initiative, and personal relations. These evaluations are averaged and become a product of the overall clinical term score.

Clinical Competency Procedure:

1. After successful completion of the three practice examinations, the student will notify a program faculty or CCM when deemed prepared to perform a competency. The examination/procedure will be directly monitored by the evaluator. Any unmet criteria may result in a "0", any "0" results in a failed competency attempt.
2. Asterisk (\*) tasks are critical to successful completion of the competency. If the student fails to perform a critical (\*) task as listed on the procedure form, the proficiency section of "unacceptable performance" will be documented on the initial evaluation and automatic failure will occur.
3. The Clinical procedure is reviewed with the student, at which time the student has the opportunity to ask further questions.
4. All students with a failed or revoked competency are instructed that they will be reevaluated another time by the clinical faculty. A fourth practice examination must be completed prior to the student performing the final competency.
5. The student may be evaluated for competency a maximum of two times per procedure. If successful clinical competency does not occur after the second attempt, the student will be put on clinical probation. (*see clinical probation procedure or clinical handbook*)
6. If two unsuccessful competency attempts occur in one term for different procedures, the student will be placed on clinical probation. (*see clinical probation procedure*)
7. If a student fails a third attempt on the same competency or a third competency within the same term, the student will be terminated.

Revoking a Competency:

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

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

#### **8.4 Student Supervision**

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

#### **JRCERT DEFINITIONS:**

##### **8.4.1 Direct Supervision**

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

##### **8.4.2 Indirect Supervision**

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

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

##### **8.4.3 Exceptions: Portables, Repeats, Surgery**

1. All portable and surgical procedures require direct supervision always.
2. All repeat exams require direct supervision. NO student (Junior or Senior) may repeat an exposure without the direct supervision from a qualified staff technologist.
3. Extended clinical probation due to failed terminal competency attempts will require direct supervision at all times during the probationary period. (see *terminal competency policy in the clinical handbook*)

#### **Miscellaneous:**

4. A qualified radiographer must approve **ALL** images exposed by a student.
5. Students will NOT use ionizing radiation on other students or technologists during simulation practices and lab/experiment education. Only phantoms shall be utilized.
6. It is mandatory that the student and the technologist's signature's performing the procedure be identified on the patient's requisition using the proper pre-procedure verification method.
7. Students must use the proper 2 patient identification method prior to performing a procedure on all patients.
8. At no time is a student permitted to or authorized to supervise (indirect or direct) another student while performing a radiologic procedure or portion of a procedure. Under no circumstances is this acceptable.

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

1. Failure to exercise proper direct and indirect supervision practices the first time will result in a **ten point** deduction from the final clinic grade in which the infraction occurs in addition to a written warning.

2. In the event of a second occurrence the student will be dismissed from the program.
3. If #7 under miscellaneous is not followed, disciplinary action violating a “Red Rule” under the hospital administrative policies (Red Rule Policy 1.06) will be enforced. This policy is on hospital facility intranet.
  - First violation – written warning
  - Second violation – will be suspended immediately for one to three scheduled days at the program director’s discretion; and dependent on the outcome of the investigation may be terminated.
  - Third violation – termination from the program will occur.

Radiographic images produced by students as part of their classroom clinical education will not be made using other students or technologists as subjects. Only phantoms shall be utilized.

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

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

### **8.5.1 Cellular Phones**

The use of cellular phones for any purpose is prohibited at all times in the clinic and while class is in session. Cellular phones must be turned off or to silent mode during these times. If a cellular phone rings or otherwise disturbs the class the student will be given one verbal warning. Each subsequent occurrence will result in a written warning. The first occurrence of a cellular phone in the clinical area will result in a verbal warning. Subsequent occurrences of cell phone use will result in a written warning. If the phone must be used during these times, the student must excuse themselves from the area. Such occurrences may only be for exceptional or emergent situations and the time must be logged on their timesheet. Smart phone watches are allowed for recording the date and time. The student is not allowed to use any of the other functions on the watch and the facility reserves the right to discontinue this privilege if deemed necessary. The first offense the student will be verbally warned. The second offense will result in the privilege being revoked and the student will not be allowed to wear the smart phone watch in clinic or class.

### **8.5.2 Other Electronic Devices**

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

### **8.5.3 Testing**

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

## **9.0 ADDENDA**

1. **Contact Information for ARRT, ASRT, JRCERT**
2. **Curriculum and Course Descriptions**
3. **Calendar**
4. **FORM Pregnancy Policy Notification**
5. **FORM Refund Policy Acknowledgement**
6. **FORM Policy Review-Handbook Receipt**
7. **ARRT Certification- Registration website**
8. **ARRT Certification and State Licensing website**
9. **ASRT Radiography Practice Standards**

} **Materials distributed during Orientation**

**10. ARRT Content Specifications for Exam in Radiography**

**11. JRCERT Standards for an Accredited Educational**

**10.0 POLICIES**

SV.RT.EDU-01 Non Discriminatory Policy	p. 48
SV.RT.EDU-02 Advanced Placement/Transfer Student Policy	p. 48
SV.RT.EDU-03 Attendance and Tardiness Policy	p. 49
SVSV.RT.EDU-04 School Closing Policy	p. 51
SV.RT.EDU-05 Academic Progress Policy	p. 52
SV.RT.EDU-06 Clinical/Academic Assignment Policy	p. 53
SV.RT.EDU-07 JRCERT Compliance	p. 54
SV.RT.EDU-08 Grievance Policy and Procedure	p. 55-56
SV.RT.EDU-09 Student Records Policy	p. 57
SV.RT.EDU-10 Radiation Protection Policy	p. 58
SV.RT.EDU-11 Pregnancy Policy	p. 59-62
SV.RT.EDU-12 Tuition Refund Policy	p. 63
SV.RT.EDU Student Services – Disabilities	distributed during orientation
SV.RT.EDU-13 Student Evaluation of Faculty	p. 64
SV.RT.EDU-14 Florida Student Alpha Tau Chapter	p. 65
SV.RT.EDU-15 MRI Screen for Safety	p. 66
SV.RT.EDU-16 Time Card Approval Policy	p. 67
SV.RT.EDU-17 Mammography Observation Policy	p. 68
SV.RT.EDU-18 COVID-19 Policy	p. 69

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

**Joint Review Committee on Education in Radiologic Technology**

**JRCERT**

20 N. Wacker Drive  
Suite 2850  
Chicago, IL 60606-3182  
Phone: (312) 704-5300  
Fax: (312) 704-5304  
E-mail: [mail@jrcert.org](mailto:mail@jrcert.org)

**American Society of Radiologic Technology**

ASRT  
15000 Central Ave. SE  
Albuquerque, NM 87123-3917  
Tel: 800-444-2778, press 5  
505-298-4500  
Fax: 505-298-5063  
E-mail: [customerinfo@asrt.org](mailto:customerinfo@asrt.org)



**The American Registry of Radiologic Technologists**

1255 Northland Drive  
St. Paul, Minnesota 55120-1155 USA  
Phone (651) 687-0048  
ARRT Standards of Ethics 6/1/2007 [www.arrt.org](http://www.arrt.org)

Ascension St. Vincent’s  
Medical Sciences Education  
School of Radiologic Technology – 83202  
Holiday Calendar 2020 - 2021

**New term July 6, 2020 – December 31, 2020 ----- Term I Juniors & Term III Seniors**

- July 6, 2020 ..... Seniors Begin Class Term III
- July 27, 2020 ..... New Class Begins/Med Ctr. Orientation
- July 27 - 31, 2020 ..... Program/Department Orientation
- September 7, 2020 ..... Labor Day (No School)
- October 5, 2020 ..... Mid Term Grades
- November 26 – 27, 2020 ..... Thanksgiving (No School)
- December 21 – 25, 2020 ..... Christmas Vacation
- January 1, 2021 ..... New Years Day (No School)

**New Term January 2, 2021 – June 25, 2021 ----- Term II Juniors & Term IV Seniors**

- January 18, 2021 ..... Martin Luther King Day (No School)
- (TBD) ..... Seniors Orlando Registry Review Trip

Mid Term March 22, 2021 .....	Mid Term Grades
April 2, 2021 .....	Good Friday (No School)
April 4, 2021 .....	Easter
TBD .....	Seniors Summer Vacation
May 31, 2021 .....	Memorial Day (No School)
May 20, 2021 .....	Tentative Graduation
July 4, 2020 .....	Independence Day (No School)
July 5 – July 9, 2021.....	Juniors Summer Vacation
July (TBA) 2021..... <i>Subject to Change</i>	New Class Begins

### **Curriculum and Course Descriptions**

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

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

### **Required Textbooks**

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

**Course Descriptions Effective 07/16/20:**

Note: Subject to change: Course content and titles may be modified or combined to better adhere to the ASRT Curriculum.

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

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

**Human Structure and Function (Anatomy) I-IV**

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

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

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

**Image Analysis/ Acquisition and Processing:** The course introduces technical factors affecting radiographic quality; including technique charts, automatic exposure control, digital imaging characteristics, contrast resolution and image identification. Laboratory experience is included.

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

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

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

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

**Radiation Production and Characteristics, I & II:** This course is designed to present the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter.

**Pharmacology:** The course is designed to provide students with basic concepts of pharmacology. The theory and practice of basic techniques of Venipuncture and the administration of diagnostic contrast agents and intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized. Emergency medications, drugs utilized during medical imaging procedures, and common drugs and their administration are also discussed.

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

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

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

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

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

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

**Radiographic Clinic II:** This course is a continuation of Radiographic Clinic I. It covers clinical experience in all phases of fundamental radiologic procedures and image critique of the studies submitted for interpretation. It includes clinical experience in Ortho Edge Orthopedics and the Operating Room.

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

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

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

## **Radiologic Science Resources**

### **Textbooks**

Bontrager K. *Radiographic Positioning and Related Anatomy*. 7<sup>th</sup> ed. St. Louis, MO: Elsevier Mosby; 2009.

Bushong SC. *Radiologic Science for Technologists: Physics, Biology, and Protection*. 11<sup>th</sup> ed. St. Louis, MO: Mosby;

Carlton RR, Adler AM. *Principles of Radiographic Imaging: An Art and a Science*. 4<sup>th</sup> ed. Albany, NY: Delmar Publishers; 2006.

Carrol, Quinn B. *Radiology in the Digital Age* 3rd ed. Springfield, Illinois: Thomas Books Publisher; 2018

Fauber L. *Radiographic Imaging and Exposure*. 3<sup>rd</sup> ed. St. Louis, MO: Mosby; 2008

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

Fosbinder RA, Mason S. *Essentials of Radiologic Science*. Philadelphia, PA: Wolters Kluwer Health/Lippincott Williams & Wilkins; 2011.

Frank ED, Long BW, Smith BJ. *Merrill's Atlas of Radiographic Positions and Radiologic Procedures*. 12<sup>th</sup> ed. St. Louis, MO: Elsevier/Mosby; 2012.

Gurley LT, Callaway WJ. *Introduction to Radiologic Technology*. 7<sup>th</sup> ed. St. Louis, MO: CV Mosby; 2010.

Kowalczyk N, Mace JD. *Radiographic Pathology for Technologists*. 7<sup>th</sup> ed. St. Louis, MO: Mosby/Elsevier; 2008.

Statkiewicz-Sherer MA, Visconti PJ, Ritenour ER. *Radiation Protection in Medical Radiography*. 8<sup>th</sup> ed. Maryland Heights, MO: Mosby/Elsevier; 2010.

### Workbooks/Handbooks

Callaway, W. *Comprehensive Review of Radiology: The Complete Study Guide and Career Planner*.. 7th ed. St. Louis, MO: Mosby

Carrol, Quinn B. *Radiology in the Digital Age* 3rd ed. Springfield, Illinois: Thomas Books Publisher; 2018

Fauber L. *Radiographic Imaging and Exposure*. 3<sup>rd</sup> ed. St. Louis, MO: Mosby; 2008

Frank ED, Long BW, Smith BJ. *Merrill's Pocket Guide to Radiography*. 14<sup>th</sup> ed. St. Louis, MO: Mosby; 2018.

Frank ED, Long BW, Smith BJ, Hall Rollins J. *Workbook for Merrill's Atlas of Radiographic Positions and Radiologic Procedures*. 14<sup>th</sup> ed. St. Louis, MO: Mosby; 2018.

Saia DA. *Appleton & Lange's Review for the Radiography Examination*. 11<sup>th</sup> ed. New York, NY: McGraw-Hill/Appleton & Lange; 2000.

Statkiewicz-Sherer MA, Visconti PJ, Ritenour ER. *Radiation Protection in Medical Radiography*. 8<sup>th</sup> ed. Maryland Heights, MO: Mosby/Elsevier; 2010.

### Example of Student Transcripts

STUDENT/SSN/Associate Number:												
<b>DOB</b>												
<b>Enrollment Date:</b>												
<b>Graduation</b>												
<b>Term I</b>					<b>Term II</b>							
	<b>Final</b>	<b>Letter</b>	<b>Grade</b>			<b>Final</b>	<b>Letter</b>	<b>Grade</b>				
<b>Junior Class</b>	<b>Percentage</b>	<b>Grade</b>	<b>Points</b>		<b>Junior Class</b>	<b>Percentage</b>	<b>Grade</b>	<b>Points</b>				
July 162018 - December 21, 2018					Jan 2, 2019 - June 28, 2019							

Introduction to Radiologic Science and Health Care (1)				Patient Care/Pharmacology & Venipuncture (2)			
Patient Care/Ethics and Law (2)				Radiation Production and Characteristics I (2)			
Radiation Physics I (2)				Radiation Protection and Regulations (2)			
Intro Radiation Protection and Safety (2)				Principles of Imaging I (2)			
Image Analysis/Film-Screen Acquist and Process (3)				Radiographic Pathology I (2)			
Human Structure and Function I (1.5)				Human Structure and Function II (1.5)			
Radiographic Procedures I (1.5)				Radiographic Procedures II (1.5)			
Clinical Practice I (4)				Clinical Practice II (4)			
<b>17 hours</b>		<b>Term GPA:</b>	<b>0.0</b>	<b>17 hours</b>		<b>Term GPA:</b>	<b>0.0</b>
<b>Term III</b>	<b>Final</b>	<b>Letter</b>	<b>Grade</b>	<b>Term IV</b>	<b>Final</b>	<b>Letter</b>	<b>Grade</b>
<b>Senior Class</b>	<b>Percenta</b>	<b>ge</b>	<b>Grade</b>	<b>Senior Class</b>	<b>Percenta</b>	<b>ge</b>	<b>Grade</b>
<b>July 8, 2019 - December 20, 2019</b>				<b>January 2, 2020 - May 15, 2020</b>			
Radiation Biology (2)				Registry Review (1)			
Principles of Imaging II (3)				Digital Imaging Acquisition and Display (3)			
Radiation Production and Characteristics II (3)				Radiographic Technical Conversions /QA (3)			
Radiographic Pathology II/Research (2)				Introduction to CT/Sectional Anatomy (3)			
Human Structure and Function III (1.5)				Human Structure and Function IV (1.5)			
Radiographic Procedures III (1.5)				Radiographic Procedures IV (1.5)			
Clinical Practice III (4)				Clinical Practice IV(4)			
<b>17 hours</b>		<b>Term GPA:</b>	<b>0.0</b>	<b>17 hours Total Hours</b>		<b>Term GPA:</b>	<b>0.0</b>
						<b>Cum GPA:</b>	

Ascension St. Vincent's - Riverside  
Schools of Medical Science  
Radiologic Technology Program  
1 Shircliff Way  
Jacksonville, Florida 32204

### Pregnancy Policy Notification

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

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

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

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

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

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

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Return signed policy to the program director for your file

See Policy SV-12 page 61

Ascension St. Vincent's - Riverside  
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Jacksonville, Florida 32204

### **REFUND POLICY ACKNOWLEDGEMENT**

The first day of class is July 27, 2020. Each student is held responsible to deposit the first term tuition by September 16, 2020. This will be the last day to withdraw or terminate from the program without penalty to the student or program. NO refunds will be given after that date.

There will be no refunds for the acceptance fee. See Policy SV.RT.EDU-12. Page 67

There will be no refunds for purchased textbooks or workbooks.

Students who withdrawal before September 17<sup>th</sup> will not be considered in the outcomes assessment data

### **Veteran's Refund Policy**

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proportion will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course and must be pro rata to the very end.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

To be returned to the Program Director for your file. *Submit to Program Director first day of class.*

Ascension St. Vincent's - Riverside  
Schools of Medical Science  
Radiologic Technology Program  
1 Shircliff Way  
Jacksonville, Florida 32204

## REVIEW OF POLICIES/RECEIPT OF STUDENT HANDBOOK

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Return signed policy to the program director for your file. *Submit signed copy to your program director upon completion of initial policy review during orientation week. This acknowledgement will be filed as an indicator that the student, so named above, has received both a student handbook and clinical policy manual*

TITLE: **Non-Discriminatory Policy**

CODE: SV.RT.EDU – 01

REVIEWED:

REVISED:

SUPERSEDES:

MARCH, 2013, June 2015, June 2016, 6/6/17

FEBRUARY, 2011

APPROVED BY: Christy Mael, Program Director

Page 1 of 1

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

### POLICY:

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

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

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

TITLE: **Advanced Placement Transfer Student/Credit Policy**

CODE: SV.RT.EDU – 02

REVIEWED:

REVISED:

SUPERSEDES:



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

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

**PROCEDURE:**

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

**TITLE:** **Attendance and Tardiness Policy**

**CODE:** SV.RT.EDU - 03

**REVIEWED:** MARCH, 2013, 6/6/17  
**REVISED:** JANUARY, 2013, June 2015

**SUPERSEDES:** MAY, 2006, 2005

APPROVED BY: Christy Mael, Program Director

Page 1 of 2

**PURPOSE:** The process of educating students to become professional radiographers requires them to be dependable and accountable healthcare providers. Attendance is important to the student's progress and development as a healthcare professional.

**PROCEDURE:**

**Attendance**

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

If a student is unable to report for class or clinic, the Program faculty and clinical facility must be notified by phone one hour prior to the scheduled start time. Failure to do so constitutes an unexcused absence and may result in disciplinary action in the form of a written warning and 1 point (one) deducted from the clinical grade. Each student is allowed a total of 112 personal hours during the twenty-two months. Students should not use more than 56 hour's personal time during the first eleven months. Excessive sick time may result in program dismissal due to the length of the illness and course material missed. Extended illnesses will be handled individually by the Program Director according to the 'extended absence' guidelines. Students who require more than the allotted personal time must make up equal time missed *after* graduation, not to exceed forty (40) hours and will neither receive a diploma nor be able to sit for the certification examination until the time has been completed. If a student's absence exceeds forty (40) hours (of possible make up time) – dismissal may occur due to the inability to make up material missed.

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

A student will receive a ZERO (0) on any exam that is missed without prior notification.

The student will be required to make up missed examinations the day the student returns to clinic and/or class. If the exam is not made up on that day, the student will receive a ZERO (0). It will not be the responsibility of the instructor to notify the student that a test was given when they were absent. Make-up exams may be different than those given to the rest of the class. The policy to call in sick on a clinic day is to call the appropriate department directly **at least one hour prior** to the start of your rotation and to call the Clinical faculty's office and leave a voice message indicating that you are sick and an expected return date.

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

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

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

**Tardiness Policy**

**Sick Call Procedure for Clinical Rotation**

Students are responsible for calling their assigned clinical area **1 hour** prior to their scheduled start time as well as leave a voicemail for the Clinical faculty.

**Phone Numbers:**

**School Faculty:**

St. Vincent's Riverside

Emergency Room ..... 308-5060  
 Main Radiology Department ..... 308-8051  
 Imaging Center ..... 308-5712  
 Operating Room ..... 308-2563

Christy Mauel ..... 308-8552  
 Sarah Zahra ..... 308-4144

St. Vincent's Southside

Kim Hammond ..... 296-5249

St. Vincent's Clay

Randy Heflin ..... 602-1449; 602-1435

Nemours Specialty Hospital

Pam Raulerson ..... 697-2528

JOI ..... 301-3299 ext. 5024

Optimal Imaging

Misc..... 733-7770; 450-6973

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

**Tardiness Procedure for Clinical Rotation**

- A student is considered tardy if they are not present and prepared for their clinical assignment ten minutes prior to their rotation schedule start time.

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

TITLE: **School Closing Policy - Inclement Weather**

CODE: **SV.RT.EDU - 04**

REVIEWED:

MARCH, 2013, June 2015, 6/2016, 6/6/17

REVISED:

MAY, 2006; SEPT 2017 (1/2 closing consideration added)  
SEPT 2017 (clarification; inclement weather conditions)

APPROVED BY: Christy Mael, Program Director

Page 1 of 1

**PURPOSE:** To define the protocol for closing the Program for extreme inclement weather.  
To recommend all students take the necessary precautions to accurately prepare for the looming weather.  
To ensure all students remain safe during the inclement weather.

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

The sponsoring institution is located in Duval County and therefore; if the public-school closings occur in this county due to severe weather it is the intent of the Program to follow their direction and close all clinical sites for the School of Radiology for the duration of weather conditions. If the Duval County school system closes for ½ (closing in the afternoon) it will be up to the program director to determine if the morning or afternoon clinic or class will be cancelled.

If a student lives in an outlying county (Baker, Clay, Bradford or St. John's, etc.) and are unable to attend class or clinic due to inclement weather conditions but the schools in their county remain open and Duval County schools are open as well, they must report to clinic/class. A PTO will be deducted if absent. No PTO will be deducted if Duval County schools close due to severe weather; this does not include Duval County Schools restoration efforts (assuming the poor weather has passed) only poor weather conditions. All students are urged to properly prepare for the return to clinic and/or class as soon as the poor weather passes.

Inclement Weather Condition: Examples which may disable the students return to clinic or class and are considered excused absences:

Neighborhood Street flooding – unable to exit home or neighborhood (efforts must be made to take alternate routes)

Impassable roads due to tree damage (efforts must be made to take alternate routes)  
Home flooding – unable to exit or return home  
Pre or Post Evacuation – unable to return home due to damage or lack of transportation

Unacceptable absence:

Power outages  
Inability to Shower  
Home clean up  
Transportation damage (unless documented and no other means of travel is immediately available).

TITLE: <b>Academic Progression Policy</b>		CODE: SV.RT.EDU – 05
REVIEWED: MARCH, 2013, June 2016, 6/6/17	REVISED: MAY, 2009, June 2015	SUPERSEDES: 5/2006, 5/2002
APPROVED BY: Christy Mael, Program Director		Page 1 of 1

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

**PROCEDURE:**

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

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

- 1) Use oral and written medical communication
- 2) Demonstrate adequate knowledge of human structure, function and pathology.
- 3) Anticipate and provide basic patient care and comfort.
- 4) Apply principles of body mechanics in the correct manner.
- 5) Successfully perform basic mathematical functions.
- 6) Correctly operate radiographic imaging equipment and accessory devices.
- 7) Correctly position the patient and imaging system to perform radiographic examinations and procedures.
- 8) Successfully modify standard procedures to accommodate for patient condition and other variables.
- 9) Correctly utilize CR/DR/PACS systems. Practices HIPAA
- 10) Determine exposure factors to obtain diagnostic quality images with minimum radiation exposure.
- 11) Correctly, adjust exposure factors for various patient conditions, equipment, accessories and contrast media to maintain appropriate radiographic quality.

- 12) Practice ALARA - radiation protection for the patient, self and others at all times.
- 13) Successfully recognize emergency patient conditions, initiate first aid, and basic life support procedures.
- 14) Evaluate radiographic images for appropriate positioning and image quality.
- 15) Evaluate the performance of radiographic systems, know the safe limits of equipment operation and report malfunctions to the proper authority.
- 16) Demonstrate knowledge and skills relating to quality assurance.
- 17) Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
- 18) Understand basic x-ray production and interactions.
- 19) Support and practice the professional Code of Ethics.
- 20) Completely satisfy tuition balance to equal zero
- 21) Successfully complete all terminal clinical competencies – practical examinations.
- 22) Maintain an academic average of 80% or higher and clinical average of 85%.
- 23) Successfully complete all clinical competencies and assignments.
- 24) Student has not exceeded the maximum sick days according to program policy.
- 25) Adhere to all HIPAA regulations
- 26) Pass a final comprehensive examination at the end of 24 months

A certificate and St. Vincent's program clinical pin are presented to each graduate at the end of the twenty-two month program during a commencement celebration. Students who fail to successfully complete the stated graduation requirements due to an unacceptable academic final average (below 80% in any subject) or clinical average (below 85%) or ARRT requirements are not eligible for a verification signature by the Program Director. Students may use the Grievance Policy if they believe their rights have been violated.

TITLE: <b>Clinical and/or Academic Assignment Policy</b>		CODE: SV.RT.EDU – 06
REVIEWED: MARCH, 2013, June 2016, 6/6/17	REVISED: JUNE, 2012, 2011, 2010, 2015	SUPERSEDES: MAY, 2006
APPROVED BY: Christy Mael, Program Director		Page 1 of 1

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

**PROCEDURE:**

1. Assigned clinical and academic program hours are consistent by term and typically result in approximately 35- 38 hours of program involvement per week.
2. Students are required to make-up any outstanding clinical absences, which defined by the Attendance and Tardiness Policy.
  - **VA – must not exceed 20% time missed / month or 32 contact hours per term or 4 days per term (6 months)**
3. Make-up time is scheduled by the Clinical faculty to meet the needs of the student, especially related to outstanding competency requirements and shall not be used for disciplinary reasons or exceed 40 hours per week.
4. Students enrolled at St. Vincent's Medical Center School of Radiologic Technology may be employed as Technical Assistants, during non-program hours.

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

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

TITLE: **JRCERT COMPLIANCE POLICY**

CODE: SV.RT.EDU - 07

REVIEWED:  
MARCH, 2013, March 2016, 6/6/17

REVISED:  
MAY 2012, June 2015

ORIGINAL:  
MARCH 2010

APPROVED BY: Christy Mael, Program Director

Page 1 of 1

**POLICY:** The School of Radiologic Technology (Program) will assure timely and appropriate resolution of complaints regarding allegations of non-compliance with JRCERT **Standards**. The Program will maintain a record of such complaints and their resolution.

**PURPOSE:** The JRCERT requires that the School of Radiologic Technology be responsive to allegations against the program. The Program will investigate documented allegations of unfair practice in education or allegations of noncompliance with the **Standards**. Complaints against the program must relate to the **Standards** and be provided in writing. Any individual or group including students, graduates faculty, clinical staff or the public may submit a complaint.

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

1. The allegation must be submitted in writing to the Program Director with a description of the alleged non-compliance. The specific **Standard** in question must be identified.
2. Upon receipt of an allegation of non-compliance with the **Standards**, the Program Director has 3 working days to investigate the allegation. This may include but is not limited to discussion with clinical staff, faculty, administration, and/or other persons involved.
3. The Program Director will issue a written response to the person(s) filing the complaint within 1 week of the date of the initial complaint. The response will include the Program's position regarding the alleged area of non-compliance. If the allegation of non-compliance is validated by the Program Director, the response will include an action plan to correct the issue. If the program denies the allegation, supporting documentation/evidence will be included in the response.

4. The JRCERT will be contacted by the Program Director for discrepancies in policy interpretation. Upon response of the JRCERT, a written explanation of the JRCERT's decision will be provided to the parties involved.
5. Complaints regarding the Program's compliance with the **Standards** can be directed to:  
 Joint Review Committee on Education in Radiologic Technology  
 20 North Wacker Drive, Suite 2850  
 Chicago, IL 60606-3182  
 (312) 704-5300  
 www.jrcert.org  
 mail@jrcert.org
6. The Program Director will maintain a record of such complaints and their resolution. A Non- Compliance Resolution File will be maintained in the Program Assessment Plan of Evaluation.

Student awareness of policy:

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

TITLE: **Grievance Policy & Procedure**

CODE: **SV.RT.EDU - 08**

REVIEWED:  
MARCH, 2013, June 2016, 6/6/17

REVISED:  
JUNE, 2012, June 2015

SUPERSEDES:  
ALL

APPROVED BY: Christy Mael, Program Director

Page 1 of 3

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

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

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

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

**FILING A GRIEVANCE REQUEST:** If the student is unsatisfied with the Program Director's decision during the preliminary process.

1. If the student is unsatisfied with the decision, then he or she must submit in writing a formal grievance to the Medical Sciences Education Department Director and/or Medical Advisor within business 3 days of the Program Directors decision.
2. The Director and/or Medical Advisor will meet with the Program Director and evaluate the grievance, the program's policy manuals, and the students' academic and clinical file to attempt to resolve the grievance.
3. The Director and/or Medical Advisor may refer the written grievance and all associated documents to Human Resources for review.
4. The Department Director and/or Medical Advisor will decide and notify the student in writing within 2 business days.

The student requesting the grievance is required to release, in writing, to the Program Director, access to his/her educational records for the use of following the grievance policy.

**FINAL PROCESS:** To provide due process, assuring that the rights of all parties are not infringed upon and that the Program's policies are upheld. This step in the grievance policy must not include any individuals directly associated with the program (e.g., program director, clinical coordinator, clinical instructors, and diagnostic imaging department director).

1. If the student is unsatisfied with the decision of the Department Director and/or Medical Advisor, the student can request the grievance to be reviewed by Senior Executive Management.
2. The grievance will be submitted to Senior Executive Management of Ascension St. Vincent's in writing within 3 business days of the Department Director/Medical Advisor decision; all written documentation will be reviewed, and decision will be made within 5 business days. The decision of Senior Executive Management is final.

#### **MISCELLANEOUS INFORMATION:**

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

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

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



TITLE: **Student Records Policy**

CODE: SV.RT.EDU - 09

REVIEWED: MARCH, 2013, June 2016, 6/6/17  
REVISED: MAY 2006, June 2015

SUPERSEDES:  
May 1997

APPROVED BY: Christy Mael, Program Director

Page 1 of 2

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

**POLICY:**

**I. Records Release:**

- a) St. Vincent's Medical Center School of Radiologic Technology, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, also known as the Buckley Amendment, allows its students to inspect their official educational records. These records are maintained in the Program Director's office. All questions regarding the implementation of the Act should be directed to the Program Director or research FERPA.
- b) Students wishing to review their School of Radiologic Technology education records must notify a Program official to arrange a mutually convenient appointment to do so. Records must be reviewed in the presence of the Program official, or designee. Students may exercise the right to copy documents contained in their record. Official transcripts received from other educational institutions or agencies are not available from St. Vincent's. Such documents must be requested by the student from the original source or institution.
- c) The student has the right to add a letter of explanation to their permanent file, in regard to any conflict or discrepancy that may arise.
- d) The confidentiality of students' education records is strictly maintained. The Program believes in limited disclosures of information from students' files to third parties. Only members of the St. Vincent's School of Radiologic Technology faculty have access to students' files, for the purpose of education and guidance of students and for other legitimate school business. Written permission from the student is required for transcripts and/or any other information from students' files to be released to any

third party, (including the student's parents). A request for release of information must be in writing and submitted to the Program Director.

- e) Limited access to students' records is afforded to representatives of regulating agencies in conjunction with accreditation procedures.
- f) The right to inspect and review education records does not extend to applicants, to those denied admission, or to individuals who do not actually enroll in the School.
- h) Comments and complaints regarding students' rights under the FERPA may be submitted in writing to: Family Policy Compliance Office, U.S. Department of Education, Washington, DC 20202-4605.

## II. Records Retention

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

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

TITLE: **Radiation Protection for Students Policy**

CODE: SV.RT.EDU -10

REVIEWED:  
May 21, 2015, 6/2016

REVISED:  
Dec 2010, 2006, 3/2013, 6/13/2017<sub>(added education)</sub>

APPROVED BY: Christy Mael, Program Director

Page 1 of 1

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

### **POLICY:**

In accordance with the rules and regulations established by the National Council on Radiation Protection and Measurement (NCRP) and the Nuclear Regulatory Commission (NRC), has implemented policies and procedures to assure that healthcare professionals can work safely with or near sources of ionizing radiation.

#### **Education**

Program officials identify that appropriate education is critical to providing the level of understanding necessary for students to practice radiation safety and protection for themselves and their patients. Radiation safety and protection is comprehensively covered through the following mechanisms:

1. Orientation:
  - a. Introductory Radiation Safety In-service conducted by the Radiation Safety and Protection instructor.
  - b. Related policy review by the Program Director.
  - c. Discussion of the radiation safety and protection procedures employed in the clinical environment by the Program Director.
2. Didactic and Clinical Curriculum
  - a. Program adopts the ASRT curriculum, which incorporates radiation safety and protection practices and procedures via various course objectives.
  - b. Formal Radiation Protection and Radiation Biology Course conducted in Term I and III each year.

- c. Annual Radiation Safety In-service (institution requirement)
- d. Program clinical experience and evaluation process

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

Students are issued an OSL dosimeter and are required to wear lead aprons while participating during fluoroscopic examinations and while doing portable x-ray portable examinations.

The students are required to wear their radiation dosimeter at all times in the radiology department. Students are further required to notify a program official in the event of loss or damage to his/her dosimeter. If a monitoring device is left at home the student must leave the clinic to retrieve it, and make up the time missed according to the Tardiness Policy SV-03.

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

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

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

TITLE: <b>Student Pregnancy Policy</b>		CODE: SV.RT.EDU -11
REVIEWED: May 21, 2015, 6/2016	REVISED: September 2011, March 2013, June 2015 rem to mSv January 25, 2017 – undeclare, 6/2017 Forms added	SUPERSEDES: May 2009
APPROVED BY: Christy Mael, Program Director		Page 1 of 2

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

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

**POLICY:**

**I. General Information**

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

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

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

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

## II. PERSONNEL MONITORING

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

## III. RESPONSIBILITIES

A pregnant student may:

1. Opt **NOT** to declare the pregnancy (as described above), thereby not informing program officials.
2. Opts to declare the pregnancy to program officials so that timely radiation safety advisement can be provided by the program's radiation safety officer. The student who declares her pregnancy will also select one of the following options, in writing, for continuance in the program:

### OPTIONS:

- (1) The student may elect to continue the educational program without modification.
  - (2) The student may elect to modify the educational program as described below.
  - (3) The student may elect to withdraw from the program.
  - (4) The student may elect to undeclare (in writing) declared pregnancy (See form)
3. Opt to undeclare at any time during the pregnancy (See form).

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

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

Additional information regarding federal guidelines for prenatal radiation exposure may be found at [www.nrc.gov/NRC/index.html](http://www.nrc.gov/NRC/index.html).



**Ascension St. Vincent's – Riverside**

**Radiologic Technology Program Pregnancy Policy Form  
Pregnancy / Radiation Safety Protection**

**Verification Form**

To: \_\_\_\_\_

In accordance with the Nuclear Regulatory Commission (NRC) regulation's at 10CDR 20.1208, "Dose to Embryo/Fetus," I am declaring that I am pregnant. I believe I became pregnant in \_\_\_\_\_ (only the month and year need to be provided).

I verify by my signature below that:

1. I have voluntarily notified a program official of my pregnancy.

I have been advised by either the program director or radiation safety officer in regard to protective actions as well as the risks associated with radiation exposure to the fetus. I have also read the appendix to NRC 8.13-3. (see attached)

I understand the radiation dose to my embryo/Fetus during my entire pregnancy will not be allowed to exceed 5 mSv .

I have received an additional fetal dosimeter which I am wearing at the level of the waist under the apron to monitor radiation to the pelvic area.

It has been explained to me that by wearing a 0.5 mm lead equivalent apron, the dosage to the abdomen/pelvis can be reduced by more than 88% at 75 kVp.

I have had the opportunity to discuss questions concerning radiation safety during my pregnancy thus far with the radiation safety officer or program director.

\_\_\_\_\_ I understand the potential radiation risks to myself and my fetus during my pregnancy while participating in the clinical education components of the Radiography program. I elect to remain in the program and adhere to the requirements as stated in Option # 1 of the attached Pregnancy Policy Code SV-11.

\_\_\_\_\_ I understand that the potential radiation risks to me and my fetus during my pregnancy while participating in the clinical education components of the Radiography program. I elect not to remain in the Program and request that a medical leave of absence be granted. I have read, understand, and agree to the conditions specified in the Pregnancy Policy Code SV – 11 Option #2.

\_\_\_\_\_  
Student (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student (Signature)

\_\_\_\_\_  
Approved by Program Director  
Implemented 6/13/2017  
(No student pregnant at this time)

\_\_\_\_\_  
Date



**Ascension St. Vincent's – Riverside**

**Radiologic Technology Program Pregnancy Policy Form  
Pregnancy / Radiation Safety Protection**

**Withdrawal of Declaration of Pregnancy Form**

I verify, by my signature below, that I withdraw and / or void my previous declaration of pregnancy.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date

Implemented 6/13/2017  
(no student is pregnant at this time)

TITLE: **Tuition Refund Policy**

CODE: SV.RT.EDU – 12

REVIEWED:

May 21, 2015, 6/2016, 6/2017, 6/2018  
6/2019, 7/2020

REVISED:

February 2006  
March, 2013, June 2016, June 6, 2017, 6/2018, 6/2019  
7/2020

SUPERSEDES:

4/19/04

APPROVED BY: Christy Mauel, Program Director

Page 1 of 1

**PURPOSE:** To establish criteria for refunding student tuition.

**POLICY:**

The first day of class is July 27<sup>th</sup>. Each student is held responsible to deposit the first term tuition by September 16, 2020. This is the last day to withdraw or terminate from the program without penalty to the student or program. NO refunds will be given after that date. Future term tuitions will be due at midterm which is past the drop/add date thus resulting in no refunds.

There will be no refunds for the application and acceptance fee.

There will be no refunds for purchased textbooks or workbooks.

Students who withdrawal before September 17<sup>th</sup> will not be considered in the outcomes assessment data

**Veteran's Refund Policy**

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proportion will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course and must be pro rata to the very end.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

To be returned to the Program Director for your file.

<b>TITLE: Student Evaluation of Faculty, Clinical Instructors, Clinical Committee Members, and Clinical Sites.</b>		
		<b>CODE: SV.RT.EDU – 13</b>
IMPLEMENTED: March 2014	REVIEWED: June 2015, 2016 May 2017	REVISED: June 2015
APPROVED BY: Christy Mauel, Program Director		Page 1 of 1

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

**POLICY:**

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

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

Evaluation results will be discussed with the individuals as well as with the advisory committee members at the annual meeting.

All information received by the program director is confidential.

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



TITLE: **Student Florida Alpha Tau Chapter**

CODE: SV.RT.EDU – 14

IMPLEMENTED:

May 2016

REVIEWED: 6/2016, May 2017

REVISED: na

APPROVED BY: Christy Mauel, Program Director

Page 1 of 1

## **Florida Alpha Tau Chapter of Lambda Nu**

Revised 5/16

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

- Foster academic scholarship at the highest academic levels.
- Promote research and investigation in the radiologic and imaging sciences.
- Recognize exemplary scholarship.
- Mentor students in the radiological sciences.
- Promote community service.

To qualify for membership in this society, Certificate Radiology students will be required to meet minimum requirements as specified in the by-laws of the Chapter.

- Academic: Minimum GPA of 3.30 on a 4.0 scale after the first 6-month term of the radiology program.

- Recommendation: Sponsorship by a Faculty Member of the Florida Alpha Tau Chapter of Lambda Nu.
- Dues: Payment of a one-time induction fee representing National and FL Alpha Chapter dues.

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

TITLE: **MRI Screening for Safety**

CODE: SV.RT.EDU – 15

IMPLEMENTED:  
May 2016

REVIEWED: May 2017

REVISED: na

APPROVED BY: Christy Mauel, Program Director

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## MRI Screening for Students

### PURPOSE:

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

### POLICY:

All students in the Radiologic Technology program will be instructed in MRI Safety basics in the first semester of the program prior to entering clinical rotations. In addition, all students will be screened again the fourth semester of the program to ensure continued safety in the event of a clinical rotation within an MRI facility. Students may also be subject to additional screenings at MRI facilities. Each student will view a safety tape provided by the MRI department and take a post test. All students must score a 100% on the posttest or retake the test until a 100% is attained.

Magnetic Resonance Imaging (MRI) scanners generate a very strong magnetic field within and surrounding the MR scanner. As this field is always on, unsecured magnetically susceptible (ferromagnetic) materials, even at a distance, can accelerate into the bore of the magnet with a force significant enough to cause severe injury or damage to the equipment, patient, and/or any personnel in its path.

Anyone entering the MR environment without being thoroughly screened by qualified MR personnel may potentially compromise his/her safety and/or the safety of everyone in the MR environment. It is the MRI technologist's responsibility to control all access to the scan

room. As a student, you too become part of this safety team adhering to all MRI safety policies and procedures. At any point a student has doubt, an MRI Technologist or Radiologist should be consulted.

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

<b>TITLE: Time Card Approval Policy</b>	<b>CODE: SV.RT.EDU – 16</b>
IMPLEMENTED: August 2016 REVISED: 6/2018	REVIEWED: May 2017,6/2018, 6/2019, 7/2020
APPROVED BY: Christy Mauel, Program Director	Page 1 of 1

**PURPOSE:** To establish criteria for implementing student Kronos timekeeping procedure.

**POLICY:**

All students are expected to “approve” the timecard at the end of each pay period. Each student is held responsible for signing into their own established Ascension Portal with the sign on and password provided. The process is introduced and reviewed during program orientation. A step-by-step process is in the classroom at each computer.

This is an expectation of all Associates, Continent Workers, PRN employees and Students of Ascension Health.

For each occurrence or at the end of each payroll period; if a student does not approve their timecard, one (1) point will be deducted from their highest subject average (this includes ALL classes; positioning, anatomy and nursing are included) at the time of the occurrence.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

To be returned to the Program Director for your file.

TITLE: **Mammography Observation Policy**

CODE: SV.RT.EDU – 17

DEVELOPED:  
September 2016

IMPLEMENTED:  
January 2017

REVIEWED: May 2017

REVISED: na

APPROVED BY: Christy Mauel, Program Director

Page 1 of 1

**PURPOSE:** To establish criteria for providing all students with equitable learning opportunities as described in Standard One – Objective 1.2 of the JRCERT Standards.

**POLICY:**

It is common practice that all students be provided equal time at each clinical site and experience all clinical rotations provided by the School of Radiologic Technology. In an effort to continue compliance with the JRCERT Standard One – Objective 1.2 - policy is written:

It is the practice of St. Vincent's Healthcare to provide all students male and female the same learning opportunities. The program will make every effort to place male students in the mammography observation rotation if requested. Female students will not be denied. (Additionally, the policy may be applied to any imaging procedure(s) performed by professionals who are of the opposite gender of the patient).

**CRITERIA:**

Prior to Term IV (just before the completion of Term III), each student is given the opportunity to select special modalities observation rotations they wish to participate in at the beginning of Term IV. A selection list of special modalities is distributed to each student. The

student indicates by initializing the modalities of interest and they are scheduled accordingly. Special modality rotations are limited “observation only” rotations for each student. Male students are advised that placement in the mammography rotation will not guarantee in room procedures observation at the clinical site. All other aspects of the mammography examination process will be experienced. Female students are given the opportunity to experience each aspect of the mammography experience.

See Term IV special modality rotation selection form:

<b>TITLE: COVID-19 Policy</b>		<b>CODE: SV.RT.EDU – 18</b>	
<b>DEVELOPED:</b> May 4, 2020	<b>IMPLEMENTED:</b> May 11, 2020	<b>REVIEWED:</b> July, 2020	<b>REVISED:</b> na
<b>APPROVED BY:</b> Christy Mauel, Program Director			Page 1 of 2

**PURPOSE:**

Guidelines were created to follow the CDC guidelines as well as the Ascension St. Vincent’s and all of the affiliate clinical sites.

**POLICY:**

The student clinical self monitoring protocol checklist and instructions is located on the following page. For the safety of the patients and staff all students will follow this protocol and report symptoms to Occupational Health when necessary. Students will also download the Ascension COVID-19 screening application on their smartphone. This app will provide screening prior to entering an Ascension facility.

As an employee of the hospital, students will follow all COVID-19 policies and procedures.

Students will have access to the ASRT learning module titled COVID-19 Essentials. Students will complete the test at the end of the learning module during orientation.

If the answer is yes to any of the following questions, you must notify the clinical faculty, your clinical site and occupational health for further instructions. Occupational Health 904-308-8485 onsite at Riverside.



