



MERCY/ST. LUKE'S
SCHOOL OF
Radiologic
Technology

STUDENT HANDBOOK

2011-2012

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

A handwritten signature in cursive script, appearing to read "Dana D. Schmitz".

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

We are so excited you are here! Your student days here can be a wonderful and exciting experience. We are confident you will receive an excellent education and hopefully these days will provide you with pleasant memories later in life. To better assure this and to provide for the best interest of all students and also for the betterment of the School, specific policies, rules, and regulations have been established and put in the form of a Student Handbook. These are not meant as restrictions, but have been developed from past experiences. The Handbook is meant as a source of information upon which accurate and responsible decisions may be made. A separate Clinical Handbook highlights the primary policies and rules that govern clinical education.

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

Printed Name

Signature

Date

Directors Initials

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

INTRODUCTION

GENERAL INFORMATION

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

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

The Mercy/St. Luke's School of Radiologic Technology is a full-time, twenty-four month program. On successful completion of the certificate course of study, the student is eligible for the Radiography examination administered by the American Registry of Radiologic Technologists. Upon passing the registry, the student becomes a registered Radiologic Technologist. Additionally, through an articulation agreement with Kirkwood Community College, students may be eligible for an AAS degree in Career Studies Health.

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

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

Normal school operating hours are 7:00 AM to 8:30 PM with students being assigned to clinic either from 7:00 AM to 3:30 PM, 7:30 AM to 4:00 PM, or 12:00 PM to 8:30 PM for daytime rotations, and 12:00 noon to 8:30 PM and 2:00 PM to 10:30 PM for evening rotations. Weekend rotations consisting of typical daytime hours are also assigned.

PROGRAM DESCRIPTION

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

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

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

Upon successful completion of the certificate course of study, the student is eligible to take the national registry examination in Radiologic Technology. Upon passing the registry, the student becomes a registered Radiologic Technologist by the ARRT.

The course of study includes all courses required and recommended in the *Curriculum Guide for Programs in Radiologic Technology*, developed by the American Society of Radiologic Technologists. The school is fully accredited by the Joint Review Committee on Education in Radiologic Technology.

MISSION STATEMENT

Mercy Medical Center Mission Statement:

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

Mercy Medical Center Vision Statement:

To be the health care provider of choice.

St. Luke's Hospital Mission Statement:

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

St. Luke's Hospital Vision Statement:

To always provide the highest level of healthcare services in ways that are measurable and evident to our patients and customers, so they are completely confident in their selection of St. Luke's.

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

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

PROGRAM GOALS AND EXPECTED OUTCOMES

Goal 1: Students will demonstrate clinical competence

Student Learning Outcomes:

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

Goal 2: Students will demonstrate critical thinking skills

Student Learning Outcomes:

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

Goal 3: Students will demonstrate professionalism

Student Learning Outcomes:

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

Goal 4: Students will demonstrate effective communication skills

Student Learning Outcomes

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

PLEDGE TO THE STUDENTS

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

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

EQUAL OPPORTUNITY

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

ACCREDITATION/CERTIFICATION

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

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

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

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

The JRCERT board determines one of the following accreditation awards:

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

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

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

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

Mercy/St. Luke's is fully accredited by the JRCERT (2003, Next accreditation 2011). The JRCERT may be contacted at; 20 N Wacker Dr., Suite 2850, Chicago, IL 60606-3182. (312) 704-5300. www.jrcert.org

Mercy/St. Luke's has also been declared eligible and certified to participate in Title IV Federal Student Aid Programs by the United States Department of Education. The most recent action date was 4/25/06. The Federal School Code is 014918. This eligibility expires on 3/31/12. Interested persons may view the eligibility documents by contacting the Program Director.

PROFESSIONAL ORGANIZATIONS

The American Society of Radiologic Technologists (ASRT)

The ASRT is a national professional organization whose mission is to foster the professional growth of radiologic technologists by expanding knowledge through education, research and analysis; promoting exceptional leadership and service; and developing the radiologic technology community through shared ethics and values. The American Society sponsors numerous educational programs for all ranks of technologists and holds an annual meeting with a wide range of professional and continuing education offerings. The ASRT developed and publishes the CURRICULUM GUIDE FOR EDUCATIONAL PROGRAMS IN RADIOLOGIC TECHNOLOGY and provides for periodic review of curricula in radiologic technology. The ASRT maintains its headquarters at 15000 Central Avenue SE, Albuquerque, New Mexico 87123. (505) 298-4500. Students may request a copy of the curriculum guide from the Program Director or view it online at <https://www.asrt.org/media/pdf/foreducators/EDCurrRadFinalApproved.pdf>. Applications for membership to the ASRT are also available online at www.asrt.org.

The American College of Radiology (ACR)

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

The American Registry of Radiologic Technologists (ARRT)

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

The Iowa Society of Radiologic Technologists (ISRT)

The ISRT is the state affiliate of the ASRT. Students may join the ISRT if they choose. The East Central District of the ISRT is the local district, which students are required to join during the educational program. www.isrt.org.

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS

CODE OF ETHICS

Preamble

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

Principle 1

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

Principle 2

The Radiologic Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

Principle 3

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

Principle 4

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

Principle 5

The Radiologic Technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

Principle 6

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

Principle 7

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

Principle 8

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

Principle 9

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

Principle 10

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

TECHNICAL STANDARDS

A student radiographer must be:

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

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

PROGRAM COSTS, FINANCIAL AID, ADMISSIONS INFORMATION

ESTIMATE OF COSTS

	1 st Year	2 nd Year	Total
Tuition	\$3300.00 ¹	\$3300.00	\$6600.00
ISRT East Central District Dues*	\$ 5.00	\$ 5.00	\$ 10.00
ARRT Examination Fee*			\$ 200.00
IDPH Permit to Practice Fee*		\$ 60.00	\$ 60.00
Books ³ (See Appendix H)			\$800.00 ²
Uniforms/Shoes ⁴			\$600.00 ²
Miscellaneous graduation expenses			\$35.00 ²
Health Insurance ⁵		Single and Family plans available at the St. Luke's associate rate – Dental is <u>not</u> included Insurance premiums must be paid monthly.	

- * Fees are paid directly to the appropriate agencies.
- ¹ \$300.00 of the first year's tuition is due upon acceptance.
- ² Estimate
- ³ Available from Kirkwood Community College bookstore.
- ⁴ Potential retailers are discussed during Orientation.
- ⁵ Optional

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

REPLACEMENT FEES

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

Replacement Markers	\$12.00 per set
Replacement Nametags	\$ 5.00 each
Replacement Hospital ID Badges	\$10.00 each

PAYMENT SCHEDULE

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

First Year

	<u>Due Upon Acceptance</u>	<u>Due 1ST Day of classes</u>	<u>Billed Jan. 2ND</u>
Tuition	\$300.00 deposit	\$1350.00	\$1650.00

Second Year

	<u>Billed May 1ST</u>	<u>Billed Jan. 2ND</u>
Tuition	\$1650.00	\$1650.00

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

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

XT ACCOUNTS

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

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

REFUND POLICY

The \$300 tuition deposit is non-refundable by the time classes begin. (See Applicant Agreement for refund schedule of deposit) Tuition refunds for the remainder of the first semester tuition will be made according to the following schedule:

<u>COST</u>	<u>REFUND</u>	<u>AMOUNT NOT REFUNDED</u>
<u>Start date to August 1st</u>		
\$1350.00 Tuition	\$675.00	\$675.00
<u>After August 1st</u>		
\$1350.00 Tuition	0% Refund	\$1350.00

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

Book refunds are at the discretion of the Kirkwood Community College Bookstore or other retailer whom the student purchased books from. Original receipts should be maintained. Uniform costs are not refundable by the school. Unopened uniform refunds are at the discretion of the retailer. Original receipts should be maintained.

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

FINANCIAL AID

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

Weber & Associates, a third-party servicer, processes students' financial aid through a Virtual Financial Aid Office website (<https://mercystlukes.vfao.com>). Instructions are provided to each student detailing this process. It is imperative for students to have access to a reliable e-mail address for correspondence with the servicer. Once the servicer receives all required information from the student and processes the financial aid, an award letter will be sent to the student, and the monies will be sent directly to

St. Luke's Hospital. Once this aid has been applied to students' XT account balances, any remaining monies will be distributed to the student by St. Luke's Hospital. The Program Director of MStL serves as the Financial Aid Administrator. A hard copy of the Financial Aid Handbook is offered to each enrolled student annually, or they may view the handbook online at <http://www.mercycare.org/services/imaging-services/school-of-radiologic-technology.aspx> and clicking on "Financial Aid". A very useful financial aid website may be seen at www.studentloans.gov.

ARTICULATION WITH KIRKWOOD COMMUNITY COLLEGE (KCC)

An Articulation Agreement is maintained with KCC. Under this agreement, graduates of M/StL will receive 55 semester hours of credit from KCC toward an AAS degree in Career Studies Health. Graduates must complete the KCC degree requirements to receive the Associate of Applied Sciences degree in Career Studies-Health if they have not already done so prior to entering the MStL School of Radiologic Technology. All paperwork required for KCC is the responsibility of the student. Students who have questions about the AAS degree from KCC should contact the Health Sciences Department at KCC at (319) 398-5566.

BACHELOR OF SCIENCE IN RADIOLOGIC SCIENCE

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

Jennifer Maiers

Radiation Sciences Program

Radiology, C801 GH

200 Hawkins Drive

Iowa City, Iowa 52242-1077

<http://www.medicine.uiowa.edu/RadSci/bsrs/index.html>

STUDENT EMPLOYMENT

Students at Mercy/St. Luke's are considered employees/associates of both hospitals for the purpose of allowing employment opportunities. Students may never work at either hospital for pay during clinic hours assigned by the School. Students may seek part-time employment in the radiology department of either hospital as a Diagnostic Assistant, clerical staff, or Transportation Aide if positions arise. The current hourly wage for this position may be obtained by calling the Program Director. Students may also work in other hospital departments if jobs are available. This information can be obtained from the Human Resources Department at either hospital.

CURRICULUM

MERCY/St. LUKE'S SCHOOL OF RADIOLOGIC TECHNOLOGY

COURSE NUMBER	COURSE TITLE	CLOCK HOURS	SH of CREDIT
<i>FIRST YEAR</i>			
SUMMER			
June - September			
1110	Patient Care I	15	1
1120	Rad Anat & Procedures I	90	6
1130	Intro. to Radiography and Protection	30	2
1100	Applied Clinic I	<u>250</u>	<u>3</u>
		385	12
FALL			
September - December			
1210	Radiographic Science I	45	3
1220	Rad Anat & Procedures II	150	9
1200	Applied Clinic II	<u>365</u>	<u>5</u>
		560	17
SPRING			
January - May			
1310	Patient & Personnel Protection	15	1
1320	Radiographic Science II	45	3
1330	Rad Anat & Procedures III	150	9
1300	Applied Clinic III	<u>415</u>	<u>5</u>
		625	18

First Year Totals	1570	47
Lecture/Lab	540	
Applied Clinic	1030	

COURSE NUMBER	COURSE TITLE	CLOCK HOURS	SH of CREDIT
SECOND YEAR			
SUMMER		May - September	
2110	Advanced Procedures	30	2
2120	Radiographic Physics	45	3
2130	Cross-Sectional Anatomy	15	1
2100	Applied Clinic IV	<u>575</u>	<u>8</u>
		665	14
FALL		September - December	
2210	Pathology	15	1
2220	Radiographic Film Critique I	35	2
2230	Patient Care II	30	2
2200	Applied Clinic V	<u>510</u>	<u>7</u>
		590	12
SPRING		January - June	
2310	Radiation Biology and Protection	45	3
2320	Professional Ethics	15	1
2330	Radiographic Film Critique II	35	2
2340	Senior Review Seminar (6 weeks)	120	8
2300	Applied Clinic VI	<u>575</u>	<u>8</u>
		790	22
Second Year Totals		2045	48
Lecture/Lab		385	
Applied Clinic		1660	
Program Totals		3615	95
Lecture/Lab		925	
Applied Clinic		2690	

Didactic Credit Hours based on 15 clock hours per credit.
Clinical Credit Hours based on 75 clock hours per credit.

Revised 3/11, Effective 6/11

COURSE DESCRIPTIONS – FIRST YEAR

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

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

Contact hours will vary by semester – See Syllabi

Instructors: Pospisil/Holt

Patient Care I - 1110

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

15 contact hours, 1 credit

Instructor: Holt

Radiographic Anatomy and Procedures I - 1120

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

90 contact hours, 6 credits

Instructors: Pospisil/Holt

Introduction to Radiography and Protection - 1130

This course is designed to acquaint the new student with the goals, philosophies, policies, and organizations of the radiology program and the radiology department. An appreciation of radiologic technology will be presented through descriptions of the ASRT Code of Ethics, the evolution of radiologic technology and the professional organizations. The knowledge of career advancements within the profession will enable the student to establish and maintain high goals. The general intent is to set the pace for the students' professional growth in radiologic technology.

30 contact hours, 2 credits

Instructor: Schmitz

Radiographic Science I - 1210

This course will introduce the fundamentals of radiographic science. It will include radiation concepts, the x-ray tube and production, prime factors, grids, collimators, filtration, and digital imaging.

45 contact hours, 3 credits

Instructor: Schmitz

Radiographic Anatomy and Procedures II - 1220

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

150 contact hours, 9 credits

Instructors: Pospisil/Holt

Patient & Personnel Protection – 1310

This course will introduce students to radiation protection for self, personnel, and patients. Basic units of measurement will be introduced. Emphasis will be on methods of protection for personnel and patients.

15 contact hours, 1 credit

Instructor: Schmitz

Radiographic Science II – 1320

This course will continue discussion of the four image qualities and interactions with matter. The student will be introduced to image intensification, quality management, and tomography. In addition, AEC and patient factors impact on image quality will be addressed. Digital imaging techniques and principles are included throughout the course.

45 contact hours, 3 credits

Instructor: Schmitz

Radiographic Anatomy and Procedures III - 1330

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

150 contact hours, 9 credits

Instructors: Pospisil/ Holt

COURSE DESCRIPTIONS – SECOND YEAR

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

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

Contact hours vary by semester – See Syllabi

Instructors: Pospisil/Holt

Advanced Procedures – 2110

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

30 Contact hours 2 credit

Instructors: Pospisil/ Holt

Radiographic Physics - 2120

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

45 contact hours, 3 credits

Instructor: Schmitz

Cross-Sectional Anatomy - 2130

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

15 contact hours, 1 credit

Instructor: Holt

Radiographic Pathology - 2210

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

15 contact hours, 1 credit

Facilitator: Dr. Schneider

Instructor: Various Radiologists and/or designees

Radiographic Film Critique I - 2220

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

35 contact hours, 2 credits

Instructors: Pospisil/Holt

Patient Care II - 2230

This course reviews basic principles taught in Patient Care I and expands upon them. The student is introduced to venipuncture, IV meds and pharmacology. There is also a clinical component with each student spending one week with the radiology nursing staff concentrating on patient education, charting, discharge procedures and medical assessment.

30 contact hours, 2 credits

Instructor: Holt

Professional Ethics - 2240

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

15 contact hours, 1 credit

Instructor: Schmitz

Radiation Biology and Protection - 2310

Principles and concepts of radiation biology and basic interactions of radiation with matter will be thoroughly explored. The effect of exposure factors and other variables on radiation dose will be included as well as biological effects and dosimetry. Units of measurement, current dose limits, and methods of reducing dose to patients and personnel will be reviewed.

45 contact hours, 3 credits

Instructor: Schmitz

Radiographic Film Critique II - 2330

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

In addition, two projects will be presented. One successful exam and one with repeat radiographs will be presented by the student in the form of class presentations.

35 contact hours, 2 credits

Instructors: Pospisil/Holt

Senior Review Seminar - 2340

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

120 contact hours, 8 credits

Instructors: Schmitz/Pospisil/Holt

GRADING POLICY

PURPOSE

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

ACADEMIC STANDARDS

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

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

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

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

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

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

DIRECTOR'S HONOR ROLL

1. Students achieving a GPA of 3.5 or higher in a semester will be placed on the Director's Honor Roll with Honors. Each student so honored will receive a certificate and a notation in the student's permanent file. Additionally, these students will receive a silver star to display on their nametag.
2. Students who achieve a GPA of 3.75 or higher in a semester will be placed on the Director's Honor Roll with High Honors. These students will receive a letter authorizing an "Honor Day". Honor Days provide the student with an extra day off that must be taken during the semester following the award and with the permission of the radiology instructor at the assigned clinical facility. Additionally, these students will receive a gold star to display on their nametag. The Honor Day letter must be presented to the instructor five (5) days in advance of the selected date. There will be no exceptions. No Director's Honors are given for the last semester of the program.

STAR AWARD PROGRAM

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

- Gold Star – Director's Honor Roll with High Honors
- Silver Star – Director's Honor Roll with Honors
- Green Star – For documented actions in clinical practice over and above normal duty, recognized by clinical faculty or department staff.
- Red Star – For actions in patient care situations where a letter recognizing the achievement is received from the patient or patient's family.
- Blue Star – Second Year students only – Used to represent Green Stars received during the first academic year.

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

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

Once ten stars are accumulated on the nametag, an "Excellence Day" will be awarded. This entitles the student to an extra day off and will be recognized with a "Letter of Excellence". This letter must be presented to the instructor five (5) days in advance of the selected date. There will be no exceptions.

CLINICAL EDUCATION

GENERAL RESPONSIBILITIES

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

CLINICAL HOURS

Normal daytime school hours are from 0700 (7:00 AM) to 2030 (8:30 PM) Monday through Friday. Students will be assigned clinical along with classroom education during those hours for no more than 8 hours per day and 40 hours per week total. Evening assignments will be scheduled equally beginning in May of the first year. This includes Tuesday through Thursday from 1200 (noon) to 2030 (8:30 pm) and 1400 (2:00 PM) to 2230 (10:30 PM) on Friday and Saturday evening. Weekend rotations will also be scheduled equally beginning in May of the first year. These will be 0700 (7:00 AM) to 1530 (3:30 PM) or 0730 (7:00 AM) to 1600 (4:00) PM. See Clinical Handbook for more explanation.

STUDY GUIDES/EVALUATIONS

A clinical education packet will be given out at the beginning of each grading period consisting of study guides specific to each area. During each rotation, the student will be required to complete all study guides for that area/room in the presence of a technologist. Clinical Instructors and technologists will complete evaluations regarding student performance on a regular basis. Scores from these evaluations and study guides comprise a portion of the Applied Clinic grade. *See Clinical Handbook for more detailed explanation and grading criteria.*

CLINICAL COMPETENCIES

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

RANDOM COMPETENCIES

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

PERFORMANCE STANDARDS

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

GRADUATION

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

THE DR. ARTHUR ERSKINE AWARD FOR ACADEMIC EXCELLENCE

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

THE FACULTY AWARD FOR CLINICAL EXCELLENCE

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

REGISTRY EXAMINATION

After graduation the student will be eligible to take the registry examination administered by the American Registry of Radiologic Technologists (ARRT). Having passed the examination, he/she will become a Registered Radiologic Technologist and can use the credentials of R.T.(R) after his/her name. As a registered radiologic technologist, graduates are eligible to join the American Society of Radiologic Technologists and participate in the activities of this national organization. The cost of the ARRT exam is borne by the graduate.

REQUIREMENTS FOR GRADUATION

1. Completion of all courses in program's curriculum.
2. Successful completion of a school authored comprehensive exam with a grade of 75% or higher. Students who fail will have one additional opportunity to pass. Failure the second time will result in non-graduation.
3. Return of all library books, school and hospital identification cards, nametags, dosimeters, and other school related materials.
4. Payment of all school related fees.
5. Completion of all make-up time.
6. Completion of the "Graduation Checkout Sheet".
7. Completion of the "Graduation Survey".
8. Completion of all clinical competencies.
9. Achievement of a 2.5 minimum GPA.
10. Recommendation of all instructors.

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

POST GRADUATION EMPLOYMENT

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

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

LEARNING DISABLED STUDENTS

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

TRANSFER STUDENTS

The acceptance of a student transferring from another radiography program is based on whether or not the candidate meets the standards set forth by the school, if the class enrollment is not at maximum capacity, and if the time of entrance coincides with freshman class starting date. M/StL will accept transfer credits from accredited colleges, universities and other radiography programs. Students requesting transfer credit must do so upon application to the program. The Program Director will assess the student's transcripts and course syllabi from the other school to make final determination of what credits will transfer. Students who are not required to take specific courses due to credit transfer will remain in clinic until their next scheduled class.

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

POLICIES AND PROCEDURES

ATTENDANCE AND ADMISSIBLE ABSENCE

PURPOSE

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

ATTENDANCE

1. Attendance in both classroom and clinical instruction is a requirement of the utmost importance in the education program. If you are not present, you can not learn, and if you are frequently absent, you will quickly fall behind. Additionally, attendance reflects highly on professionalism and work ethic.
2. All students are assigned an equal number of late generals, weekend, and evening clinical rotations. Total scheduled clinical involvement will never exceed forty (40) hours per week. There may be special circumstances when a student may voluntarily perform more than forty hours per week in the program. In most of these instances, compensatory time will be awarded.
3. All classroom and clinical objectives must be achieved at an acceptable level of mastery to insure student competence. Absence that exceeds more than 10% of a course may inhibit the achievement of the objectives in a satisfactory manner. In this instance, a student may be required to repeat the course, placed on probation, issued a grade of "Incomplete", and/or dismissed from the program. The Program Director will make the final decision. Every consideration will be given to the student's level of progress prior to the absence(s) and to the student's capability to accept the increased study load after falling behind.
4. Each student will receive two days per academic year to use when weather conditions cause the student to be absent from class and/or clinic. Weather days not used during each year will be added to the student's "Bank" of hours in the spring. Students are advised to personally observe weather conditions before they make a decision to stay home. Remember that area elementary and secondary schools may close at the slightest hint of weather problems and that hospitals never close. If you do not anticipate needing extra time due to weather conditions and you are late arriving, this will count as a tardy. If,

however, you plan to leave home later than normal to allow for daylight or plowing, etc, and you call before 0700 this will not be counted as a tardy.

5. The student must report all absences to the Clinical Coordinators. For absences on a weekday, a voice mail will be left in the Clinical Coordinator's office of the side you are assigned to. A phone message left with the receptionist, other hospital staff or school secretary is unacceptable. This action is inadmissible and will result in a warning for the first occurrence and loss of a clinical point on each subsequent occurrence. Failure to report absence or complete an Attendance Form prior to the end of the next day the student is in attendance will result in the loss of a clinical point. If you want to leave early without prior approval, you must speak to a faculty member or leave them a voice mail in addition to notifying your area. You do not need to leave a voice mail on the Clinical Coordinators' phones if the techs dismiss you early.
6. Absences which occur on weekends must be reported to a technologist in the clinical area. Students may not leave a message with office staff. A voice mail message must **also** be left for the Clinical Coordinator in her office. Failure to correctly report the weekend absence will result in loss of a clinical point. An attendance form must be completed by the end of the next day in which the student is in attendance. Additional policies regarding weekend rotations may be found in the Clinical Handbook.
7. Requests for personal time of eight (8) hours or more shall be made on an Attendance Form at least five (5) days prior to the requested date. For example, if you wish to request Friday off, this request should be turned in on Monday morning. Requests for personal time in increments of less than 8 hours require a 24-hour notice. You may not call in and request personal time for the same day. ***When the request for personal time results in missing any class other than clinic, you MUST notify the Program Director about the absence in advance of the schedule absence. This may be accomplished via e-mail.***
8. In the case of illness or in unforeseeable circumstances, which prevents the prior submitting of an Attendance Form, this form shall be completed and submitted the next day that the student is assigned to clinical following the absence. Failure to complete the form by the end of the first day the student is in attendance will result in a deduction of a clinical point. In this case, a voice mail message must be left for the Clinical Coordinator.
9. Doctor and dentist appointments are to be made at a time that does not interfere with classes, and preferably, clinic as well. Exceptions may be made with prior approval of the faculty.
10. Personal time cannot be used during the last week of the twenty-four month program. During the last six (6) weeks of the program, personal time in increments of whole days may only be taken on Fridays except for job interviews. This policy is due to Review class.

11. If a student calls in sick for clinical in the morning, he/she may not come to class later in the day. Eight hours of sick time will be counted in this instance. *You should not be in class if you are ill!!*
12. If the faculty feels that a student is abusing the attendance policy to avoid clinical experiences, this will be discussed with the student.

ILLNESS POLICY

1. Any time you are ill and you have documentation that you were seen by a doctor, the time missed is excused. This also includes the illness of a child, spouse, or family member whom you are responsible for providing care to. This does *not* include routine doctors' or dentists' appointments. Extensive illnesses or injuries and special circumstances will be dealt with on an individual basis. Documentation that is acceptable as proof includes items on a letterhead stationary or business form and includes specific items such as a payment receipt, a "check-out" sheet, or discharge instructions. A handwritten note from the doctor is NOT acceptable.
2. If you are ill three (3) days or more, you *must* have documentation of a doctors' visit before you are allowed to return to school.
3. If you are ill but choose to not see a doctor, the time missed must be made up as soon as possible. If there are scheduled breaks between the time you miss and the end of the semester, the time **MUST** be made up by the end of the semester. If you choose to make up the time on a day you are scheduled off but it is not a school recess day, you must realize this will result in you spending more than forty (40) hours at school during that particular week. If you choose not to volunteer to perform the make up in addition to your typical forty-hour week, the time **MUST** be made up during the *next* scheduled break. This may be a holiday or a break such as Spring Break or vacation. Make up time may only be performed in increments of four (4) or eight (8) hours at a time if you were absent for an entire day.

Upon return to school from these undocumented illnesses, you must complete an Attendance form within twenty-four (24) hours. At that time you must arrange the dates you plan to make up the time, with the Clinical Coordinator, and indicate these dates on the Attendance form. Make up time can only be performed at a time when you are scheduled off. Suggestions include weekends, holidays, breaks, and vacations. There may be potential for evening make-up time but this opportunity will be limited due to students already scheduled in this rotation. One to one supervision ratios will be maintained at all times, and will be the deciding factor in whether or not you are allowed to make up time when you desire.

If, due to illness, the make up time is not completed as scheduled, you may reschedule again, per the same process listed above. If you simply choose to not perform the make-up time as scheduled and/or you do not call in and don't show up, you will be placed on probation and a Clinical Point will be deducted. If this occurs two times, you will be dismissed. *Once you schedule the make up time, it is YOUR responsibility to remember that you are scheduled. You will not be reminded by the Clinical Coordinator. Failure to show up for your scheduled make up time will result in being placed on probation!!!*

If you are absent due to illness of a child, spouse or other person whom you provide care for, but do not have documentation of a doctor's visit, you may choose whether you take this time off as undocumented sick time (to be made up), or as Personal time (see next section).

4. If the program faculty members feel students are intentionally manipulating the attendance policy in terms of make-up time, this will be discussed with the student and a plan will be created. If the student fails to follow through as discussed, they will be placed on probation, with probable dismissal listed as the final repercussion.

PERSONAL TIME POLICY (Bank of hours)

1. At the beginning of the first semester, each student is given 8 hours of personal time to use during that first semester. This time may be used in increments of 30 minutes or more. Five (5) working days notice must be given when requesting personal time or eight (8) hours or more. Requests for personal time of less than eight (8) hours must be made at least twenty-four (24) hours in advance.

At the beginning of the second semester, and each subsequent semester, each student will be given 16 additional hours of personal time. Personal time not used in each semester will "carry over" to the next semester. Students may use any/all of their personal time for any reason they need to be absent from school.

2. If the student uses all of their accumulated personal time and then needs additional time off prior to the beginning of a new semester and the receipt of additional time, they must make up the personal time requested *prior* to the day of their absence. If you volunteer to be involved in school more than forty (40) hours in a given week, the make up time may be scheduled with the Clinical Coordinator for one of your regularly scheduled days off. If you have enough advance notice of needing to make up time ahead of time, you may also request the make-up time be scheduled over a school recess. Any advance make-up of personal time must also be done in four (4) or eight (8) hour blocks unless the amount of time requested off is less than four hours. Special circumstances will be handled on an individual basis.

3. Tardy policy is discussed in the following section. The amount of time tardy will be deducted from the personal bank of hours.

TARDINESS

1. Tardiness includes reporting late for clinical assignments and being late for class for any reason except performing exams. If you know you will not be able to arrive by your designated start time you must call ahead. If you do call before your start time, you will not receive a clinical point, but the time will be deducted from your bank and it will be recorded as a "tardy". If you do not call, you will receive a clinical point for not calling, the time will be deducted from your bank of hours, and you will receive a "tardy" notation.
2. The amount of time that a student is late to a clinical or classroom assignment will be deducted from the student's bank of hours. Students are allowed 2 tardies in any twelve (12) month period without penalty. The 3rd tardy in any 12 month span or less will result in the loss of a clinical point and the student will be placed on probation for 6 months. Each additional tardy during the probation period will then result in the loss of a clinical point and the time absent will be doubled. Failure to report tardiness will result in disciplinary action, loss of clinical point, and tardy time being doubled. Failure to complete and turn the attendance form in the allotted time will result in loss of a clinical point.

HOLIDAYS AND VACATIONS

1. Students will not be assigned clinical or class on the following six holidays:
 - A. New Year's Day
 - B. Memorial Day
 - C. Independence Day
 - D. Labor Day
 - E. Thanksgiving Day
 - F. Christmas Day (Winter vacation)
2. Vacations are assigned according to the following schedule:
 - A. Winter vacation is typically from December 24th to approximately January 2nd.
 - B. Both Junior and Senior students will have a one-week spring break in March.
 - C. Junior students will have a one-week summer vacation during June.
3. Vacation time will not be granted during regularly scheduled class time without the approval of the Program Director. Requests for specific vacation weeks can not be granted.
4. Additional days off are scheduled intermittently throughout the year. A list of school holidays is provided during Orientation and may be seen as Exhibit B.

BEREAVEMENT LEAVE

1. Bereavement leave implies the necessity for the student to be absent to attend a funeral and to take care of personal business related to family or the funeral.
2. In the event of death in the immediate family, a special absence from one to three scheduled days may be authorized if requested in accordance with the policies for admissible absence. These days are NOT taken from the personal bank of hours.
 - A. Immediate family is defined as the student's spouse, domestic partner, children, parents, brother, sister, grandparents, grandchildren, legal guardian, step-children, step-parents, step-brother, step-sister, step-grandchildren, mother-in-law or father-in-law.
 - B. Time may be granted for other funeral attendance, but the time will be deducted from the student's personal time.
3. In cases where a longer absence is needed, the student may request the additional time as admissible absence.

LEAVE OF ABSENCE

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

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

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

CLASSROOM CONDUCT

Common courtesy, respect, and sense should dictate conduct in the classroom. An environment conducive to learning must be maintained to achieve the goals of the program. Specific course syllabi will contain any specific information pertinent to a particular class. ***No cell phones are allowed to be visible or turned on in any classroom or clinical area.*** If you must make a call during a break, you must exit the classroom and find a private area to do so.

COPYRIGHT INFRINGEMENT

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

SOCIAL MEDIA POLICY

St. Luke's Hospital is an affiliate of Iowa Health System (IHS). As such, students must follow policies of IHS, including the Social Media Policy (2.HR.25). This policy is to help employees (students) understand how these policies apply to publishing and engaging in conversations on the Internet. In part, this policy states that employees/students are legally responsible for their postings and may be held liable if the posts are found to be defamatory, harassing, tortuous or in violation of any other applicable law. This relates to hospital-sponsored sites, program-sponsored sites, and public domain sites. Any violation of this policy is grounds for disciplinary action, which may include dismissal from the program. The policy in it's entirety will be distributed during Orientation. Additional hard copies of the policy are available from the Program Director. Enrolled students may find the policy on the St. Luke's Hospital Intranet under "Policies & Procedures".

STUDENT HEALTH INFORMATION

INITIAL HEALTH ASSESSMENTS

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

The Employee Health Nurse at Mercy Medical Center or the Employee Health

Coordinator at St. Luke's Hospital will review all pre-entrance physicals and immunizations. Significant variances and disqualifying abnormalities will be reported to the Director of the School.

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

VACCINATIONS

All students must provide an original record of immunizations by the School's established deadline. These include MMR, tetanus, and chickenpox (unless proof of having chickenpox is documented). All students are offered the Hepatitis B vaccination, free of charge. Other vaccinations may be required by the hospital, some of which the students may be required to pay for.

TB TESTING

There are two methods available to test for tuberculosis. One of these methods will be required upon entry to the program. The first method is a simple blood test performed to indicate a positive or negative TB screen. The other method is to provide proof of 1 TB (Mantoux) test along with results by the School's established deadline. All students will be required to undergo a second TB test within the first two days of enrollment, prior to clinical involvement. This additional TB (Mantoux) test will be provided free of charge, as will the blood test used mentioned in the first method. The method used by the program may change annually. Newly accepted students will be informed of the method they will be expected to comply with.

MEDICAL INSURANCE

Routine outpatient health care is *not* provided by Mercy Medical Center or St. Luke's Hospital. Students are encouraged to carry medical insurance, although this is not required. All Mercy/St. Luke's students are eligible to enroll in the plans offered by St. Luke's Hospital. Details of the plan are presented to students upon entrance into the program. Mercy Medical Center and St. Luke's Hospital will provide care for any clinical-related illness or injury at no cost to the student.

INFECTION CONTROL

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

Infectious/Communicable diseases include but are not limited to conditions such as cold sores, chicken pox, shingles, hepatitis, staph infections, skin rashes, eye infections, pink eye, strep throat, etc. Students must call St. Luke's Employee Health at 369-7863 to schedule an appointment for the "fit for duty" evaluation.

RETENTION OF HEALTH RECORDS

Upon graduation or withdrawal from school, the student's health record will be retained for two years and then sent to Medical Records. Students may have copies of their Health Service records sent to their own physician by signing a release. Students should call 369-7863 to obtain the release form. The signed release form may be mailed, faxed, or left at the Employee Health office located at 830 A Avenue NE, Cedar Rapids.

PHARMACY

St. Luke's Pharmacy may be used by students for personal prescriptions and over the counter items (family members are not eligible for the employee discount). Students will receive the associate discount prices. Students must take the charge slip from the pharmacy to the cashier and pay by cash, check or credit card on the ***same day of service***. **It is important to save all receipts from these transactions.**

EMPLOYEE ASSISTANCE PROGRAM (EAP)

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

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

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

PROTECTION OF PRIVACY FOR STUDENTS AND PARENTS

This program does comply with the Family Educational Rights and Privacy Act (FERPA). The law provides three fundamental rights to students who attend postsecondary institutions:

- Right to inspect and review education records.

- Right to request to amend education records.
- Right to limit disclosure of “personally identifiable information” contained in education records.

At the postsecondary level, rights under FEPA are afforded the student and not the parents. Because of this, program faculty can not discuss any information regarding enrolled students with anyone other than the student without their written consent. In accordance with this federal law, the program has adopted policies and procedures governing the confidentiality of student educational records. Students wishing to grant permission for faculty to visit with parents or others, should file a written authorization in the office of the Program Director.

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

In case of the need to seek access or amendment of an education record, contact the school official responsible for records, Dana Schmitz, Program Director. A list of information that FERPA authorizes disclosure without consent may also be obtained from the Program Director. Student consent forms for the release of information are kept in the office of the Program Director after completion by students. Compliance with this Act does not require the School to disclose directory information, and discretion will be used.

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

For any other questions regarding FERPA, please contact the Program Director or visit <http://www.ed.gov>.

CAMPUS CRIME AND SECURITY ACT

The security of students and faculty members is of vital concern to us. Mercy/St. Luke’s is in compliance with the submittal of crime statistics required by law in Section 485 of the Higher Education Act (also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092)). This information is maintained in the office of the Program Director and students are informed of the availability of this information on an annual basis. The information includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Mercy or St. Lukes; and on public property within, or immediately adjacent to and accessible from, the campus.

The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Program Director at Mercy/St. Luke's or by visiting the following webpage:

<http://www.mercycare.org/img/marketing/Campus%20Crimes%20%20Safety%2009-10.pdf>. Crime statistics can be found on the Department of Education's website at www.ope.ed.gov/security.

TRANSCRIPTS

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

TOBACCO POLICY

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

RADIATION PROTECTION POLICIES

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

- A. Students are required to wear the dosimeter at chest level, outside a lead apron when applicable. You may not be in the clinical area without it.
 - B. If the student damages or loses a dosimeter, he/she should report it immediately to the Program Director and necessary actions will be taken. Any damaged or lost dosimeter not returned to Landauer, Inc. will result in the loss of a clinical point.
 - C. If a dosimeter is accidentally left in a radiographic room during a patient exam, a Dosimeter Incident Report should be obtained from the Clinical Coordinator, completed, and given to the Program Director.
 - D. If a student turns in his/her dosimeter after they have already been returned to Landauer, the student will have 1 clinical point deducted from the clinical grade. Readings from the dosimeter will not be available in this case.
 - E. Dosimetry reports are posted in the classroom each month. It is your responsibility to review the report on a monthly basis.
4. All students will have didactic education in Radiation Protection prior to being assigned in the clinical setting, a protection course in the second semester and a more extensive course in the second year of the program. Instructions concerning the proper care and wearing of the dosimeter will be discussed within the first two days of the program, prior to attending clinical experiences, as will basic protection methods.
5. Your position as a student does not require you, and in fact, prohibits you from knowingly exposing yourself to direct ionizing radiation. When in the course of the performance of your profession it is necessary to be exposed to limited secondary radiation (i.e. fluoroscopy), a protective lead apron and gloves are required. Mobile protective shielding may also be available in fluoroscopy areas both in radiology and the surgical procedure rooms. When patient procedures require your attendance in close proximity to the patient, such additional shielding must be utilized. Questions regarding acceptable radiation practices should be referred to the Program Director or the Radiation Safety Officer.
6. Any students involved with radioactive materials (Nuclear Medicine Rotation) will comply with standards written in the Radiology Department's manual.

RADIATION PROTECTION POLICIES DURING PREGNANCY

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

A student who becomes pregnant has the option of formally declaring her pregnancy or not declaring her pregnancy.

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

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

1. The declaration must be in writing.
2. An estimated date of conception (month and year) must be given.
3. The student will observe proper radiation safety practices.
4. A fetal dosimeter will be provided which is to be worn under the protective apron to monitor dose to the embryo/fetus.
5. The student will obtain a declaration from her physician approving her continuation in the program and detailing any restrictions he/she feels are necessary.
6. The potential risks of radiation exposure to the embryo/fetus will be reviewed with the student by the Program Director.
7. The Medical Director will review any restrictions placed on the student by her physician. If the restrictions will interfere with normal clinical training, the Medical Director, in consultation with the student's own physician, may suggest that the student take a Leave of Absence.
8. If the student does take a LOA, she will be phased back into the program at a point consistent to where she was prior to the LOA. See LOA policy for more explanation.
9. During the entire gestation period, the embryo/fetus should not exceed a dose equivalent of 0.5 rem (500 mrem), not to exceed 50 mrem 0.05 rem in any 1 month period. This will be monitored and recorded monthly.
10. Any injury or illness associated with the pregnancy at any time in the pregnancy will be accepted at the student's own risk.
11. The student is encouraged to return to classroom activities as soon after delivery as she feels appropriate. She may return to clinical only with the signed permission of her physician.
12. Record of the time taken off for the birth will be maintained. If the student did not make up any of this time prior to the birth, the student will be required to

perform the make up time after graduation ceremonies are held. This will result in the student not being granted a diploma until all time is made up. There will be no make up fee associated with make-up time associated with the pregnancy and subsequent delivery.

13. Each year, all female employees and students receive a copy of the U.S. Nuclear Regulatory Commission Regulatory Guide 8:13 memo, "Instruction Concerning Prenatal Radiation Exposure" (Appendix C) and are asked to read it thoroughly and document by signature that they have complied. A copy of the guideline is maintained in the St. Luke's classroom for students to review.

CONFIDENTIAL INFORMATION

HOSPITAL

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

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

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

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

STUDENT

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

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

PROBATION, SUSPENSION, DISMISSAL AND RESIGNATION

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

PROBATION

1. Probation is the subjection of a student to a period of testing and "on trial" to ascertain suitability for continuation in the program.
2. The probationary period for academic grades is one semester and all other probationary periods are for a minimum of six months. This will afford the

student and the administrative faculty ample opportunity to determine the student's aptitude for radiologic technology.

3. The student may be placed on probation at any time by the administrative faculty during the program if the student has not met the academic, clinical or health requirements of the program or for disciplinary reasons.

SUSPENSION

1. Suspension is the temporary removal of a student from the program due to any infringement of rules, regulations or poor ethical conduct. In-school suspensions may be given at the discretion of the Program Director in conjunction with the Governing Committee.
2. The administrative faculty determines the amount of time of the suspension.
3. Suspension time will be made up following graduation with no fees associated.
4. Students are not eligible for graduation until suspension time is made up.
5. If a student is suspended, but not considered a threat to others, they will still be required to attend all classes, excluding clinical experiences. If a student misses class due to a suspension, it is their responsibility to contact the instructor to determine what, if any, work needs to be made up after returning from the suspension.

DISMISSAL

1. The dismissal is the permanent removal of a student from the program.
2. The administrative faculty in conjunction with the Governing Committee reserves the right to dismiss a student at any time from the program if:
 - a. The student's technical clinical work is unsatisfactory.
 - b. The student fails to meet academic standards.
 - c. The student is in ill health, which makes him unable to maintain the required academic and clinical standards as set forth in previous section.
 - d. The student has committed a breach of the rules or regulations of the School of Radiologic Technology, Department of Radiology or of the hospital itself.
 - e. It is found that the student does not have a cooperative attitude, is of an antagonistic disposition or any unethical conduct to the patients or the hospital staff, or otherwise fails to meet the standards of Radiologic Technology.
 - f. The student has committed a breach of legal, academic or clinical integrity such as drug/alcohol convictions, abuse convictions, plagiarism, fraud, falsifying records, cheating, theft, or other forms of dishonesty.

3. The decision to dismiss a student for scholastic failure or other infringements not mentioned here is initiated by the Program Director and must have concurrence of the Governing Committee.
4. A dismissal request as a result of misconduct requires concurrence of the Governing Committee. However, it must be clearly understood by all students that the School of Radiologic Technology has the authority to drop any student from the rolls or to refuse readmission at any time prior to graduation, if circumstances of a legal, moral, health, social, or academic nature justifies such a request. It is the responsibility of the hospitals and the School to maintain patient safety and program integrity at all times.
5. A student may appeal his suspension or dismissal by following the Student Grievance Procedure. The student will receive a written notice from the committee as to the outcome of the appeal.

MISCONDUCT RESULTING IN DISCIPLINARY ACTION

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

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

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

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

STUDENT GRIEVANCE PROCEDURE

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

1. Contact the Clinical Coordinator of the facility to which the student is assigned. If there is no satisfaction at this level or if the grievance concerns either of these people, proceed to step 2.
2. Contact the Program Director. In both steps 1 and 2, the grievance may be recorded and documented as determined by the faculty or Program Director or at the request of the student. If there is no satisfaction at this level or if the grievance is about the Program Director, proceed to step 3.
3. Contact the Medical Director. At this level, all grievances must be in writing prior to meeting with the Medical Director. If the Medical Director is unable to bring

the grievance to a satisfactory conclusion, or if the student requests, the Medical Director will forward a copy of the grievance to each member of the Governing Committee.

4. The Governing Committee is the final in School authority on the grievance. It will be the responsibility of the Program Director to poll the committee for their decision.

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

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

If the student has been suspended pending the decision of the Governing Committee or the Impartial Grievance Committee, he or she may be reinstated depending on the nature of the infraction. If the suspension time lasts more than one week and the student has not been allowed in the classroom during that time, the student will be given the opportunity to make up missed academic assignments. Suspension time will be made up after graduation with no associated fees.

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

It is the responsibility of the Program Director to insure that the decision of the committee is carried out.

The Human Resource Department of the hospital will review any disciplinary decisions that result in the dismissal of the student.

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

INSTRUCTOR AND COURSE EVALUATING

Each student will have the opportunity to evaluate and critique each course and instructor. This information is part of the program's assessment process. Evaluation forms will be distributed within one week of the end of a semester or grading period. Results will be compiled as quickly as possible. The Program Director will review the compilations and copies forwarded to the course instructors as well as the Vice-Presidents actively serving on the Governing Committee.

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

The evaluations will be discussed at the next scheduled faculty meeting as well as with the Governing Committee.

STUDENT/FACULTY COMMITTEE

This committee meets once each month between September and May to discuss questions, problems or issues and solicit input regarding program assessment from the students. Also, this forum is used to pass on information from the faculty to the students. Students can express concerns to their class representatives who bring them to the committee meeting. Actions taken at these meetings are then reported back to the student body by the class reps. Additionally, meeting minutes are maintained in each of the two School classrooms. The committee consists of all faculty members and a representative from each class and side. Student representatives are elected by their peers and must maintain a 3.0 GPA to remain on the committee. The faculty reserves the right to ask a student to step down from the committee at any time they deem it necessary. Individual students may, on request, address the student/faculty committee. The student should contact the Program Director on the Monday prior to the meeting.

ACCESS TO FACULTY

Faculty members maintain an open door policy. Faculty schedules are made known to all students. Some office time may be marked as by appointment. Students are advised to check with the individual faculty member before going to their office.

RADIOLOGIC TECHNOLOGY SOCIETY MEMBERSHIPS AND MEETINGS

All students are required to become members of the Iowa Society of Radiologic Technologists East Central District. Students are responsible for their own membership dues, which are currently \$5.00 per year. Students may choose to run and be elected to the offices of secretary and treasurer of the ECD. Students may become members of the Iowa Society of Radiologic Technologists and/or the American Society of Radiologic Technologists if they choose.

MANDATORY ATTENDANCE AT EAST CENTRAL DISTRICT MEETINGS (ECD)

All students are required to attend ECD meetings when they are held in Cedar Rapids and when a speaker is scheduled. If the student is scheduled to work at a job on the night of the meeting, documentation of working by a supervisor is required. Students attending meetings will receive compensatory time off for the time spent at the meeting if they submit an attendance report within 24 hours following the meeting. Students on evening clinicals who attend the meeting will not receive compensatory time off. Individual requests for exemption will be considered. Students are encouraged but not required to attend ECD meetings in Iowa City. Compensatory time is not given for driving time to meetings.

Students attending meetings outside of the school are representatives of the hospitals, Departments of Radiology, and the School of Radiologic Technology and should act accordingly. Any use of drugs, property damage or intoxication will subject the student to disciplinary action.

In the event that no faculty members are present at an ECD meeting to take attendance, students must do one of the following:

1. Take an Attendance form with you and ask an ECD officer to document the time you left the meeting including their signature.
2. Ask an ECD officer to document the time you left along with their signature on a piece of paper and attach this to an Attendance form prior to submitting to the program faculty.

If there are students holding any ECD office, they may *not* sign attendance documentation for another student. If this documentation is not gathered or turned in according to the established guidelines, no compensatory time will be granted.

ATTENDANCE AT OUTSIDE MEETINGS

Each year the senior class will attend an educational meeting. Students are required to attend all educational sessions while at these meetings. Exceptions may be granted at the discretion of the Program Director or Clinical Coordinator. Students not attending an educational session will have time deducted from their personal bank of hours. The

cost of the meeting registration is paid by the school. Other expenses such as room charges may be the responsibility of the student. Meals other than those included with registration are not paid for by the school.

GRADUATE AND EMPLOYER SURVEYS

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

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

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

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

DISASTER AND WEATHER EMERGENCY PLANS

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

LIABILITY INSURANCE PROTECTION

Liability Insurance Protection provides students with insurance protection if held liable while performing their duties for the hospital. All students are covered individually as

additional insureds in the hospitals' comprehensive liability insurance program while they are acting within the scope and tour of their duties on behalf of St. Luke's Hospital and Mercy Medical Center both on and off the hospital premises. Conversely, the hospitals' insurance does not cover activities outside the scope of educational activities as a student in the School of Radiologic Technology.

INCIDENT REPORTS

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

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

Any student observing or involved in an incident, or the first one on a scene following an incident, should notify his/her supervisor as promptly as possible. The student should then complete the electronic Incident Report form during the work period in which the incident occurred. All Incident Reports should be completed within 24 hours of the incident. Instructions on the use of this electronic reporting requirement will be demonstrated within the first month of the program.

ADDRESS AND PHONE CHANGES

Students are required to maintain current phone numbers and addresses with the School within one week of a change. Students may change this information in their own personal file on Populi, the St. Luke's Intranet, and Mercy's My HR website. The Program Director will furnish directions on how to accomplish this. If a student has a name change, marital status change, or emergency contact information change, the student must fill out an Associate/Student Status Card Update Form (Appendix E) and submit it to the School office within one week after said change(s). Program staff will notify the appropriate people at each hospital. Additional information may be requested of the student by the hospitals.

TELEPHONES

Students are required to have a phone at their place of residence. This does not have to be a land line.

Hospital telephones must be kept open at all times for hospital business. You may not use hospital phones for personal calls unless absolutely necessary. You are requested

to discourage friends and relatives from calling you while at school except in an emergency. Students may not use hospital telephones to make long distance calls without permission from the school faculty.

Personal Electronic devices must be *turned off* and *not visible* while in all academic and clinical assignments. Personal Electronic devices that go off during class time or in the clinical area will result in the loss of 1 clinical point. If they go off during an exam when a patient is present or during a classroom test, a 2 clinical point deduction will occur. A sound indicating any type of message, such as voicemail or text message does constitute the device "going off".

ALCOHOLIC BEVERAGE POLICY

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

DRUG AND ALCOHOL FREE CAMPUS STATEMENT

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

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

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

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

Students should be aware that drug or alcohol convictions may result in fines, imprisonment, probation, and suspension or revocation of a driver's license. These

convictions may result in ineligibility to take the ARRT exam upon graduation.

A federal or state drug conviction can also disqualify a student for federal student aid funds if the offense occurred during a period of enrollment for which the students was receiving Title IV aid. Ineligibility for funds may extend up to an indefinite period of more than two years. Contact the FAA for more information of this requirement. More information is available in the program's Safety Report, Policies & Procedures which may be viewed online at

<http://www.mercycare.org/img/marketing/Campus%20Crimes%20%20Safety%2009-10.pdf>.

FACILITIES

CAFETERIA

1. A thirty-minute meal period is allotted each day. Meal periods must be taken if a student is in attendance for more than four hours in a day. Students cannot skip meals in order to leave early.
2. If students leave the hospital for any lunch or break period during Late Generals, weekend, or evening shifts, the supervising technologist must first grant permission.
3. Meals may be purchased at both hospital cafeterias at the employee discount rate. Meals cannot be charged at either hospital. You must pay cash.
4. Trays or dishes may be removed from the cafeteria when dinner or luncheon meetings have been scheduled outside the dining facilities, or to be taken to the Radiology Department lounge when patient workload dictates. Any items taken from the cafeteria should be returned as soon as possible. **DO NOT MAKE OTHERS CLEAN UP AFTER YOU.**
5. Shirts and shoes must be worn while in the hospital cafeterias. When you are in the School uniform, the **entire** uniform must be worn. For instance, you may not change into sandals on your way to class and then go to the cafeteria. Staff and visitors do not know you are leaving the hospital and may see this as a breach of appropriate uniform policy.

PARKING

Parking is available for students at both hospitals in designated lots only. Campus/Parking maps for both hospitals are included as Appendices F & G. Students are required to follow employee-parking regulations during a school day. Failure to do so will result in a loss of a clinical point for each occurrence. All students will obtain and properly display parking permits from both institutions.

HEALTH SCIENCE LIBRARY

PURPOSE

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

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

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

PHILOSOPHY

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

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

OBJECTIVES

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

LIBRARY FACILITIES

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

1. Program Director's office
2. Clinical faculty members' offices
3. Mercy and St. Luke's Health Science Libraries
4. School classrooms at Mercy and St. Luke's

Library rules and regulations must be followed in all libraries.

WATTS MEDICAL LIBRARY

MERCY MEDICAL CENTER

Director: Randi Thon
319-398-6165
Fax – 319-369-4524
e-mail: rthon@mercy.org

Medical Librarian:

Tonnie Flannery
319-398-6165
Fax – 319-369-4524
e-mail: tflannery@mercycare.org

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

Services:

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

**HEALTH SCIENCE LIBRARY
ST. LUKE’S HOSPITAL**

Director: Katie Shaffer
319-369-7864
Fax: 319-369-8036
e-mail: shaffekz@crstlukes.com

Hours: Monday – Friday, 7:30 AM – 4:00 PM

- Services:
 - General Assistance and information.
 - Reference books may not be taken from the library.
 - Bound magazines may not be taken from the library.
 - Unbound journals (except current issue) may be checked out for four weeks.
 - Books may be checked out for a period of four weeks. Renewal may be by telephone or in person.
 - Photocopying services available.
 - Interlibrary loan.
 - Computerized reference search.
 - Lost books are considered overdue until reported lost. Persons will be charged the purchase price of the books.

COPYING

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

PERSONAL CHECK CASHING

PURPOSE

To accommodate check cashing for associates, students, volunteers, physicians, patients and others who use hospital facilities.

To provide personal check-cashing opportunities in the hospital in modest amounts and at scheduled times in order to limit, as a cost control measure, funds on hand to amounts primarily required for official hospital business operation.

ST. LUKE'S CHECK CASHING

No check cashing service is available at St. Luke's Hospital. The Hospital offers two ATM machines for your convenience.

MERCY CHECK CASHING

1. The Business Office will cash personal checks up to \$20 between the hours of 0800 and 1100 hours and between 1300 and 1700 hours for employees, students, volunteers, physicians, and patient visitors. The employee's clock number and department will be required as identification and others will be asked to provide proper identification, such as a driver's license.
2. The Business Office will neither cash two-party checks nor more than one check per day per person.
3. Anyone with a bad check outstanding will be prohibited from cashing additional checks until the outstanding check has been fully redeemed. Anyone cashing two or more bad checks within a 90-day period will have his/her check cashing privilege revoked.
4. An ATM is available on the first floor near the Gift Shop.

COMPUTER ACCESS

The school does provide computer access to students. Laser printing is available in the school office and in the faculty offices by appointment. Both Health Science Libraries have computers with Internet connections available. Even though there is Internet access on computers in the Radiology departments at both hospitals, students are prohibited from accessing the Internet for personal use on these computers. Wireless internet is available throughout both hospitals.

APPENDICES

PERFORMANCE STANDARDS

- _____ 1. During clinical experience, the student will demonstrate responsibility by:
 - _____ a. Reporting to clinical area and class on time.
 - _____ b. Staying in assigned clinical area until work is completed or dismissed by instructor.
 - _____ c. Checking off room supply list after room has been stocked with supplies.
 - _____ d. Turning in examination and repeat count sheets on time.
 - _____ e. Properly caring for and exchanging dosimeter at the end of each month. (within 1 week)
 - _____ f. Completing Attendance (within 24 hours of absence) and trade forms (within 5 days) correctly.
 - _____ g. Parking in designated areas.
 - _____ h. Contacting instructor if delayed or absent.
 - _____ i. Obtaining RT initials on all images.
 - _____ j. No use of cell phones/pagers in clinic or class.
 - _____ k. Other

- _____ 2. The student will exemplify excellence in personal appearance by:
 - _____ a. Following School's policy on dress code.
 - _____ b. Maintaining a neat, well-groomed appearance.
 - _____ c. Speaking well and showing appropriate choice of vocabulary.

- _____ 3. The student will demonstrate appropriate ethical standards by:
 - _____ a. Maintaining patient confidentiality.
 - _____ b. Preserving the patient's personal privacy.
 - _____ c. Recognizing own limitations and asking for assistance.

- _____ 4. In the clinical experiences, the student will demonstrate safe implementation of care by:
 - _____ a. Asking for assistance if unsure of correct procedure.
 - _____ b. Finding technologist to assist them with all repeat films.
 - _____ c. Not performing any radiographic procedures without direct supervision, until they have proven competency.
 - _____ d. Using correct radiation protection techniques.
 - _____ e. Reporting all accidents and errors of patient care and equipment.
 - _____ f. Correctly identifying patient and procedures to be performed.
 - _____ g. Correctly using lead markers on all exams.

ACADEMIC CALENDAR SCHOOL HOLIDAYS 2011-2012

***CLASS OF 2011 GRADUATION-JUNE 17, 2011**

***CLASS OF 2013 BEGINS CLASSES-JUNE 27, 2011**

Junior (Class of 2013) summer semester ends September 1, 2011

Senior (Class of 2012) summer semester reconvenes July 11, 2011 & ends September 1, 2011

***INDEPENDENCE DAY**

All students off/School Closed on Monday, July 4, 2011

No Senior students will be assigned weekends on July 2 & 3, 2011

***FALL RECESS**

Senior students will have a school recess from Friday, September 2 through Tuesday, September 6. Clinic will resume Wednesday, September 7

- *Seniors scheduled to work evenings the week of August 29 are scheduled Monday through Thursday from 12:00 noon – 8:30 PM*
- *Seniors scheduled to work evenings the week of September 5 are scheduled Wednesday and Thursday 12:00 noon – 8:30 PM and Friday, Saturday 2:00 PM – 10:30 PM and will receive a "Holiday Slip" for being scheduled one extra day this week*
- *No Seniors scheduled for weekends on Sept. 3 & 4*

Junior students will have a school recess from Friday, September 2 through Monday, September 5. Clinic will resume Tuesday, September 6

***FALL SEMESTER BEGINS SEPTEMBER 6 AND ENDS DECEMBER 23**

***THANKSGIVING**

All students will have a school recess from Thursday, November 24 through Sunday, November 27. Classes/clinic will resume on Monday, November 28

- *No Seniors on evenings the week of November 21*
- *No Seniors on weekends*

***CHRISTMAS**

All students will have a school recess from Friday, December 23 at 12:30 pm through Sunday, January 1, 2012. Clinic will resume on Monday, January 2, 2012

- *No Seniors on evenings the week of December 19*
- *No lunch hours should be taken on Friday, December 23*

***SPRING SEMESTER BEGINS JANUARY 2, 2012 AND ENDS APRIL 27, 2012.**

***MID-WINTER RECESS**

All students will have a school recess from Friday, February 10, 2012 through Monday, February 13. Classes/clinic will resume on Tuesday, February 14

- *Seniors on evenings the week of February 6 will be scheduled Monday through Thursday 12:00 noon – 8:30 PM*
- *Seniors on evenings the week of February 13 will receive a "Holiday Slip" for being scheduled one extra day this week*
- *No Seniors on weekends*

***SPRING BREAK**

All students will have a school recess from Saturday, March 24, 2012 through Sunday, April 1. Classes/clinic resumes on Monday, April 2

- *Seniors on evenings the week of March 19 will be scheduled Monday through Thursday 12:00 noon – 8:30 PM and Friday 2:00 PM – 10:30 PM*
- *No Seniors on weekends March 24 & 25 as well as March 31 & April 1*

***SENIOR RECESS**

Seniors will have a school recess from Thursday, May 3 through Sunday, May 6. Review class/clinic will resume on Monday, May 7, 2012

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

***JUNIOR WEEKEND, EVENING AND LATE GENERALS ROTATIONS BEGIN WEEK OF APRIL 30, 2012**

***SENIOR REVIEW BEGINS MAY 7, 2012**

***CLASS OF 2012 GRADUATION IS JUNE 15, 2012**

***MEMORIAL DAY**

All students will have a school recess on Monday, May 28, 2012. Classes/clinic resume on Tuesday, May 29, 2012

- *Students on evenings this week will receive a "Holiday Slip" for being scheduled one extra day this week*
- *No students will be scheduled for weekends*

***JUNIOR VACATIONS**

Juniors will have a school recess from Sunday, June 10, 2012 through Sunday, June 17, 2012. Clinic will resume on Monday, June 18, 2012

- *Students on evenings the week of June 4 will be scheduled for a normal week of evenings Tuesday through Saturday*
- *No students will be scheduled for weekends on June 9 & 10 or June 16 & 17*

TO: All Female Associates Occupationally Exposed to Radiation

SUBJECT: Instructions Regarding Prenatal Radiation Exposure

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

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

Thank you.

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

NAME _____ DATE _____

DEPARTMENT _____

TITLE _____

SIGNATURE _____

(Verification of Receipt)

DISCIPLINARY ACTION REPORT

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

STUDENT _____ **CLASS** _____

DATE OF INCIDENT _____

ACTION INITIATED BY: _____

Signature

Title

Date

REASON FOR REPORT:

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

EXPLANATION OF CIRCUMSTANCES: _____

ACTION TO BE TAKEN:

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

PROBATION: (Indicate period and conditions of probation) _____

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

Date

RETURN TO SCHOOL _____

Date

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

DISCIPLINARY ACTION REPORT - PART II

ACKNOWLEDGEMENT AND COMMENTS BY THE STUDENT: _____

Student Signature **Date**

REVIEWED BY
PROGRAM DIRECTOR _____
Signature **Date**

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

DISMISSAL STATEMENT

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

Governing Committee Representative Signature **Date**

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

ASSOCIATE/STUDENT STATUS CARD INFORMATION UPDATE

Date:

Name:

Address:

Phone:

Marital Status:

Emergency Contact Information:

Name:

Address:

Phone:



Employee Parking

Employees may park, *without restrictions* in Lots: 3, 4, 11, 12, 13, 14A, 14B, 15, 18, 19, & 20.

Employees may park, *with restrictions* in Lots: 5, 7, 8, 9, 10V, 17 and the Ramp.

All students are required to park in lots 14A & 14B.

Restrictions:

Lot 5: Gated lot - opens 10 a.m., closes 4:30 a.m.

Lot 7: Employee Handicap Parking.

Lot 8: The North row of the lot is reserved.

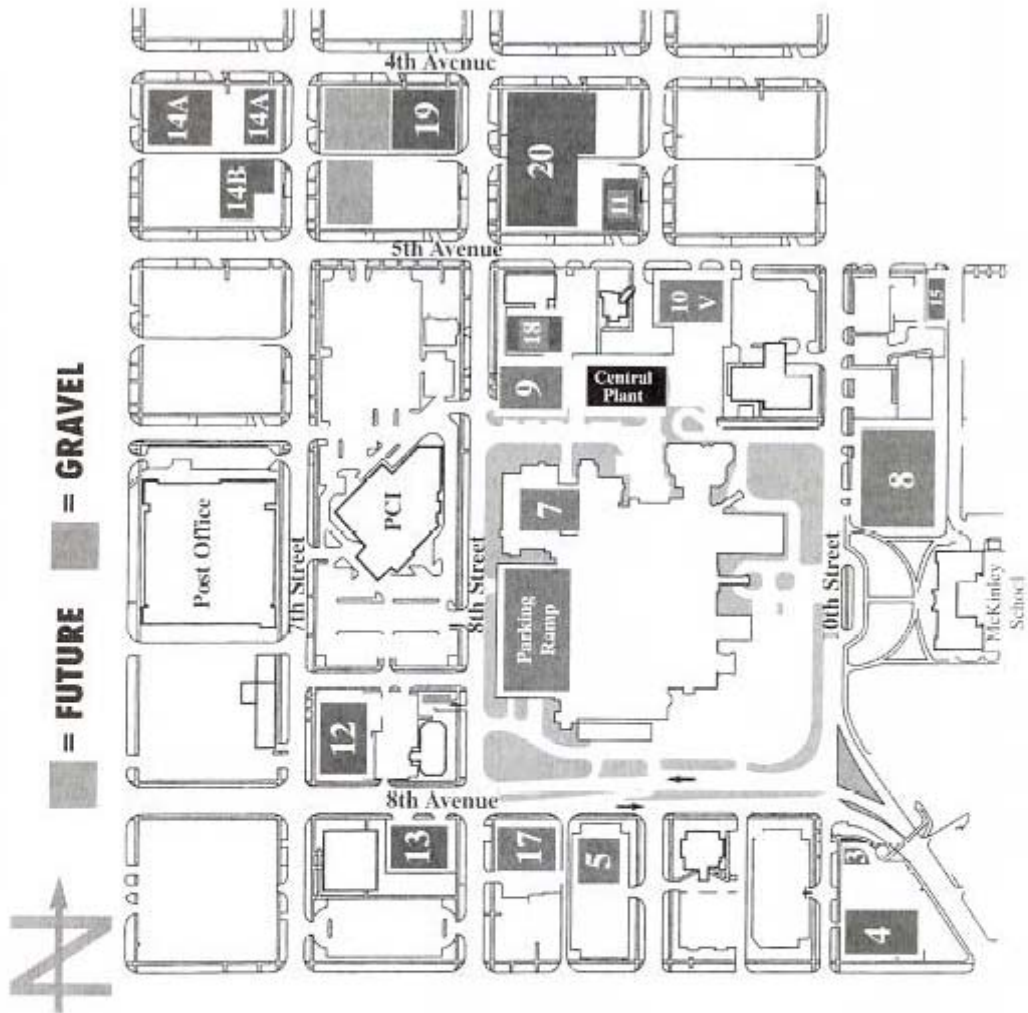
Lot 9: 2 hour parking and overflow for Employee Handicap Parking.

Lot 10V: Restricted & Volunteer parking; opens at 12 p.m.

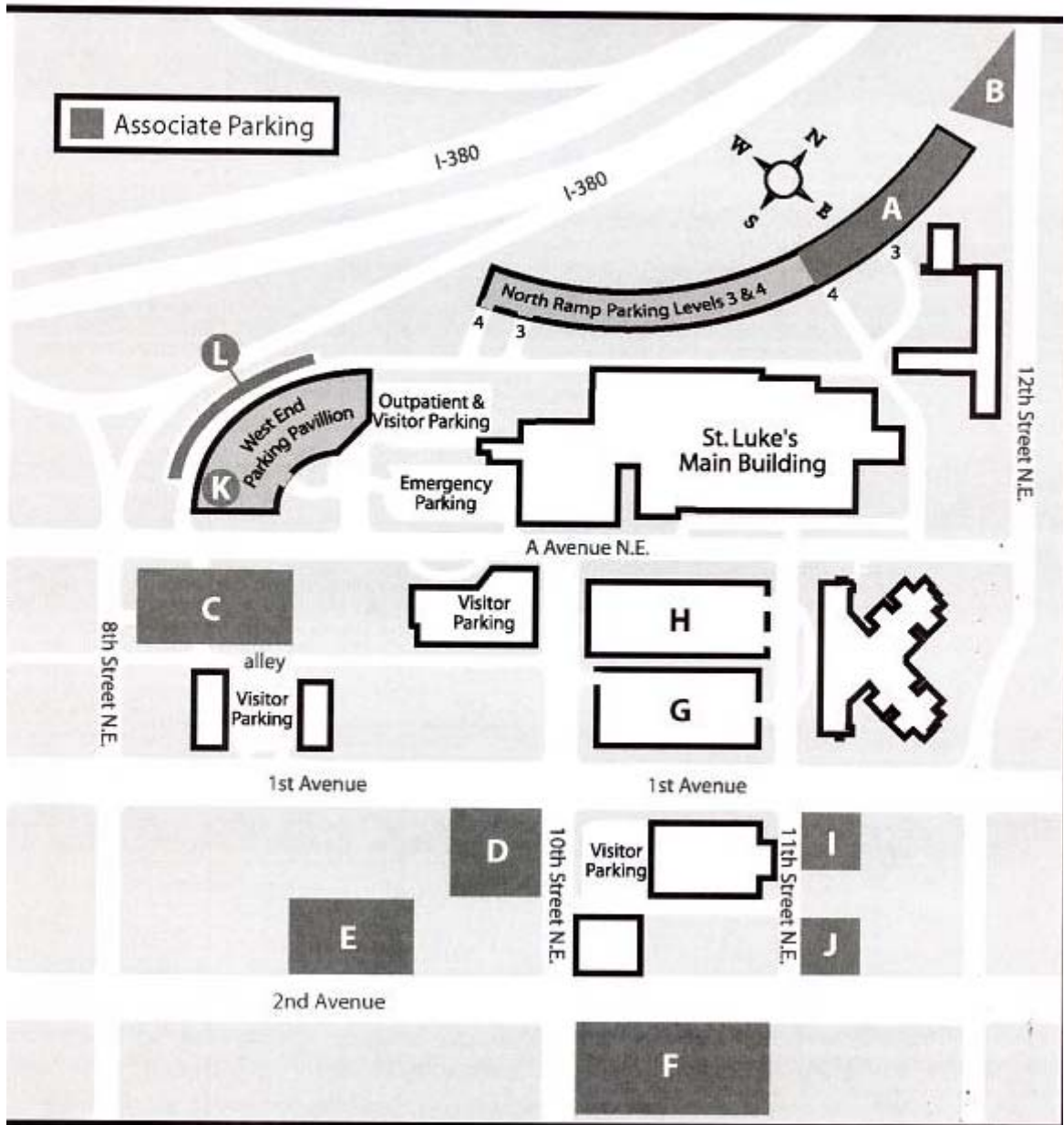
Lot 17: No parking next to the church building or in the new lot south of the church. Closed during church events.

Ramp parking is restricted to Levels 3 & 4 after 6:30 pm, Monday-Thursday, to 8 a.m. the following morning. Levels 3 & 4 are also available weekends from 3 p.m. on Friday to 8 a.m. on Monday.

Weekend staff may also park on the "up side" of Level 2 in non-reserved spaces from 3 p.m. Friday to 8 a.m. Monday



Revised 02 07



**Mercy/St. Luke's School of
Radiologic Technology
2011-2012**

Questions regarding this booklist should be directed to Dana Schmitz at 369-7077.

Text Title	ISBN	Author	Edition	Publisher	Estimated cost	Semester needed
Introduction to Radiologic Technology	978-0-323-07351-6	Gurley & Callaway	7 th (2011)	Mosby (Elsevier)	\$55	Jr. Summer (1 st)
Patient Care in Radiography	978-0-323-05178-1	Ehlich & Daly	7 th (2009)	Mosby (Elsevier)	\$62	Jr. Summer (1 st)
Radiographic Positioning & Related Anatomy (text)	978-0-323-05410-2	Bontrager & Lampignano	7 th (2010)	Mosby (Elsevier)	\$165	Jr. Summer (1 st)
Principles of Radiographic Imaging (text only)	978-1-401-87194-1	Carlton & Adler	4 th (2006)	Delmar (Cengage)	\$189	Jr. Summer (1 st)
Comprehensive Radiographic Pathology (text only)	978-0-323-03624-5	Eisenberg & Johnson	4 th (2007)	Mosby (Elsevier)	\$84	Sr. Fall (5 th)
Radiation Protection in Medical Radiography (text only)	978-0-323-06611-2	Statkiewicz-Sherer	6 th (2011)	Mosby (Elsevier)	\$57	Jr. Summer (1 st)
Mosby's Comprehensive Review of Radiography	978-0-323-05433-1 OR 0-323-05433-1	Callaway, William	5 th (2008)	Mosby (Elsevier)	\$55	Sr. Spring (6 th)
Corectec's Comprehensive Set of Review Questions For Radiography	9781880890202	Cummings, Gerald R.	6 th (2010)	Corectec	\$40	Sr. Spring (6 th)