

# School of Radiologic Technology



*2023-2024 Catalog*

Table of Contents

Conemaugh Health System and Conemaugh Memorial Medical Center.....3 – 4

Conemaugh School of Radiologic Technology.....4

Program Goals .....4

Philosophy, Mission Statement, Purpose, and Accreditation .....5

Student Learning Outcomes.....6

Administrative Policies.....7

Program of Study Requirements .....7

Planned Study Time.....7 – 8

Written Report, Senior Project.....8

General Review, Breaks and Holidays .....8

Admission / Education Requirements for Admission.....8 – 9

Health.....9

Criminal Clearances.....9 – 10

Social Security Number, CPR.....10

References, Personal Interview and Acceptance into Program.....10

Postsecondary Education / College Credit Transfer Policy.....10 – 11

Orientation.....11

FERPA (Buckley Amendment) .....11

Curriculum .....11

Prerequisites to First Year .....12

Description of Courses .....12 – 15

Academic Policies, Progression, Academic Standing .....16

Repeating Courses.....16

Conemaugh Rad Tech Courses.....16

Evaluation of Clinical Education Performance.....16 – 17

Professional Accountability and Progress Reports.....17

Grading Policies and Grading System.....17 – 18

Auditing Courses.....18

Classroom Attendance, Clinical Attendance .....18 – 20

Clinical Mammography Rotation Policy.....20

Probationary Status.....20 – 21

Program Requirements.....21

Conduct, Counseling Services .....21 – 22

Health and Well-Being.....22

Withdrawal (Voluntary and Involuntary).....22 – 23

Reinstatement .....23

Books and Uniforms, Dress Code .....23 – 26

Student Employment.....26

Lockers, Contact Change, Housing.....26

Meals, Transportation, Parking, and Educational Facilities .....26

Accommodations to Achieve Learning Outcomes .....27

Off-Campus Review Session .....27

Transcript Service .....27

Graduation Requirements.....28

National Registry Examination .....28 – 29

Tuition, Fees, Financial Aid .....29 – 31

Satisfactory Academic Progress.....31

Institutional Refund Policy, Financial Aid.....31 – 34

Veterans.....35

Smoke Free Shift Statement of Policy.....35 – 36

Eligibility for Clinical Privileges .....36

Attachments

---

## Conemaugh Health System and Conemaugh Memorial Medical Center

**Conemaugh Memorial Medical Center**, the flagship teaching hospital of Conemaugh Health System, is a 485 bed hospital. This for-profit integrated health care system serves families across five counties in southwestern Pennsylvania. The commitment to teaching and learning creates a highly skilled and self-generating work force that drives clinical excellence. Our continuum of care begins at the earliest stages of life with specialized services provided by the region's only perinatologist. It ends with compassion and empathy offered by dedicated palliative care, home health, and hospice professionals. Conemaugh Memorial is a Level I Trauma Center, a Level III Neonatal Intensive Care Unit, a Recognized Stroke Center, and provides air medical transportation services.

Our teaching programs attract diverse professionals who bring skill and an international perspective to patients' served. The Journey to Excellence is the commitment to create a culture dedicated to providing **Excellence. Every Patient. Every Time.** This journey allows no room for excuses. Conemaugh Memorial's commitment to education is evidenced by our hospital based Conemaugh School of Nursing, Allied Health schools, physician residency programs, a pharmacy residency program, and more than 200 medical school rotations every year. The Medical Skills Lab is one of only 64 national human simulation labs accredited by the American College of Surgeons.

Conemaugh Memorial Medical Center's Main Campus is 26.5 acres and the Lee Campus is 6.6 acres. Included in the Conemaugh Health System are Conemaugh Meyersdale Medical Center, Conemaugh Miners Medical Center, and Nason Hospital. These three medical centers serve as regional tertiary centers. Conemaugh Memorial captures and maintains 60% of the market share. In addition, Conemaugh MedWell Urgent Care Centers are available for those seeking treatment who are not critically ill. The Crichton Rehabilitation Center meets rehabilitation needs and the Transitional Care Unit aids in medical care of patients needing post-acute services.

Since 2006, Conemaugh Health System has adopted the Keystone Alliance for Performance Excellence (KAPE) and the Baldrige National Quality Programs as strategies to become an organization that demonstrates excellence. Performance Excellence is demonstrated with the initiation of the Define-Measure-Analyze-Improve-Control (DMAIC) Model and adopted rapid cycle Lean Team approaches. Our Lean Six Sigma processes are utilized to reduce variation via standardization of flow and systematizing processes.

Conemaugh Memorial has been recognized as achieving quality health care services and positive patient outcomes of comparable medical centers. Conemaugh Memorial has received national recognition for cardiac services, treatment of sepsis, pulmonary care, urology, maternity care, and women's health. Demographically, health care is essential to the community that surrounds Conemaugh Memorial. Nearly 20% of residents are age 65 years or older. This is well above the Pennsylvania average of 15.3%. The unemployment rate in 2013 was 9.2% and median household income was 30% behind state and national averages. With an aging population and alarming regional rates for cardiovascular disease and diabetes, Conemaugh Health System is strategically investing in health and wellness programs in the community served.

**Johnstown** is located in the Laurel Highlands, nestled in the western slopes of the Allegheny Mountains in western Pennsylvania. The breathtaking scenery and fascinating history offer a unique combination of fun and education. The Johnstown Inclined Plane is the steepest vertical, vehicular incline in the world. The view oversees the downtown city of Johnstown.

The Laurel Highlands region, with its forests, mountains, lakes and rivers, abounds in recreational opportunities during all seasons. Three ski resorts, a dozen hiking trails, including the 70-mile Laurel Highlands Trail, 15 miles of cross-country skiing trails in the Laurel Mountains, boating, fishing, swimming, snowmobiling and additional outdoor activities are available. Johnstown also offers a wealth of cultural and sporting activities, including the All American Amateur Baseball Association (AAABA) championship tournament and the Sunnehanna Amateur Golf Tournament, and was named the first Kraft Hockeyville USA in 2015.

Entertainment and historical opportunities are abundant in Johnstown and its surrounding area. The Pasquerilla Performing Arts Center on the campus of the University of Pittsburgh at Johnstown, is the home of the Johnstown Symphony Orchestra. Additional entertainment is available from the Johnstown Youth Symphony, the Johnstown Symphony Chorus, the Johnstown Concert Ballet and the big band sound of the Johnstown Jazz Workshop.

Local theaters, with summer stock and local performers, include the Allegheny Highlands Regional Theatre, the Mountain Playhouse, the Penn Wood Players, and St. Vincent College Theater. Johnstown's Community Arts Center caters to painters and craftspeople with specialties such as watercolor, woodcarving, calligraphy, and photography. The Center features an annual fair, Log House Arts Festival, Holly Bazaar, and Festival of Trees.

The work of both local and national artists is highlighted in exhibits at the Southern Alleghenies Museum of Art on the Saint Francis University campus in Loretto, PA, and The Johnstown Art Museum. The Pasquerilla Conference Center near the Cambria County War Memorial Arena hosts numerous conferences, as well as city, state, and national events. In addition, the Point Stadium and Cambria County War Memorial Arena host sporting events and concerts.

The Flight 93 Memorial where 40 passengers and crew lost their lives while stopping an attack on the United States Capitol on September 11, 2001 is within close driving distance.

## **Conemaugh School of Radiologic Technology**

Advances in health care technology and the constant expansion of hospital and health facilities are creating a growing demand for the allied health professionals known as Radiologic Technologists. This scientific endeavor unites human empathy with modern technology. It is a challenging field requiring its members to be compassionate, mature and current on advances in radiologic technology. Conemaugh School of Radiologic Technology at Memorial Medical Center offers a 21 month program for qualified high school graduates seeking a career in radiologic technology. In May 2010, the School of Radiologic Technology entered into a cooperative agreement with Pennsylvania Highlands Community College.

Students will obtain their clinical experience under the supervision of radiologists and registered technologists. Through a combination of classroom and clinical instruction, student radiographers acquire expertise in the field of radiography. The radiologic technologist's responsibilities include performing diagnostic radiographic procedures, such as a chest x-ray or an x-ray of a broken bone, as well as procedures which require the use of contrast agents to visualize organs in the body. The technologist is also responsible for assisting the radiologist during fluoroscopic and special procedures which require the use of contrast agents to visualize organs in the body while ensuring that the patient's mental and physical comfort is maintained. Those who complete the requirements for graduation and certification have many opportunities. They may accept a position as a registered staff technologist in a hospital, clinic or doctor's office, continue their education in advanced imaging modalities or pursue a career in research, management, education or sales.

## **Program Goals**

The School of Radiologic Technology is committed to effective education in this allied health profession. The Student/Graduate will:

1. Gain the knowledge and professional skills necessary to perform competently as an entry-level radiologic technologist.
2. Demonstrate critical thinking and problem-solving skills
3. Communicate effectively and demonstrate professional, respectful, and caring behaviors when interacting with patients, family members, and healthcare professionals

## Philosophy

The philosophy of the School of Radiologic Technology at Conemaugh Memorial Medical Center has been developed and implemented on the beliefs that:

- The Radiologic Technologist is an indispensable member of the healthcare team.
- Radiography is a vital tool of modern medicine by allowing the referring physician to diagnose injuries and disease to the best of their abilities.
- Students in this profession are provided with the scientific knowledge and clinical experience which they must possess to become qualified technologists while always remembering medical ethics, patient care and radiation safety.
- A well-planned curriculum delivered by qualified individuals, who have dedicated their time to enlightening others in the field, will accomplish the goals of the School and students.

## Mission Statement

The School of Radiologic Technology at Conemaugh Memorial Medical Center is dedicated to the fair and equitable delivery of a quality education in radiologic technology through continuous program improvement, program revision and actualization of program goals while fostering life-long learning.

## Purpose

To graduate students who have attained the professional knowledge and clinical competency to perform as entry level Radiologic Technologists through the achievement of program goals and objectives.

## Accreditation

The School of Radiologic Technology at Conemaugh Memorial Medical Center is accredited by The Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago Illinois, 60606 • 312-704-5300 • [www.jrcert.org](http://www.jrcert.org)

The Conemaugh School of Radiologic Technology received an 8-year accreditation in 2019.

Conemaugh Healthy System is required by U.S. Department of Education regulations to provide its students and prospective students with contact information for any relevant state official or agency that would appropriately handle a student's complaint about Conemaugh's education programs. Students are encouraged to utilize Conemaugh's internal complaint policies and procedures prior to filing a complaint with the Commonwealth of Pennsylvania. If a concern cannot be addressed through internal processes, students or prospective students may file a complaint with the Pennsylvania Attorney General's Bureau of Consumer Protection (16<sup>th</sup> Floor, Strawberry Square, Harrisburg, PA 17120). Information about the Bureau of Consumer Protection's process for submitting consumer complaints can be found at [www.attorneygeneral.gov](http://www.attorneygeneral.gov) or by calling 800-441-2555.

## Student Learning Outcomes

A Student / Graduate of Conemaugh School of Radiologic Technology will:

1. Demonstrate proficiency in radiographic positioning
2. Practice radiation protection to patient, themselves, and others
3. Practice proper patient care practices
4. Demonstrate critical thinking when analyzing problems
5. Effectively adjust equipment and perform modifications in patient positioning for non-routine examinations



6. Practice appropriate oral and written communication skills to better interact with the patient and co-workers
7. Demonstrate professionalism in the clinical setting



## Administrative Policies

The Conemaugh School of Radiologic Technology:

- Reserves the right to select candidates who give evidence that they will be able to fully meet requirements and standards of the Radiologic Technology program. Preference for selection is given to applicants who best demonstrate an overall aptitude for Radiography.
- Reserves the right to terminate the enrollment of the student who does not meet academic standards, financial obligations, or professional behaviors.
- The School of Radiologic Technology complies with the Family Educational Rights and Privacy Act of 1974 as amended in 1976 (Public Law 93-380). Student records are subject for review by approving accrediting and financial reviewing bodies in compliance with the Buckley Amendment the school acknowledges the student's rights to privacy and to review their records. Student files are open to the student upon written request. Release of information is prohibited except with written consent of students. Specific information on student rights is available from the Director.

- Reserves the right to change any catalog information, tuition, fees, provisions or requirements at any time during the students program, however, when possible, advance notice will be given.
- Commits to equal opportunity and does not discriminate against qualified persons on the basis of race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), age, national origin, ancestry, veteran status or disability, creed and any other status legally protected by federal, state or local law.
- Reserves the right to dismiss a student who does not meet the expected levels of clinical or didactic achievement. A student may be dismissed for unethical professional practice or attitudes incompatible with professional performance. The student must comply with all Hospital and School policies. When no specific School policy exists, the Hospital policy is in place.

## Program of Study Requirements

The Conemaugh School of Radiologic Technology offers a 21-month program which requires full-time study. Approximately 40 hours of combined classroom and clinical instruction are planned each week. Throughout the 21-month program, the classroom and clinical instruction is supervised by the School faculty and registered staff technologists. The students will receive clinical instruction in the classroom and in the various clinical areas. The students are under direct supervision of registered technologists in the clinical areas until they pass a competency examination. Upon passing a competency examination, a student will fall under in-direct supervision policies regarding that particular clinical examination.

The students receive the majority of their clinical instruction Monday through Friday during daylight rotations; however, in order to provide the student with the best possible clinical education, the student will complete a portion of their clinical instruction during afternoon rotations, night rotation and weekends. The School adheres to the Standards on clinical supervision set forth by the JRCERT (<https://www.jrcert.org/accreditation-information/accreditation-standards-2021/>).

## Planned Study Time

During the 21-months in the program, the students have designated times for independent research. This time is allotted to the student to use for evidence based research on case studies or projects. Individual assistance from a faculty member is available.

For clinical prep time, the radiologic technology student is expected to spend approximately 30 minutes of prep time for every hour of clinical education devoted to clinical preparation outside of the regularly scheduled clinical time. This may include but is not limited to: clinical area/packets/checklists, case study preparation, simulation preparation, etc...

## Semester III / Written Report

Students will be responsible to submit a written report on a radiographic examination in which they actively participated. This report will contribute to the student's clinical education grade.

## Senior Research Project

During Semester V of the senior year, each student will present a presentation on an approved topic in radiology.

---

## General Review – RAD 207

During Semester V of the senior year, the students will be assigned classroom hours which are used to review previously taught information before graduation. All faculty members are responsible for the design of this review. The review has been implemented to help prepare the student for the National Registry Examination.

## Breaks and Holidays

Semester breaks are planned according to the classroom and clinical schedules. Holidays are New Year's, Martin Luther King Jr., Memorial, Independence, Labor, Thanksgiving and Christmas Day(s). (See **Attachment A – Academic Calendar**).

## Admission

Conemaugh School of Radiologic Technology actively recruits students of diverse backgrounds to create a varied student body. Applicants must be citizens of the United States or in good standing with the United States Department of Immigration. For new class selection, the application will be considered for admission based on seat availability. If the class is filled and seats are unavailable, the candidate will be considered for waiting list status and granted admission in the class the following year.

Qualified applicants are considered for acceptance into the School of Radiologic Technology when all application requirements are completed and a decision is rendered by the Admissions Committee. Consideration shall be given to scholastic aptitude, academic achievement, personal qualities and physical and emotional health necessary to fulfill the outcomes of the program. Provisional admission status may be granted under special circumstances at the discretion of the Admissions Committee. All data submitted to the Admissions Committee is utilized in creating a complete picture of the applicant's eligibility and the likelihood for success. The Admissions Committee has final authority in deciding a candidate's acceptance or rejection.

## Education Requirements for Admission

The applicant must be a graduate of an approved high school. The GED equivalency diploma is acceptable. A minimum High School or equivalent GPA of 2.0 is required. Completion of Algebra, Biology and Chemistry at the High School level is required to complete the application to the School with a passing grade of "C" or better on an official high school transcript or equivalent.

It is recommended that the applicant take the Scholastic Aptitude Test (SATs) or American College Testing (ACT) at least once while in high school. The applicant is required to submit a standardized test score from either the SATs, ACTs or TEAS exam. The required scores are a minimum of 1000 SAT score, 18 ACT composite score, or 58.7% on the TEAS exam. The standardized test score must be achieved within five (5) years of submitting the application. The standardized test score requirement will be waived for a student who has completed a college degree (Associates, Bachelors, Masters, etc.) **or** 12 college credits as a full-time student. College courses must be completed within five (5) years of application for requirement to be waived. If not achieved within five (5) years, a standardized test score is required.

An application form must be completed online (<https://www.conemaugh.org/school-of-radiologic-technology-admissions-and-application>) or submitted to the School of Radiologic Technology, Room E502, Conemaugh Memorial Medical Center, 1086 Franklin Street, Johnstown, PA 15905-4398. The application fee must accompany the application. (See Tuition, Fees and Expenses Fact Sheet for amount). A handwritten essay explaining why radiologic technology is the applicant's career choice, must accompany the application.

Since enrollment is limited, interviews will only be granted to students who have completed all of the above requirements and have demonstrated above average academic performance. Enrollment is limited to twenty (20) students per year. If the class is filled and seats are unavailable, the candidate will be considered for waiting list status and granted admission in the class the following year. Waitlist status is limited.



## Health

Each applicant is required to have a pre-entrance health examination that will be done at the Employee Health Office of CMMC. Student should provide an updated immunization record at the time of their physical that should show documentation of 2 MMR, 2 Varicella and Tdap vaccines. All students are required to have blood titers drawn in order to determine immunity for Hepatitis B – Hepatitis B Surface Antibody. If an immunization records is not available or up to date, blood titers will be drawn also for rubella IGG, rubeola IGG, and varicella IGG. Any vaccinations that a student may require as per the Employee Health Immunization Policy and as per titer results may be administered to the student and provided by the school. A ten-panel urine drug test is required with a negative test result and testing is conducted by the Student Health Nurse within 30 days prior to the start of classes. A required one or two-step PPD – Tuberculin skin test – will be done at the start of the program. A chest x-ray may be required if there is a history of a positive tuberculin skin test or if clinically indicated. All health status examinations must be submitted prior to enrollment in the Conemaugh School of Radiologic Technology. The flu vaccine is MANDATORY, it will be available through the Student Health Nurse from October – December. If a student has received the vaccine at a location other than the school, documentation must be submitted to the Student Health Nurse. Anyone not receiving and/or providing documentation of the flu vaccine will not be permitted to participate in clinical experiences. The COVID vaccine is MANDATORY. This is a CMS guideline. Student must have either two doses of the Pfizer or Moderna vaccine or one dose of the J&J vaccine prior to the start of classes. Medical or religious exemption requests and forms for either the flu or COVID vaccine are available from the Student Health Nurse. Requests for medical or religious exemptions must be received in a timely manner in order to be processed for approval prior to the start of classes. N95 Respirator Fit Testing may be done annually for students who are required to wear a N95 during clinical rotations.

## Criminal Clearances

Students are required to provide a Federal Cogent Criminal Clearance, a Criminal History and Record Information Check (Act 34 Clearance), and a Pennsylvania Child Abuse History Clearance (Act 33 Clearance) **prior** to enrollment in Semester I. Criminal Background Clearances may be completed up to 5 years (60 months) prior to the official graduation date of school. **ORIGINAL CLEARANCE DOCUMENT** must be provided. Students who submit clearances completed prior to six (6) months from the first official day of school must sign an Attestation paper that no criminal activity occurred from date of the clearance until the current date. Any individual convicted of one of the prohibitive offenses will not be eligible for program enrollment or if enrolled, will be terminated from the program. Additionally, if a student comes to our facility and they have not been a resident of Pennsylvania for the past two consecutive years, they must go through the Department of Aging for an additional clearance. This is required by law: The Older Adults Protective Services Law.

Certification for eligibility by the American Registry of Radiologic Technologists follows the Rules of Ethics contained in the ARRT Standards. One issue addressed is conviction of a crime – which includes misdemeanor, gross misdemeanor or felony, the only exceptions being speeding and parking violations. All alcohol and/or drug related violations must be reported. The ARRT application asks: “Have you ever been convicted of a misdemeanor, felony or a similar offense in a military court-martial?” If you answer “Yes” you must provide a detailed explanation and official court documentation of the charges. There could be other convictions that lead to denial of certification. Potential students should be aware of this.

## Social Security Number

Students must have a Social Security number prior to entering the School.

## Cardiopulmonary Resuscitation Certification

Consistent with Hospital policy, student radiologic technologists are required to have current certification in Basic Life Support. Curriculum and testing must include Adult 1 and 2-Rescue CPR, Infant/Child CPR, and Adult, Infant and Child Conscious and Unconscious Obstructed Airway. CPR instruction is provided at

Conemaugh prior to the start of class. Students must be certified prior to being in the clinical area. Failure to comply may interfere with meeting course objectives.

## References

Three references are required on each student. References from family and relatives are **not** accepted. The applicant gives the reference forms to the individual who then sends the completed form directly to the School. Individuals chosen for references should be able to evaluate the applicant's ability to pursue the study of radiologic technology.

## Personal Interview

The interview is vital to the admission process and will assess the applicant's motivation, personal qualities, academic potential, and aptitude for the radiologic technology profession. Candidates must pass a scored personal interview with at least two (2) members of the Admissions Committee to be accepted into the School.

## Acceptance into the Program

The Admissions Committee selects the best candidate to offer program admission, one who demonstrates a commitment to the educational process and an aptitude for Radiologic Technology. Candidates are notified in writing of the decision and must meet all admission requirements for enrollment in the program. One class with a maximum of twenty (20) students is admitted each year in August to the School of Radiologic Technology.

## Postsecondary Education / College Credit Transfer Policy

Applicants who had post-secondary college education are considered on an individual basis for admission and curriculum placement. Perspective student candidates are required to submit official transcript(s) of all completed post-secondary college course work with the Conemaugh School of Radiologic Technology application for review by the Admissions Committee. Candidates may be required to provide college course description(s) for review prior to decision on eligibility of course transfers. If more information is required to determine eligibility of a course for transfer, the course syllabus must be provided for review. Course work must meet approved, established course criteria guidelines with the student achieving a minimum of a "C" grade for consideration of transfer. Courses may be transferred for credit towards Associate Degree portion and final jurisdiction is provided by the institution granting the degree.

The American Registry of Radiologic Technologists (ARRT) will stop accepting advanced placement applications on December 31, 2021. Any student who re-enters the Program must begin the Program with the new cohort beginning the year designated by the Admission's Committee.

Courses **cannot** be transferred in for the Radiology Courses provided by the Program.

## Orientation

Orientation is to facilitate the entering student's transition into the health care field. It is designed to prepare the student for their duties as a student radiographer. The program familiarizes the student with the Hospital and Diagnostic Imaging Department and introduces the student to key administrative personnel. The students are further instructed on The Mission Statements of the Institution and School, Radiation Safety, the "Right To Know" Laws, Standard Precautions, Fire and Safety, Lifting Techniques, Confidentiality and Patient Rights and Operating Room Protocol. The students are instructed in and receive certification in CPR - Health Care Providers Course.

## FERPA (Buckley Amendment)

Conemaugh School of Radiologic Technology acknowledges the student's rights to privacy and to review their records. Students may request to inspect and review their educational record through a written request to the Director of the School. The student may review the record at the School's convenience, but within 48 hours of the request. The record is reviewed in the presence of the Program Director or designee. The student has the right to add a written statement to their education record. The student has the right to seek to amend their education record.

## Curriculum

Conemaugh School of Radiologic Technology follows the American Society of Radiologic Technology (ASRT) Radiography Curriculum ([https://www.asrt.org/docs/default-source/educators/curriculum/radiography/asrt-radiography-curriculum-2022.pdf?sfvrsn=c3bec8d0\\_10](https://www.asrt.org/docs/default-source/educators/curriculum/radiography/asrt-radiography-curriculum-2022.pdf?sfvrsn=c3bec8d0_10)). The full-time radiography program is 21 months in length. An academic pre-requisite to the first-year enrollment into Conemaugh School of Radiologic Technology is completion of Basic Anatomy (3 college credits) with a minimum passing grade of "C". Students are required to take a college-level Medical Terminology course and earn a letter grade "C" or better. The Medical Terminology course is not a pre-requisite and can be taken during their time in the program.

The ARRT has formally approved the Associate Degree as the minimum educational requirement for its certification examination in radiography. The new ARRT regulation states that candidates applying for certification beginning January 1, 2015 must have earned an associate degree.

In July 2010, Conemaugh entered into an agreement with Pennsylvania Highlands Community College. The Radiologic Technology Class that started in August 2010 was the 1st class to graduate with a certificate from Conemaugh and an Associate of Applied Science Degree in Health Professions – Radiologic Technology from Pennsylvania Highlands Community College.

## Prerequisite to First-Year Enrollment

The pre-requisite course is taught by Pennsylvania Highlands Community College. The course is HSC 130 Basic Anatomy (3 college credits) and requires a minimum grade of "C" prior to enrollment. Refer questions about admission and college prerequisite requirements to the Program Director. An official college transcript must be submitted prior to enrollment.

**Conemaugh School of Radiologic Technology**  
**Pennsylvania Highlands Community College**  
15 hours college theory = 1 college credit  
30 hours college lab = 1 college credit  
15 hours radiologic technology theory = 1 credit  
50 hours radiologic technology clinic = 1 credit

## Description of Courses

*Taught by Conemaugh Memorial Medical Center School of Radiologic Technology*

### **RAD 100 - Intro to Radiologic Technology/Positioning I • 3 credits**

Introduction to the field of radiologic technology and becomes aware of its importance as a part of the health care team. The student's medical vocabulary will increase so that they may implement what they have learned in the professional setting. This course will teach the student the positioning skills necessary to demonstrate the chest, abdomen, upper and lower extremities radiographically. Students will also gain an understanding in the use of mobile radiography. Pertinent anatomy will be reviewed and positioning theories discussed. These theories are applied in a laboratory setting and then in a clinical setting.

**RAD 101 - Medical Ethics/Patient Care • 3 credits**

This course is designed to provide the student with a basic understanding of the physical and psychosocial aspects of patient care. Ethical and legal issues facing future technologists are addressed. Emergency procedures, assessment of vital signs and the proper care of drainage tubes and medical equipment are included. Medical and surgical aseptic techniques, as well as isolation precautions are presented. The student will also learn basic pharmacology and drug administration that can be applied in the medical imaging field. This course will prepare students to work effectively as radiography health care role models by demonstrating professional attitudes and behavior.

**RAD 103 - Radiographic Positioning & Procedures II • 3 credits**

This course is a continuation of Rad 100 Intro to Rad Tech. The major emphasis of Radiographic Positioning and Procedures II is the completion of the upper and lower extremities from the RAD 100 course, vertebral column, bony thorax, and soft tissue neck. Students will also gain knowledge in arthrogram, myelogram, and surgical procedures. Pertinent anatomy is reviewed and positioning theories discussed. These theories are applied in a laboratory and clinical setting.

**RAD 104 - Radiation Protection/Radiobiology • 3 credits**

This course teaches the safe practice and procedures in the use of ionizing radiation. The concepts and principles of radiation protection and radiobiology will be included. This course also reviews cellular anatomy and informs the students of two theories of interaction between ionizing radiation and molecular bodies. It discusses the effects of ionizing radiation on the human body. It covers in depth the short and long term effects of exposure and provides an opportunity for the student to distinguish between threshold and non-threshold graphs.

**RAD 106 - Radiographic Technique I • 3 credits**

The purpose of this course is to give the student a clear understanding of how to formulate techniques of radiographic exposure. It does so, in a step-by-step, logical sequence. First the student must learn about the x-ray imaging system, the x-ray tube, radiographic film, processing techniques and intensifying screens.

**RAD 107 - Radiographic Positioning & Procedures III (VP) • 3 credits**

This course is a continuation of Radiographic Positioning II. The major emphasis of Radiographic Positioning III is skull positioning and fluoroscopy studies involving the gastrointestinal tract, urinary tract, reproductive system, and salivary glands. Students will also practice and become more proficient in critical thinking skills during trauma scenarios. Pertinent anatomy is reviewed and positioning theories discussed. These theories are applied in a laboratory setting and then in a clinical setting. Also included in this course is a section for Phlebotomy/Venipuncture which provides the radiologic technology student with the basic theoretical knowledge of Venipuncture techniques. Various Contrast agents, their administration and intravenous medication specific to Radiology will be discussed.

**RAD 201 - Physics II • 3 credits**

This course discussed in detail the production of x-rays and the operation of the thermionic diode tube. The student is instructed on the multiple interactions between x-rays and matter. X-ray emission curves are discussed and mathematical computations are demonstrated concerning photon frequency and minimum wavelength.

**RAD 202 - Human Pathology • 3 credits**

This course introduces basic terminology related to disease. It covers the most commonly occurring diseases of each system. It instructs the student on origin, symptoms, diagnosis and prognosis of each disorder. Radiographic demonstration occurs when possible. Common medications used to treat the disorders are discussed.

**RAD 204 - Radiographic Techniques II/EIS • 2 credits**

This course follows the introductory RT course and describes beam-restricting devices, grids and radiographic exposure factors. It also covers principles of conventional fluoroscopy, image intensification, video camera tubes, TV chains and imaging devices. It includes discussions on cinefluorography, tomography and mobile radiography. It introduces the student to digital imaging, computed tomography, computer radiography, nuclear medicine, positron emission tomography (PET), single photon emission computer tomography (SPECT), ultrasonography, cardiac cauterization, DEXA and magnetic resonance imaging.

**RAD 205 - Quality Assurance/Quality Control • 2 credits**

This course is designed to introduce the student to the various Quality Assurance and Quality Control methods utilized in radiology departments today. It is also designed to give the students a full understanding of the Quality system as a whole and how it is useful in today’s working radiology departments. The student will be able to identify optimal image quality to aid in the diagnosis of a patient. Image Evaluation will also be reviewed in this course.

**RAD 207 - Registry Professional Review • 2 credits**

This course is designed to provide focus and direction for the student’s review, thus helping them to do the very best on their certification exam. The review course is divided into sections, with each section reviewing previous material that was taught throughout the program. This comprehensive review course consists of practice tests that are designed to duplicate the experience of taking the certification exam. The test is then reviewed which helps to determine the student’s area of strengths and weaknesses. This will enable the student to be prepared for the certification exam. Students will be able to design a study schedule to help them prepare for the exam. Test-taking strategies will also be reviewed.

The Clinical performance grade is based on the student meeting established standards of achievement, Clinical Evaluations, Clinical Competencies, Positioning Grade, Comprehensive Exams, attendance and program requirements for each semester.

<b>Class of 2024 &amp; 2025</b>			
RAD 102	Clinical Education I	3 credits	150 hours
RAD 105	Clinical Education II	4 credits	200 hours
RAD 108	Clinical Education III	4 credits	200 hours
RAD 203	Clinical Education IV	6 credits	300 hours
RAD 206	Clinical Education V	7 credits	350 hours

**Courses taught by Pennsylvania Highlands Community College**

**HSC 130 Basic Anatomy (pre-requisite) • 3 credits**

This course introduces the student to the basic human anatomy and physiology. All systems are discussed in a primary learning level. Included is clinical application of related disease processes, diagnostic procedures and therapeutic measures. This is a foundation course for concurrent and upper level courses.

**HSC 105 – Introduction to Health Professions • 1 credit**

This course is designed to give first semester students who are pursuing a career in health care a solid foundation of planning and professionalism to successfully complete their education and career goals. This course will also help them become engaged members of the College and professional community. Students will be involved in career exploration, setting real-world goals with academic planning and resume building, learning the tools available for their academic success, and the professionalism needed to carry them forward into the academic world and the job market. This course is taught by Health Care professionals and includes guest speakers from several health care disciplines.

**HSC 100 – Medical Terminology • 3 credits**

As a study of professional language of medicine, this course includes description, interpretation building and spelling of medical terms related to human anatomy and physiology, health care related diagnostic testing, medical procedures and various modes of treatment. The course correlates a basic knowledge of anatomy and physiology. Medical abbreviations are introduced and incorporated throughout the course. This course is a foundation course that allows the student to be able to communicate with medical language in other health science courses and prepares the graduate to communicate effectively in the health care arena.

**HSC 123 – Operational Health Informatics • 3 credits**

Operational Health Informatics offers the student an overview of the field of health informatics and basic computer skills by providing the fundamental concepts of health informatics and how technology is used in the delivery of health care. The course is intended to increase the knowledge and skills of the allied health worker related to the configuration, use, and maintenance of informatics interventions that will evaluate and improve health care delivery.

**ENG 110 - English Composition I • 3 credits**

This course emphasizes the techniques of writing expository essays with stress upon careful thinking, word choice, sentence structure, thesis statement, and methods of organization. Students practice the writing of clear, coherent, and unified paragraphs and essays. Editing skills and the use of correct grammar and mechanics are also emphasized. Students are taught research and documentation skills and are required to write an argumentative research paper. This is the standard college English composition course.

**ENG 220 - Business Letter and Report Writing • 3 credits**

The strategies and techniques of writing letters, memos and reports are emphasized for situations that arise in business. Business communication skills are developed and refined through assignments that include the writing of positive letters, negative letters and other business messages. For greater development of these skills, a business report and an oral report are assigned to apply principles for writing analytical or informational reports.

**PSY 130 - Human Development Across the Life Span • 3 credits**

This course examines the factors that influence the total development of the individual and the psychological and sociological through that affects how we interpret developmental ages and stages from birth to death. The individual is explored with respect to his or her ability to participate and shape life choices. The student has a unique opportunity to concentrate on an area of interest such as developmental disabilities, juvenile justice, and sociology of growing old.

**MAT 131 - Intermediate Algebra • 3 credits**

This course is designed to prepare students for higher-level mathematics through a mastery of algebraic concepts. Topics include factoring polynomials, variable expressions, equalities and inequalities, literal equation, absolute value, graphing systems of equations, matrices and functions.

**PHY 102 - Physics • 3 credits**

This course introduces students to phenomena concepts and principles of physics. Concepts are taught in context of how they relate to energy systems: mechanical, fluid, electrical and thermal. The course is for students who may not have prior physics instructions.

**PHY 103 - Physics Laboratory • 1 credit**

Illustrates the topics introduced in lecture through hands-on laboratory experiments on force, work, acceleration, energy, waves, reflection, and refraction.



**LIF 111 - Health and Wellness • 3 credits**

Healthy lifestyle behaviors contribute to wellness throughout the life cycle. This health science course explores variables related to achieving a longer and healthier life. This course discusses how informed personal choices in regards to behavior, exercise, and food intake can promote health and wellness; as well as choices in regard to various health disorders, such as chronic disease, sexually transmitted disease, eating disorders, alcohol and drug abuse, allergies and food intolerances. The goal is to use this new knowledge to make informed choices in daily life.

**COM 120 - Organizational Communications • 3 credits**

Communication within an organization is a requirement for success and growth in today's competitive business environment. Classic and contemporary theoretical approaches to organizational communication are examined, as well as communication issues in the work place related to cultural, social and leadership issues. Students study formal flow of information as well as the grapevine channels of communication. Students review information technologies, such as the Internet, The World Wide Web, and teleconferencing.

**PSY 100 - General Psychology • 3 credits**

A general introduction to the scientific study of the brain, behavior, and mental processes of humans and animals, with emphasis on the goals of psychology, to describe, explain, predict and control behavior. Students examine the substance of psychology such as biopsychology, sensation and perception, learning, memory, cognitive processes, affective behaviors and mental illness through an examination of the theories, principles, and methods of research used in the field. Examples and applications enable the student to acquire the elements of critical thinking as adapted to the research environment. Students produce an APA formatted research paper. This course applied the fundamentals principles of psychology as a natural science. Students explore current research through reading original empirical research and write an APA formatted analytic research paper. Classroom, web-supported, and web-based delivery.

**Academic Policies/Program Progression**

Students advance through the program by meeting standards of academic achievement, attendance, professional behavior, financial obligations and program requirements. Program progression is based on:

1. Meeting course requirements and objectives.
2. Maintaining satisfactory performance in previously learned clinical competencies.
3. Adhering to program requirements.
4. Achieving a passing grade of no less than a "C" in all courses within the curriculum plan.
5. Achieving a passing grade of no less than a "C" in the clinical education courses.
6. Completing the clinical competency based education system through:
  - a. Documentation and submission of all clinical assignment papers
  - b. Earning all required competency points; and
  - c. Completing all clinical and patient care competencies as required by the ARRT.

A student with an "Incomplete" grade is not eligible for promotion until all course requirements are fulfilled/completed within the time frame established by the faculty.

The student is expected to inform significant others or grades and School status. For financial aid, the student must complete the education program requirements within 150% of the published length of the program.

---

## Academic Standing

Academic standing is determined by a grade point system. Theory grades are determined on a percentage basis with a letter grade equivalent. The student's academic quality point average (QPA) is obtained by multiplying the number of credit hours by the number of quality points. The total number of quality points is then divided by the total number of credit hours to determine the QPA. A cumulative QPA will be maintained for each student to establish class rank. Courses transferred into the program are not calculated in the determination of the term QPA. The honor roll scale at Conemaugh School of Radiologic Technology is: 3.0 – 3.5 QPA, Honors, 3.51 – 3.99 QPA, High Honors; and 4.0 QPA, Highest Honors.

## Repeating Courses

A student who repeats a course will have both grades identified on the academic transcript of the program. The last grade earned will be the grade used in computing grade point average. The faculty can recommend or require that a student repeat a course if there is evidence of knowledge or performance deficiency in previous course content. Since radiologic technology courses are composed of theory and clinical practicum, both components must be repeated. Current tuition and fees are charged for repeating a course.

## Conemaugh Radiologic Technology Courses

A radiologic technology course consists of theory and clinical practicum. The students must successfully pass **both** components to progress in the program. Those students whose academic or clinical performance has been unsatisfactory will receive a letter of warning and will be encouraged to improve. A student who has not met all course outcomes may be dismissed or given a period of time, by the Program Director, in which to correct the areas of unsatisfactory performance.

## Evaluation of Clinical Education Performance

The clinical education grade is calculated on a percentage scale and may include positioning course average, comprehensive exam average, case studies, technologist evaluation average, weekly clinical performance, competency average, and final competency average. Students must pass the clinical competency exam for each category evaluated in order to meet graduation requirements.

## Professional Accountability

As a potential registered radiologic technologist, students are to abide by Hospital and School regulations and expectations. Inappropriate behavior, dress, grooming, language and poor attitude are not tolerated. A student who continues to exhibit this behavior can be placed on probationary status or dismissed from the program. Students have a responsibility to monitor other individuals' patterns of practice. Mistakes and errors can lower the standards of practice expected in providing quality patient care. The person who conceals mistakes of others is as guilty of that error as the actual participant.

## Progress Reports

Students' academic and clinical achievement is evaluated at the end of each semester. Course grades, clinical education average, comments, grades, total hours completed and attendance and tardiness records are reviewed individually with each student. A copy of this report is given to the student. The Department of Veterans Affairs will be notified if a veteran/eligible individual is not making academic progress. The student is expected to inform significant others of their performance and status within the program.

## Grading Policies

Students must earn a 78% or "C" average in all required Conemaugh Radiographic courses in theory and clinical practicum and a "C" average in all required PHCC courses. Final theory course grades are calculated on a percentage scale and may include quiz averages, unit exam averages, lab participation grades, clinical simulation grades and final exam grades. The clinical education grade is calculated on a percentage scale and may include positioning course average, comprehensive exam average, case studies, technologist evaluation average, weekly clinical performance average, competency average, and final competency average.

## Grading System

The theoretical grading scale at **Pennsylvania Highlands Community College** (percentage grades for each letter grade is determined by the course faculty):

Grade / Letter	Quality Point	Description
A	4	Superior/Excellent
B	3	Good/Above Average
C	2	Satisfactory
D	1	Pass/Unsatisfactory
I	0	Incomplete
F	0	Failure
W	0	Withdrawal
S	0	Satisfactory
U	0	Unsatisfactory
RD	0	Report Delayed
AU	0	Audit

Grading Scale at **Conemaugh School of Radiologic Technology**:

Grade / Letter	Percentage	Quality Point	Description
A	93-100	4.0	Outstanding
B+	90-92	3.25	
B	85-89	3.0	Above Average
C+	82-84	2.25	
C	78-81	2.0	Average
D	70-77	1	Below Average
F	0-69	0	Failure
I	0	0	Incomplete
W	0	0	Withdrawal
S	0	0	Satisfactory
U	0	0	Unsatisfactory
P	0	0	Pass

## Auditing Courses

With permission from the Director of the School of Radiologic Technology, qualified individuals may audit a radiologic technology course. Taking tests, fulfilling assignments, and class attendance is required. The following privileges are not available to persons who audit:

1. A final grade recorded on a transcript
2. Clinical experience
3. Individual tutorial sessions

The cost of auditing a radiologic technology course is 25% of the course tuition and the cost of related fees for the course and semester. Auditing college courses is the decision of the college. Determination of the cost is according to college policy.

## Classroom Attendance

Students are expected to be punctual for and attend all classes. Absenteeism may affect grades and could result in academic failure. All students are expected to be prompt for Conemaugh's scheduled class and to remain for the entire period. Attendance will be taken for scheduled class time. Students with an attendance problem may be required to meet with the Director. **It is the student's responsibility to contact the Course Instructor prior to the scheduled class start time to report their absence. Failing to inform Instructor will result in Corrective Action.** During a single course, when 10 – 14.99% of the hours are missed, there will be a 1% reduction in the final theory grade percentage at the completion of the course. When 15 – 19.99% of the scheduled theory time is missed, there will be a 3% reduction in the final theory grade for the course. When 20% or more is missed, there will be a 4% grade reduction in the final grade for the course.

If three consecutive days are missed during a semester, the student will be required to schedule a meeting with the Student Health Nurse prior to their return. If four or more days of absence occurs within the same semester during a single course, the student will receive a 5% reduction in the final theory grade and the student will be put on probationary status. The situation will be reviewed by the course instructor and the Director, prior to the final documented grade reduction.

If a Student is late for a scheduled class time, or requires to leave the class time early, the time will be recorded in 15-minute increments. **Patterns of tardiness will result in disciplinary action:**

- 1st time tardy – student is marked tardy
- 2nd time tardy – student is marked tardy, given a verbal warning
- 3rd time tardy – student is marked tardy, receives a written warning
- 4th time tardy – student is marked tardy, placed on probation

Students will be marked absent for any time missed. Should a student need to leave the class early, they will be marked absent for the time missed.

Appointments should not be made during scheduled school classes, activities or meeting responsibilities. If an unavoidable absence is required, prior arrangements should be made with the Course Instructor. In the event of a pre-planned absence, it is the student's responsibility to contact the instructor at the beginning of the school day of return for makeup requirements. If permitted by the course faculty, makeup work for an excused absence must be completed within the time frame established.

Students enrolled in Pennsylvania Highlands Community College courses must comply with the college and course specific requirements concerning attendance

## Clinical Attendance

Regular and prompt attendance during clinical experience facilitates students' accomplishment of curriculum objectives. Assigned time for clinical experience is necessary for students to demonstrate application of classroom theory, to develop skills and judgment, and to give instructors the opportunity to evaluate achievement in accomplishing course objectives. All late time up to 30 minutes will be recorded as 30 minutes tardy and may be made up at the end of that shift. Arriving more than 30 minutes late for clinical time is recorded as missing one-half day (4 hours) of clinical time. When 10 – 14.99% of the clinical hours are missed, there will be a 1% reduction in the final clinical grade for that semester. When 15 – 19.99% of the scheduled clinical hours are missed, there will be a 3% reduction in the final clinical grade for that semester. 20% or more of clinical hours missed per semester is reason for dismissal.

If three consecutive days are missed during a semester, the student will be required to schedule a meeting with the Student Health Nurse prior to their return. If five or more days of absence occurs within the same semester the student will receive a 5% grade reduction in the final grade and the student will be put on probationary status.

All clinical time missed more than 30 minutes must be made up in at least 4 hour increments. All scheduled clinical make-up time will take place on the shift/rotation the student was originally scheduled. The clinical make-up time will occur when it does not interfere with another student's clinical education and before a Certificate of Completion from the program is granted.

Students with an attendance problem may be required to meet with the Program Director. **Patterns of tardiness will result in disciplinary action:**

- 1st time tardy – student is marked tardy, required to make up time
- 2nd time tardy – student is marked tardy, given a verbal warning
- 3rd time tardy – student is marked tardy, receives a written warning
- 4th time tardy – student is marked tardy, placed on probation

Students will be marked absent for any time missed. Should a student need to leave the clinical site early, they will be marked absent for the time missed and be required to make up the missed time in 15-minute increments. If a student needs to leave more than 30 minutes early, they will be required to make up 4 hours. The clinical time missed should occur on the shift/rotation that was originally scheduled. The makeup time will occur when it doesn't interfere with another student's clinical education and before a Certificate of Completion from the Program is granted.

Reporting absence or tardiness is required. Failure to notify the School/Department in a timely manner results in Corrective Action.

Since the School of Radiologic Technology program is part of Memorial Medical Center, the School does not normally close due to inclement weather. This includes off-site clinical locations. Students should use their best judgement when calling off for weather related concerns. **It is the student's responsibility to contact the Program Director and/or Clinical Coordinator and the student's scheduled clinical site prior to the scheduled clinical start time to report their absence. Failing to inform Instructor and/or Clinical Site will result in Corrective Action.**

For a missed clinical education day, the student **MUST** call:

1. **School of Radiologic Technology: Mrs. Itle (814) 534-9582 or Mrs. Lohr (814) 534-9530**  
**AND**
2. **Diagnostic Imaging Department: (814) 534-9166 or (814) 534-9595 at MMC, or the number provided for the off-site clinical location.**

Students are not expected to cross a strike line. In the event of a labor dispute in the clinical setting, it may be required that clinical time lost is made up.

Students are not expected to be in attendance (classroom or clinical) for any holiday recognized by the Hospital/School. Recognized holidays include: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

## Clinical Mammography Rotation Policy

Conemaugh School of Radiologic Technology has revised/updated its Mammography Rotation Policy regarding the placement of students in clinical mammography rotations to observe and/or perform breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.) Under the revised/updated policy, all students, will be offered the opportunity to participate in clinical mammography rotations. The program will make every effort to place a male student in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical setting are not available to provide the same opportunity to male students.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) as its April 2016 meeting. The JRCERT position statement is included as Addendum A to program's policy and is also available on the JRCERT Web site, [www.jrcert.org](http://www.jrcert.org), Programs & Faculty, Program Resources.

## Probationary Status

Students are informed of their status in the theory and clinical components of a course throughout a semester. Through written communication, students are encouraged to take advantage of faculty assistance and various learning resources that are available. The student is not placed on probationary status for difficulties in mastering theoretical concepts. A student may be placed on probationary status for violations of clinical requirements, academic integrity or behavioral policies of the School or Hospital Standards of Excellence.

A specific time period is designated to master expected competencies throughout a semester. Failure to complete the required competencies for a semester in the designated time frame will result in the student being placed on probation. The student must complete the required amount of competencies for the semester prior to the start of the next consecutive semester in order to progress through and/or graduate from the program.

Students are expected to follow the academic integrity and behavioral policies in order to progress in the curriculum as planned. Students having difficulty fulfilling course learning outcomes, as determined by the course faculty, may be placed on probation. Probationary status may also apply to absenteeism and unprofessional behavior. Students who violate academic and/or behavioral policies will be subject to corrective action. Failure to comply with behavioral policies may lead to the student being placed on probation. Failure to achieve a passing grade in the course results in involuntary withdrawal from the program.

The intent of probationary status is to assist the student toward improved academic, behavioral or clinical performance. Since the intent of probationary status is to help students work on their limitations and improve their performance toward meeting course learning outcomes and program requirements, a designated time frame will be granted to the student in order to resolve the probationary status. Students are encouraged to take advantage of tutorial sessions, additional learning opportunities, and computer resources. Students are only permitted to be placed on probation in each category, academic/behavior probation and clinical probation, **once** during their time through the program. Should the student not fully correct areas of weakness within the established time period, the student will be involuntarily withdrawn from the program.



## Program Requirements

### Students need to comply with these requirements:

1. Behaves in a manner that promotes respect for self, others, and the profession of radiologic technology.
2. Maintains confidentiality in all aspects of the educational experience.
3. Is punctual for didactic and clinical experience.
4. Adheres to all policies as stated in the Catalog, Student Guide, Allied Health Policy Manual, Medical Imaging Policy Manual and Hospital Policy Manual.
5. Utilizes correct grammar, spelling, sentence structure, and punctuation in oral and written communication.
6. Prepares for clinical experience by utilizing available learning resources.
7. Applies knowledge/skills learned in previous courses to the current course of study.
8. Seeks guidance in unfamiliar learning experiences from faculty and other health team members.
9. Authors own assignments and learning activities.
10. Completes assignments as per course requirements.
11. Utilizes constructive criticism as a basis for improvement.
12. Accepts responsibility for actions.

***Failure to comply with the above program requirements can lead to disciplinary action.***

## Conduct

Professional success depends upon more than academic achievement. The student is expected, as are Conemaugh employees, to adhere to high standards of personal and professional conduct. This includes appropriateness of dress, politeness to others, cooperation, dependability, confidentiality, and accountability. Integrity is essential. Hospital policies and standards have been adopted for the welfare of patients. Corrective action will occur if policies and standards are not followed. Students are expected to attend class meetings, special meetings or assemblies, and graduation.

## Counseling Services

Counseling is defined as the confidential and mutual exchange of ideas, opinions and advice resulting from discussion, deliberation and the formation of a helping relationship. Counseling Services are designed to assist the student in personal and professional adjustment, self-understanding and self-direction, assistance is provided for interviewing. Career Counseling and information on employment opportunities are available from the Program Director.

The Program Director assumes professional and academic counseling responsibilities or delegates them to an appropriate person. The Program Director will be limited to students concerning professional adjustment, academic and clinical performance. Counseling sessions will be conducted in accordance with the student's needs and/or instructors observations. Referrals and consultations are available if necessary. A student may utilize the Administrative Assistant in the School of Nursing for assistance in test taking skills, study skills, time management, interview skills and resume writing skills. Students needing personal counseling may utilize the Student Health Nurse. The Student Health Nurse may also provide the student with local resources to assist the student.

## Health and Well-Being

Expense of medical care and hospitalization is the student's responsibility. Memorial Medical Center promotes health and well-being and adheres to the provision of a drug-free, smoke-free environment. It is Memorial Medical Center's policy that students be physically and mentally fit. **It is strongly recommended that each student possess health insurance.** Health services are available. Mental Health Services are also available. When there is a charge for such services, the student's health insurance carrier is billed. If the student is found not to have health insurance, the student is responsible for payment. In compliance with the requirements of

the Drug Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989, Conemaugh prohibits the unlawful manufacturing, possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of its activities. This Drug and Alcohol Free Workplace Policy is in effect throughout Conemaugh and is distributed yearly to all students. Annual educational sessions on substance abuse are presented. If a problem of substance abuse is suspected or documented, Conemaugh's Drug and Alcohol Free Workplace Policy is implemented, and drug and alcohol screening/testing is done as deemed appropriate.

Confidentiality is maintained. Legal sanctions, under the Controlled Substance, Drug, Device and Cosmetic Act or comparative legislation, may include probation, fines or imprisonment. Periodic dental care and examination, eye care, orthopedic appliances and care related to pregnancy are the responsibility of the student or the student's family. In the event of illness, the student is to secure care from a physician of choice at personal expense. Certification of care by the physician should be submitted to the student health nurse where health records are maintained during enrollment.

**Latex Allergies:** The environment of various clinical sites cannot assure that the area is latex free. Those individuals who have latex allergies may require accommodations that the School cannot provide. The School cannot assure that all learning sites utilized in the education process can be latex free.

## Withdrawal

Withdrawal refers to the non-completion of the program. The decision to withdraw is to be discussed between the student and the Director, School of Radiologic Technology. Upon withdrawal, the student must return the Hospital photo identification badge, dosimeter, right and left markers, library materials, parking permit, and any other School/Hospital-owned property. Arrangements must be made to meet financial obligations. Applicable tuition refund will be outlined by the financial aid officer according to policy. Appropriate withdrawal forms for scheduled classes from Pennsylvania Highlands Community College must be completed by the student at the college. Failure to withdraw from a PHCC college course will result in an "F" grade being recorded on the PHCC academic transcript. Official transcripts are released when all obligations are fulfilled.

## Voluntary Withdrawal (Resignation)

A student who plans to withdraw from the program during any term must make an appointment to discuss their intention with the Program Director of the School of Radiologic Technology and the Financial Aid Director. The student must notify the Director of their voluntary withdrawal in writing. The Director will notify the faculty. Appropriate withdrawal forms for scheduled classes at Pennsylvania Highlands Community College must be completed by the student at the college. The Director will document and submit the withdrawal date based on the letter of resignation and/or the last date of attendance. The last date of attendance is for financial aid purposes. A student who withdraws from the program and wishes to return must repeat the admission process.

## Involuntary Withdrawal (Dismissal)

If the faculty deems that a student does not meet the standards necessary for successful performance as a professional radiologic technologist, involuntary termination may be required. Tuition is not refunded. Reasons for withdrawal:

1. Unsatisfactory performance in theory or clinical practice
2. Failure to meet guidelines identified in probationary status
3. Failure to meet course and program requirements
4. Failure to meet competency requirements
5. Possession of illegal drugs on Hospital premises
6. Divulging confidential information except to proper authorities
7. Violation of academic integrity
8. Damaging Hospital or School property

9. Violation of Hospital rules and regulations
10. Uncivil behaviors to others
11. Non-fulfillment of financial obligations
12. Non-attendance
13. Loss of clinical privileges

## Reinstatement

Students submit a written request for readmission to the Admissions Committee. The student's academic and performance records are reviewed prior to granting readmission. During the period of withdrawal, the applicant must demonstrate continued academic ability, be viewed by the faculty as possessing an aptitude for radiologic technology and evidence of commitment to the learning process. **One readmission to the program is permitted.** The Admissions Committee determines the placement and conditions under which the student may reenter the program. In the case of a student who earns an "F" clinical grade, eligibility for readmission is forfeited.

## Books and Uniforms

Books for courses taught at Conemaugh or PHCC are purchased by the student. Students are required to purchase Conemaugh School of Radiologic Technology uniforms/classroom attire. Approximate costs for books and uniforms are listed on the Tuition and Fee schedule.

## Dress Code

Grooming and attire worn by individuals connected with the School of Radiologic Technology should reflect an image of respect and professionalism in an academic and hospital setting. Dress that is appropriate, modest and in good taste is expected on all Memorial Medical Center Campus areas. Students are to be properly groomed and hair clean. Every impression made on patients and the public is a significant concern, regardless of department, location or assignment. At the discretion of the Program Director, Clinical Coordinator or Clinical Instructor, extremes in appearance or attire will result in student dismissal from the learning experience. These policies must be abided by at all times in the classroom and clinical setting. Repeated violation may result in corrective action, probationary status or program dismissal by the Director of the School of Radiologic Technology.

### Uniforms:

The students will be permitted to wear the following uniform combinations:

1. Navy blue uniform top/pants or Ceil Blue uniform top/pants with school logo.
2. Uniform pants should not fall below the instep of the shoe.
3. Both pant and sleeve length should not be extreme (i.e. tight, long, baggy)
4. If cold, a non-logo long sleeve shirt (white, navy blue or ceil) may be worn under the uniform top in the classroom or clinical area. The shirt worn can be white or ***it must match uniform colors, and not have any visible writing/print on it.*** Also, students are permitted to wear the School of Radiologic Technology sweatshirt in the classroom area only.

Program uniforms are not to be worn as costumes, decorative attire, etc.

### Student Identification:

All students must wear their name identification (ID) badge when on campus. The ID badge must be worn so it is visible. All ID badges will be distributed by the School. They will possess the students name, picture and will designate that he/she is a student technologist in radiography. This will make the patients aware that students will be observing, assisting and performing examinations in the Radiology Department. Students will be responsible for their ID badge. If it is lost or stolen, the student must immediately inform the Program Director. The student will be charged a fee for a new ID badge and will not be allowed in the clinical area until a new ID badge is purchased. *The fee is nonrefundable.* Disciplinary action will be taken for those students who are *not* wearing the ID badge when on campus.

**Shoes/Socks:**

1. Only leather white clinical shoes, strap shoes or **all** white athletic shoes are permitted to be worn. Backless shoes are **not** permitted. Crocs are **not** permitted
2. Shoes should not have mesh fabric on them due to infection control measures
3. The shoes are not to have fabric or a conspicuous logo printed on the shoe.
4. White shoe laces are expected to be clean and look professional.
5. Soles of shoes are to be white.
6. Shoes **must** appear clean and white at all times.
7. All white socks are permitted to be worn.

**Undergarments:**

Students must wear appropriate undergarments that are not visible while wearing the proper uniform.

**Lab Jackets and/or Coats:**

1. A clean short (white, navy or ceil colored) or long (white) professional lab coat or the Conemaugh black jacket may be worn in the classroom and/or clinical area.
2. Only the Program uniform or School of Radiologic Technology sweatshirts are to be worn in the classroom

**Jewelry:**

1. It is acceptable to wear up to three small tasteful earrings (no hoops or dangles). Gauged/spacer earrings are not accepted.
2. Any other exposed body jewelry is not permitted with the exception of earrings in the ear. Facial, tongue or nose piercing jewelry or facial implants are **not** permitted.
3. A wristwatch is acceptable. Bracelets are not acceptable.
4. The only rings that can be worn are an engagement ring and the wedding band. The rings allowed should not cause injury or compromise the integrity of gloves.
5. Neckwear is to be inconspicuous. A necklace, pendant and/or metal can be worn "*under*" the uniform.

**Hair:**

1. Hair is to be clean, neatly groomed, appropriately styled and natural in color. (Unnatural hair color, i.e. purple, green, blue, pink, etc. are not permitted.) Ribbons and hair ornaments are not allowed with the uniform.
2. Hair extending beyond the shoulders should be pinned neatly above the uniform collar level or held securely back so it does not fall forward when positioning the patient and/or providing patient care.
3. Sideburns, mustaches and beards should be neatly trimmed. Sideburns may not extend past the ear lobe.
4. Males without beards or mustaches should be clean-shaven.

**Hygiene:**

1. Daily bathing, use of deodorants and mouth care are expected. Clean dental hygiene and teeth in good repair are required.
2. In many clinical areas involving patient care, perfumes/colognes should be avoided. Cigarette smoke on hair, breath and clothing can be unwelcome odors to others and should be avoided.
3. Fingernails are to be trimmed short and kept clean. Fingernail length must promote client and employee safety and **not** hinder patient care. Nails should **not** exceed 1/4" in length beyond the fingertip.
4. Nail polish is **not** permitted.
5. Due to an infection control hazard, acrylic nails, glue-on nails or nail ornamentation may **not** be worn in the clinical areas.

**Contact Lenses/Glasses:**

Contact lenses must be a natural eye color and not distracting. Glasses must have clear lenses and frames that are not distracting in shape, color or pattern.

**Body Tattoos:**

Body tattoos larger than 2" in size must be covered by clothing or appropriate makeup or a skin toned Band-Aid.

**Tongue:**

Having a sliced tongue to be forked is not permitted.

**Make-up and Facial Implants:**

Subtle make-up is acceptable. Exposed and under the skin facial implants are not permitted.

**Drinking/Eating:**

Eating is ***not*** permitted in the clinical areas (radiographic rooms, front desk, QC area...). A capped water bottle is permitted to be with the student when in the clinical setting. Water bottles must have a screw-on cap and are required to be sealed before/after drinking. For infection control purposes, students should not use water bottles / cups with a straw. A fountain drink from a cafeteria or other eatery is not permitted to be used in the clinical settings by students. Students should label their water bottle appropriately with their name only – stickers are not permitted. Water bottles must not have any vulgar / derogatory sayings, pictures, or innuendos. Students are to keep the water bottle in a place that does not interfere with patient care or in direct clinical areas (i.e., the radiographic exam room). Water bottles must not be kept near electronic equipment. Water bottles are not permitted in the operating room suites/sterile areas, trauma bay, or when using the portable machine. Students are permitted to refill bottle throughout the day as needed at either a drinking fountain or cafeteria.

**Overall Attire and Conduct:**

Students are expected to be in uniform with their photo ID badge and dosimeter in the classroom and hospital setting, as patterns of proper attire are part of a professional image. Professional success depends upon more than academic achievement. The student is expected to adhere to high standards of personal and professional conduct. This includes appropriateness of dress, politeness to others, cooperation, dependability, confidentiality and accountability. Integrity is essential. Hospital policies have been adopted for the welfare of the patients, and corrective action will occur if policies are not followed.

**Student Employment**

Employment may be necessary while enrolled in the program for some students. These guidelines apply:

1. The School assumes no responsibility for employment.
2. The School uniform and/or photo identification badge and dosimeter may not be worn at the employment site.
3. The employment schedule must not interfere with the academic schedule.
4. The school is not responsible for the student during employment hours.
5. Excessive hours of employment may negatively impact academic success.

**Lockers**

Lockers are provided for each student. Students provide locks and are responsible for their personal possessions.

**Name, Address and Phone Number Changes**

The student must report any change in name, address or phone number to the School of Radiologic Technology for the maintenance of accurate records.

## Housing

All students are responsible for their housing needs. Many apartments in the vicinity of the Hospital offer housing to Conemaugh students. Information and notice of rental accommodations in the local community are posted on the student bulletin boards. The student can contact the Administrative Assistant in the School of Nursing.

## Meals

Food may be purchased in the Crossroads Café, located in the Clinical Pavilion or students may carry meals from home. A refrigerator is located in the Student Lounge. Several restaurants are located within walking distance.

## Transportation and Parking

Students are responsible for providing their own transportation to class and clinical experiences. Public Transportation is available. Transportation costs are variable and determined by distances and modes of transportation. Students must make their own transportation arrangements. Student parking is designated. A shuttle service transports the students to and from the parking lot to the Campus.

## Educational Facilities

Memorial Medical Center Campus contains a library, classrooms, offices, computer center, skills lab, and a variety of audiovisual materials. Clinical experiences are correlated with theory. The computers, audiovisuals and printed materials are located in the computer center adjacent to the Library collection.

## Accommodations to Achieve Program Objectives Policy

Conemaugh School of Radiologic Technology does not deny a disabled applicant admission without considering requests for measures to accommodate that prospective student's disability. Reasonable consideration of the educational and safety needs of the students will include, but not be limited to, medical determination of the disability. The individual will be required to submit to, medical determination of the disability. The individual will be required to submit a written statement from their personal physician describing the disability and outlining the abilities and limitations expected in relation to the performance of radiologic technology functions and educational requirements. The student may be evaluated by the Student Health Nurse and possibly be referred for an additional professional evaluation. Information on the type of necessary accommodations may be gathered from the individual, medical experts and educational/vocational experts. Final determination of the facility of accommodation will be based on patient safety features, and level of undue burden and maintenance of the fundamental nature of the educational service provided by the School. Documentation must be provided to the Program Director **at least** one month prior to the start of the semester. The policy and forms to request reasonable accommodation are available from the Director, Conemaugh School of Radiologic Technology and/or the Student Health Nurse.

The following is in accordance with the American Disabilities Act:

1. **Disability:** (a) a physical or mental impairment that substantially limits one or more of the major life activities or such individuals; (b) a record of such impairment; or (c) being regarded as having an impairment.
2. **Impairment:** includes any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more of the major body systems, or any mental psychological disorder, such as mental illness or retardation, or learning disabilities.
3. **Major Life Activities:** includes function as caring or oneself, walking, seeing, hearing, breathing, speaking and working.



## Off-Campus Review Session

Senior students may attend a Registry Review Seminar during Semester V, but are not required to do so. Those who do not attend will be scheduled for clinical time. The students are responsible for any financial responsibilities.

## Transcript Service

Upon completion, an initial unofficial transcript is issued without charge. Upon written request, all official and unofficial transcripts are furnished free of charge. When requesting a transcript, give name at the time of graduation, year of graduation, social security number, and address where the transcript is to be sent. Appropriate form must be completed and is available at [www.conemaugh.org](http://www.conemaugh.org). Education/School of Radiologic Technology/Transcript Request. Official transcripts are not issued to the graduate unless sealed in an envelope that is signed by the Director. Course outlines will be mailed on a fee per document basis. Contact the Director for specific information. The School reserves the right to withhold the release of the transcript from the student and graduates who are in debt to the School. Persons in this situation may discuss this matter with the Director, School of Radiologic Technology.



## Conemaugh School of Radiologic Technology: Class of 2023

### Graduation Requirements

A certificate of completion is issued when the student has:

- Successfully completed all didactic studies.
- Successfully completed the Competency Based Clinical Education System through earning all required points and turned in all required documentation.)
- Completed required patient assessment competencies.
- Passed final clinical exam.
- Passed final clinical competency evaluation.
- Accomplished the Terminal Objectives listed in the Program Handbook.
- Returned their dosimeter, lead markers, Identification card, and car tags to the Program Director.
- Paid any remaining fees associated with the School or Institution.
- Completed all required clinical rotations

- Make up all clinical time, if applicable
- Returned all library resources signed out and cleaned out their locker.
- Completed an Exit Evaluation with the Program Director.
- Signed all required Program Completion Documentation.

A school pin, diploma cover, certificate of completion and class picture will be presented at Conemaugh School of Radiologic Technology graduation exercises provided the graduation fee has been paid prior to ceremonies.

## National Registry Examination

To ensure professional status it is necessary for the technologist to become registered by the American Registry of Radiologic Technologists through an examination for registration. The graduated technologists is expected to sit for the examination within two months after graduation. Once registered, the technologist may apply for membership in the American Society of Radiologic Technologists, whose object is to promote the science and art of radiography. In addition to the national society there are state and regional societies which are affiliated with the American Society of Radiologic Technologists. Many benefits are derived from the Society including the only nationally distributed journal, Radiologic Technology, and maintenance of individual continuing education records.

## Tuition and Fees

Information regarding current tuition and fees is available on the school website (<https://www.conemaugh.org/school-of-radiologic-technology-student-financial-services>) and at the Student Financial Services Office. Tuition, fees, and expenses are published each academic year on an estimated basis and are subject to change.

All students will be charged per credit for tuition and comprehensive fees each semester. The comprehensive fees will be charged to all students enrolling in credit courses and is determined based on enrollment status. This fee supports the services provided to students and covers expenses related to health, testing, skills/sim lab, activities, etc.

Textbooks and supplies are purchased through outside vendors and are not included in the tuition and fee amounts billed.

## Payment of Tuition and Fees

Students become responsible for tuition and fees at the time of registration. All financial arrangements for tuition and fees must be made on or before the tuition due date for each semester or registration may be cancelled. Students are billed by semester for all enrolled courses including the general education courses. Payment is due two weeks prior to the first day of each semester.

Students must have one of the following payment methods in place by the tuition due date each semester:

### Payment of Balance in Full

The school accepts cash, check, money orders, and credit/debit payments. Payments may be mailed to the school or at the Student Financial Services Office during regular business hours. Payments are not accepted over the phone.

---

### Approved Financial Aid

It is the responsibility of the student who intends to use financial aid to cover their account balance to complete all parts of the financial aid process by the deadlines established by the Student Financial Services Office. Costs not covered by financial aid are the responsibility of the student and must be paid on or before the tuition due date.

### Payment Plan

Successful enrollment in a payment plan requires a completed agreement, payment of a \$25.00 enrollment fee, and payment of the first month's payment. Additional information regarding the payment plan may be obtained through the Student Financial Services Office.

### Third Party Payments

Students whose tuition and fees are funded through a third party, such as a business or agency, must have written documentation from the third party submitted to the Student Financial Services Office upon registration or by the tuition due date.

## **Student Financial Obligations**

Students are responsible for payment of tuition and fees for the courses that they are enrolled in each semester. Failure to satisfactorily attend or complete courses does not absolve a student from his or her financial obligations for those courses. Students who apply for financial aid are responsible for payment of any balance not covered by financial aid.

A \$25 late fee is assessed to an account not paid by the due date. Additional late fees are charged in 30 day increments if balances remain unpaid. The late fees process also applies to students on a payment plan who are not meeting the payment schedule.

Students with outstanding financial obligations will have a hold on their account and may not be permitted to advance in the program, receive records including transcript, health, etc., or participate in graduation until the hold is cleared. At the discretion of School Administration, students may also be prevented from attending class and clinical.

The Student Financial Services Office makes every attempt to contact each student to arrange satisfactory payment of the outstanding amount. If all efforts have been exhausted and the debt is still outstanding, the unpaid account is referred to a private collection agency based on the outstanding balance and the delinquency is attached to his or her credit report.

## **Financial Aid**

The Student Financial Services Office supports the mission, vision, and values of the institution in its operational practices. The Student Financial Services Office seeks to help the schools provide an excellent education by assisting students in receiving aid for which they are eligible.

The basic philosophy of the Student Financial Services Office at Conemaugh Memorial Medical Center is to help students achieve their educational potential by assisting students and families in determining the best way to meet their educational expenses. Financial aid will be offered to an eligible student and most financial aid is determined on the basis of financial need as determined by the Free Application for Federal Student Aid (FAFSA).

Conemaugh satisfies the definition of an eligible institution under the Higher Education Act of 1965 as an institution of higher education. The institution's approval to participate in the student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Programs) is

documented in the Program Participation Agreement (PPA) and the Eligibility and Certification Approval Report (ECAR).

Applicants for federal financial assistance must submit the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). **The school code is 006537.** Accepted students should submit the FAFSA by May 1<sup>st</sup> prior to the academic year for which funds are being requested. Transfer students should submit the FAFSA upon acceptance. Students are given additional information regarding financial aid and how to apply upon acceptance.

### Receiving Financial Aid:

1. The determination of aid is based on the complete information provided on the FAFSA.
  2. Financial aid is given on the basis of financial need and continuing satisfactory academic progress.
  3. Financial need is determined by establishing the difference between the cost of attendance and the expected family contribution (EFC) as determined by FAFSA.
  4. Satisfactory academic progress is evidenced by meeting the criteria for promotion at the end of each term.
  5. When a student fails to maintain satisfactory academic progress, he or she is withdrawn from the program.
  6. Eligibility for federal student loans is determined by making academic progress and corresponds to an enrollment period. The standard is based on the School of Radiologic Technology's academic year.
- First-Year Student or Level 1 – All students enrolled in credits in accordance with the first-year curriculum plan are considered first-year undergraduate or level 1 students for the awarding of Title IV funding.
  - Second-Year Student or Level 2 – All students enrolled in credits in accordance with the second-year curriculum plan are considered second-year undergraduate or level 2 students for the awarding of Title IV funding.

The School of Radiologic Technology is not subject to the clock-to-credit hour conversion. The regulations under 34 CFR 668.8(k)(1) allow the school to treat the certificate program as exempt from the conversion because completion of that program also results in the partner institution (Pennsylvania Highlands Community College) conferring an associate's degree.

### Satisfactory Academic Progress Policy

Students of Conemaugh Memorial Medical Center are required to successfully complete all scheduled courses before advancing to the next level and/or semester. It is the policy of Conemaugh to monitor the academic progress of a student in his or her program of study. Satisfactory Academic Progress (SAP) is measured at the end of each semester.

In accordance with the school's academic promotion policies, a student is considered to be making SAP if he or she achieves a passing grade of no less than a "C" in all enrolled courses within the curriculum plan and receives a clinical performance grade of "Satisfactory" in each course where applicable. The student must also complete the education program requirements within 150% of the published length of the program. Please refer to the academic promotion policy of each education program for further detail.

If a student fails to make SAP, the student's financial aid is cancelled and the student is withdrawn from the program entirely. As a result, Conemaugh does not offer an appeal process by which a student who is not meeting SAP standards can petition the school for reconsideration of his or her eligibility of Federal Student Aid (FSA) funds.

Transfer credits that count toward the student's program are counted in the calculation of satisfactory academic progress. Incomplete courses, course withdrawals, and unsuccessful course completion are considered to be credits not completed and are not counted toward satisfactory academic progress.

A student who is withdrawn from the program may reapply for admission and is considered on the basis of the admissions policies. A student who previously failed to make SAP is given a financial aid warning at

readmission. The student may continue to receive FSA funds for one payment period after re-admittance. Should the student fail to meet SAP after that payment period, he or she loses his or her financial aid eligibility and is again withdrawn from the education program. A student is only permitted one re-admission to a Conemaugh program of study.

## Institutional Refund Policy

Students who withdraw from a Conemaugh program may be entitled to a tuition and fee refund. Tuition and fee refunds for courses taken at Conemaugh are subject to a scale based on period of attendance. The last date of attendance is determined according to the federal regulations by the Program Director of the student's program.

If a student withdraws from a modular semester (terms within a semester) and does not begin attendance in a course in the second term, then the tuition charges for that course will be removed from the account.

The institutional refund calculation applies to both the tuition and fees charged for the semester. Fees that are not attendance related, such as payment plan, late, application, and registration fees are non-refundable and the institutional refund calculation does not apply to these types of fees.

The refund schedule is based on weeks of attendance. For refund purposes, a week begins on the Monday at the start of the semester's first scheduled classes.

Withdrawal within first week	100% refund
Withdrawal within second week	80% refund
Withdrawal within third week	60% refund
Withdrawal within fourth week	40% refund
Withdrawal within fifth week	no refund

The institutional refund policy is applicable to Conemaugh courses that are billed by Conemaugh. General education courses through another institution such as Pennsylvania Highlands Community College will be subject to that institution's refund policy.

## Return of Title IV Policy

Students who would like to withdraw from their courses, need to contact the Program Director or Associate Director to officially withdraw and complete a withdrawal form. Students who withdraw, stop attending, or are terminated from their program of study, must be evaluated to determine if any of the Title IV funds received on their behalf need to be returned to The Department of Education. This federal student aid process is called the Return of Title IV Funds and supersedes any other school refund policy. The Return to Title IV calculation determines the portion of aid received during the payment period in which they were enrolled that was earned aid or unearned aid that needs to be returned to the appropriate Title IV programs. The steps in the calculation of the Return of Title IV Funds are as follows:

1. Determine the total charges for the payment period and any charges still owed by the student for the payment period. The return calculation is completed on a payment period basis.
2. Determine the date that the student withdrew. The withdrawal date for a student who officially withdraws or unofficially withdraws is the last date of academic attendance as determined by the school's attendance records.
3. Determine the amount of Title IV aid that was disbursed and could have been disbursed for the payment period.
4. Determine the percentage of Title IV aid earned by dividing the calendar days completed in the period by the total calendar days in the period. Then multiply the percentage of Title IV aid earned by the total Title IV aid disbursed and that could have been disbursed for the period.
5. Determine if the student is due a post-withdrawal disbursement or if the Title IV aid must be returned.

6. Calculate the amount, if any, of unearned Title IV aid due from the school and/or the student.
7. Determine the return of funds by the school and/or the student. The Department of Education requires funds to be returned in the following order:
  - Unsubsidized FFEL/Direct Stafford Loan
  - Subsidized FFEL/Direct Stafford Loan
  - FFEL/Direct PLUS (Parent)
  - PELL Grant
  - Any applicable other Title IV Program

The responsibility to repay unearned Title IV funds is shared by the school and the student. The student's share is the difference between the unearned Title IV funds and the school's share. The school's share is allocated in the order of repayment of Title IV funds as listed in the above order. The school must return the Title IV program funds as soon as possible but no later than 45 days after determining the student has withdrawn. If the amount to be returned exceeds the school's portion, this may result in a balance on the student's account for which the student is responsible to pay the school. The student's responsibility for loan repayment will be in accordance with the terms of his or her promissory note. The amount a student must repay in Title IV grant funds is limited by which the original overpayment amount exceeds 50% of the total grant funds disbursed or could have been disbursed during the payment period.

If the student receives less Title IV aid than the amount earned, the school must offer a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement. A post-withdrawal disbursement of grant funds must be made within 45 days after the date of the school's determination that the student withdrew. A post-withdrawal disbursement of loan funds must be offered to the student within 30 days of the date of the school's determination that the student withdrew and allow the student at least 14 days to respond to accept or decline the funds.

All post-withdrawal disbursements are applied to the student's account first and any resulting credit balance either from a post-withdrawal disbursement or from the Return of Title IV calculation, will be disbursed as soon as possible and no later than 14 days after the calculation.

## Student Lending Code of Conduct

Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools are committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools' officers, employees or agents and education loan lenders, Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools has adopted the following:

- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools do not participate in any revenue-sharing arrangements with any lender.
- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools do not permit any officer, employee or agent of the school who is employed in the Student Financial Services Office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.
- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools do not permit any officer, employee or agent of the school who is employed in the Student Financial Services Office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.
- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools do not permit any officer, employee or agent of the school who is employed in the Student Financial Services Office or is otherwise involved in the administration of education loans to accept anything of value from a lender,



guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors.

- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools do allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.
- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools do not assign a lender to any first-time borrower through financial aid packaging or any other means.
- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools recognize that a borrower has the right to choose any lender from which to borrow to finance his/her education.
- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.
- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.
- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools will not request or accept any assistance with call center or Student Financial Services Office staffing.

## Student Financial Services Office Contact Information

The Student Financial Services Office handles all financial aid, bursar/billing functions, enrollment verification, and student account services. The office is located in the education building (F building) and the administrators can be reached at 814-534-9890 or 814-534-3402.

## Veterans

Conemaugh recognizes the sacrifice of those who have served in the United States Armed Forces. Thank you for your service!

If you are a veteran, service member, survivor, or dependent of a veteran, you may be eligible for veterans' educational benefits to help you achieve your educational goals if you attend one of the following Conemaugh programs:

- Nursing
- Radiologic Technology

For information about using military educational benefits at Conemaugh, contact our Veteran Certifying Officials in the Student Financial Services Office. You can also log on to the U.S. Department of Veteran Affairs website by visiting <https://benefits.va.gov/gibill/> for additional information about educational benefits. The VA Certificate of Eligibility or Statement of Benefits obtained from the Department of Veterans Affairs needs to be submitted to the Veteran Certifying Officials in the Student Financial Services Office.

Conemaugh will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 33 Post 9/11 GI Bill® or Chapter 31 Vocational Rehabilitation benefits.

Note: A covered individual is any individual who is entitled to educational assistance under Chapter 31 Vocational Rehabilitation and Employment or Chapter 33 Post 9/11 GI Bill® benefits.

For veterans utilizing the Chapter 33 Post 9/11 GI Bill® and for training beginning on or after August 1, 2018, the Monthly Housing Allowance (MHA) payment amounts are based on the Department of Defense's Basic Allowance for Housing (BAH) rates for an "E-5 with dependents" for the zip code of the campus or training location where the student has a majority of classes. Conemaugh's main campus (1086 Franklin Street, Johnstown, PA 15905) is the location where all students attend the majority of their classes. For a list of additional clinical sites, please visit [www.conemaugh.org/education](http://www.conemaugh.org/education).

## Smoke Free Shift Statement of Policy

Conemaugh Health System (CHS) is committed to promoting health and wellness and to providing a healthy environment for its employees and the community. It is the policy of CHS to prohibit smoking and the use of all tobacco products by all employees, physicians, residents, students, volunteers, contractors, patients, and visitors on all identified CHS property. The use of tobacco products by employees, physicians, residents, students, and volunteers, and contractors on all identified CHS property compromises the image of CHS as a health care institution. As a leader in health care and the community, CHS has an obligation to its patients and to the community to strongly communicate the risks of tobacco use. Patients and visitors have often expressed their concerns when they smell smoke on their caregiver. Seeing employees smoke or using tobacco products on CHS property reflects negatively on us as a healthcare institution.

## Requirements

### I. GENERAL

- A. Smoking and the use of all tobacco products, including but not limited to cigarettes, cigars, chewing tobacco, snuff, and pipes is prohibited in and on all CHS owned or leased buildings, grounds, parking lots, vehicles, and sidewalks of all CHS properties.
- B. Employees are not permitted to use tobacco products during their work shift, both on and off CHS property. Work shift is defined as from the time employees report to work until the shift is over and includes all breaks including lunch breaks, regardless if the employee leaves CHS properties.
- C. Students, volunteers, non-employed physicians, and contractors are not permitted to use tobacco products while working or providing services on CHS property. Non-employed physicians and contractors are not permitted to use tobacco products while representing CHS and/or working or providing services on CHS property.
- D. All employees, physicians, residents, students, volunteers, and contractors are required to observe and promote compliance with the tobacco-free policy.
- E. Employees, physicians, residents, students, and volunteers observing any violation of this policy should remind the employee, physician, student, volunteer, or contractor of the policy and are empowered to inform the appropriate manager when they witness the violation. The manager will follow-up as appropriate.
- F. Employees, physicians, students, volunteers, and contractors are empowered to appropriately and courteously communicate this policy to patients, visitors, and guests.
- G. All levels of management are responsible for informing their current staff and new employees assigned to them of the Smoke Free / Tobacco Free Policy.
- H. The Smoke Free / Tobacco Free Policy will be reviewed at New Employee Orientation.
- I. Human Resources will communicate policy to all applicants who apply for employment at CHS.
- J. The policy will be part of employee, physician, student, and volunteer annual required education.
- K. Managers will support employees wishing to attend a Smoking Cessation class.

### II. ENFORCEMENT

Enforcement of the Smoke Free / Tobacco Free Policy will be the responsibility of all management with the assistance of the security department. Those who observe a violation of the policy are responsible for notifying the appropriate manager. Security officers who observe and forwarding to the department manager. Department managers will monitor compliance and follow the corrective action steps noted below if violations continue.



---

### III. CORRECTIVE ACTION

Violations of this policy will follow the Human Resources Corrective Action policy. The steps of this process are as follows:

- A. Each offense will have a written acknowledgment signed by the manager or security officer and the violator.
- B. First Offense – Documented Verbal Warning. Provide the employee with Cessation Class information.
- C. Second Offense – First Corrective Action Report (Written Warning) –Encouragement to enroll in Cessation Class.
- D. Third Offense – Second Corrective Action Report with Re-Affirmation (Final Written Warning) – Encouragement to enroll in Cessation class.
- E. Fourth Offense – Suspension Pending Investigation – This is the most severe form of discipline and action taken after all three of the above have been executed.

### Eligibility for Clinical Privileges

Individuals who have been terminated from employment with Conemaugh Health Systems are unable to engage in the clinical practicum experience designed in the school's curriculum. This action will result in denial of enrollment in the school since the individual cannot meet the required competencies and program outcomes. If you are not eligible for hire or rehire in Conemaugh Health System, you are ineligible to complete clinical practicum experiences in our organization. Inability to engage in clinical experiences to meet course outcomes will result in involuntary program withdrawal. For non-Conemaugh Health System sites students must meet the requirements of all partnership agreements of planned clinical learning experiences to meet course outcomes. If an alternate comparable experience can be provided, the student can continue in the course and remain in the academic program.

**Attachment A: Academic Calendar: 2023 – 2024****CONEMAUGH SCHOOL OF RADIOLOGIC TECHNOLOGY****ACADEMIC SCHEDULE****FALL 2023 – SUMMER 2024****FALL 2023**

- August 21, 2023: Classes Begin
- September 4, 2023: Labor Day – All Students Off – Holiday\*
- November 20<sup>th</sup> – 24<sup>th</sup>, 2023: Thanksgiving Break – All Students Off
- November 23, 2023: Thanksgiving Day – All Students Off – Holiday\*
- December 15, 2023: End of Classes for Fall Semester

**SPRING 2024**

- January 8, 2024: Classes Begin at Conemaugh
- January 15, 2024: Martin Luther King Jr. Day – All Students Off
- January 16, 2024: Classes Begin at PHCC
- March 11<sup>th</sup> – 14<sup>th</sup>, 2024: Spring Break – All Students Off
- March 29, 2024: Spring Holiday – All Students Off
- May 6, 2024: End of Classes
- May 10, 2024: Commencement at PHCC for Class of 2024

**SUMMER 2024:**

- May 20, 2024: Classes Begin
- May 27, 2024: Memorial Day – All Students Off – Holiday\*
- July 4, 2024: Independence Day – All Students Off – Holiday\*
- August 15, 2024: End of Classes

\*Holiday – Any day marked with “Holiday\*” signifies that the School is closed and Students are not permitted to perform clinical education or clinical makeup time per the JRCERT – See Standard 4.4.

\*Holiday’s include: Labor Day, Thanksgiving Day, Christmas Day, New Year’s Day, Memorial Day, and Independence Day.

**CONEMAUGH SCHOOL OF RADIOLOGIC TECHNOLOGY  
CLASS/CLINICAL SCHEDULE  
CLASS OF 2023 – 2025**

<b>Program Pre-requisite College Credits:</b>		<b>Basic Anatomy (3cr) – PHCC</b>	
Course must be completed prior to beginning Semester I			
<b>FALL</b>		<b>SEMESTER I (AUGUST – DECEMBER)</b>	
(1cr) HSC 105 Introduction to Health Professions Care	(3cr) RAD 100 Positioning I (3cr) RAD 101 Medical Ethics/Patient		
(3cr) MAT 131 Intermediate Algebra Radiobiology	(3cr) RAD 104 Radiation Protection /		
(3cr) HSC 100 Medical Terminology Hrs.)	(3cr) RAD 102 Clinical Education I (150		
		<b>19 credits</b>	
<b>SPRING</b>		<b>SEMESTER II (JANUARY – MAY)</b>	
(3cr) ENG 110 English Composition I (3cr) PHY 102 Concepts of Physics (1cr) PHY 103 Concepts of Physics Lab Technique I	(3cr) RAD 103 Radiographic Positioning & Procedures II (3cr) RAD 106 Radiographic Technique I		
		(4cr) RAD 105 Clinical Education II (200 hrs.)	
		<b>17 credits</b>	
<b>SUMMER</b>		<b>SEMESTER III (MAY – AUGUST)</b>	
(3cr) LIF 111 Health & Wellness & (3cr) PSY 100 General Psychology hrs.)	(3cr) RAD 107 Radiographic Positioning & Procedures III (4cr) RAD 108 Clinical Education III (200		
		<b>13 credits</b>	
<b>FALL</b>		<b>SEMESTER IV (AUGUST – DECEMBER)</b>	
(3cr) HSC 123 Operational Health Informatics	(3cr) RAD 201 Physics II (3cr) RAD 202 Human Pathology (6cr) RAD 203 Clinical Education IV Report Writing		
(3cr) ENG 220 Business Letter and (300 hrs.)		<b>18 credits</b>	
<b>SPRING</b>		<b>SEMESTER V (JANUARY – MAY)</b>	
(3cr) COM 120 Organizational II/EIS Communication Control	(2cr) RAD 204 Radiographic Technique  (2cr) RAD 205 Quality Assurance/Quality		
(3cr) PSY 130 Human Development Across the Life Span hrs.)	(2cr) RAD 207 Registry Professional Review (7cr) RAD 206 Clinical Education V (350		
		<b>19 credits</b>	

PHCC Theory 465 Hours  
 PHCC Lab 45 Hours  
 Conemaugh Theory 450 Hours  
 Conemaugh Clinical 1200 Hours  
**Total Program Hours 2160 Hours**

Conemaugh Credits: 54 credits  
 PHCC Credits: 32 credits  
**Total Program Credits: 86 Credits**

**Conemaugh School of Radiologic Technology**  
**Pennsylvania Highlands Community College**  
 15 Hours College Theory = 1 College credit  
 45 Hours College Lab = 1 College credit  
 15 Hours Rad Tech Theory = 1 credit  
 50 Hours Rad Tech Clinical = 1 credit