

School of **Radiologic Technology**



2018-19 Catalog

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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 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 may have many opportunities. He or she may accept a position as a registered staff technologist in a hospital, clinic or doctor's office, continue his/her 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 will:

1. Be clinically competent.
2. Communicate effectively.
3. Use critical thinking and problem solving skills.
4. Evaluate the importance of professional growth and development.

Philosophy

The philosophy of the School of Radiologic Technology at 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 his/her 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

Conemaugh Health 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 (16th 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 or by calling 800-441-2555.

Student Learning Outcomes

A graduate of Conemaugh School of Radiologic Technology:

1. Assumes the role of a caring, competent beginning professional radiologic technologist in autonomous and collaborative practice within a variety of health care settings.
2. Utilizes the theory of caring, scientific knowledge and critical thinking strategies as a basis for radiologic technology practice.
3. Incorporates interpersonal processes in building helping-trusting relationships to meet the health needs of individuals, families and the community.
4. Demonstrates responsibility for self-direction in the life-long learning process.
5. Provides radiologic technology practice in a responsible accountable manner and within ethico-legal dimensions.
6. Demonstrates caring concern for changing health care needs of society by participating in community and professional activities and organizations.



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 his/her 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, 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 minor portion of his or her clinical instruction during afternoon rotations, night rotation and weekends. The School adheres to the Standards on clinical supervision set forth by the JRCERT.

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 he/she 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 30-minute presentation on an approved topic in radiology. This Senior Project is included in the RAD 207 Course - Registry Review.

General Review

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., President's, Memorial, Independence, Labor, Thanksgiving and Christmas Day(s).

Admission

Conemaugh School of Radiologic Technology actively recruits men and women 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. Completion of Algebra I, Biology and Chemistry at the High School level is required to make application to the School with a passing grade of "C" on an official high school transcript. It is recommended that the applicant take the Scholastic Aptitude Test at least once while in high school. The applicants rank should be in the upper ½ of the high school class upon graduation. Since enrollment is limited, preference is given to those students who have met the requirements and have demonstrated above average academic performance.

An application form must be 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. The applicant is required to submit the Scholastic Aptitude Test (SAT) results achieving a minimum combined score of 1000 if taken after March 1, 2016. (A combined score of 1350 if taken between May 1, 2005 and March 1, 2016; a combined score of 920 is comparative if taken between April 1995 and March 2005 or 800 is comparative if taken prior to April 1995.) The American College Test (ACT) with a combined minimum score of 18 is also accepted. Applicants who have been out of school more than three years are not required to take the SAT or ACT, but must take the ACCUPLACER Exam given by Pennsylvania Highlands Community College's Student Service Center. Scores may result in placement into one or more of the college-preparatory courses: Reading, English or Math.

The Admission's Committee may decide to waive pre-admission testing for an applicant who possesses a Bachelor's Degree or if an applicant has completed 12 college credits as a full-time student. All radiologic technology applicants must job tour before a personal interview will be conducted.

Health

Each applicant is required to have a pre-entrance health examination. Records of the following items must be submitted: tetanus toxoid, urinalysis, or urine dipstick, rubella (qualitative – positive or negative) if non-immune reaction then immunized, Rubeola (qualitative – positive or negative) if non-immune reaction then immunized, varicella zoster (qualitative – positive or negative), IGG if there is a negative history or vague about having chicken pox, Hepatitis B surface antigen (if the patient has not receive the Hepatitis B vaccine, it will be provided by the school) and chest x-ray may be required if clinically indicated or a history of tuberculin skin test. Urine drug testing is required with a negative test result and testing is conducted by the Student Health Nurse. A dental examination with repair measures is to be documented by a dentist. An eye examination with correction is to be documented by an optometrist or ophthalmologist. All health status examinations must be submitted prior to enrollment in the Conemaugh School of Radiologic Technology. Energic B – Hepatitis B vaccine (recombinant) may be available and is recommended. 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.

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 given here 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.

Postsecondary Education

Applicants who had postsecondary college are considered on an individual basis for admission and curriculum placement. An official college transcript of completed courses is required.

References

Three references are required: one from a teacher or a postsecondary educator or employer; and two from individuals of the applicant's choice. (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 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 is admitted each year in August to the School of Radiologic Technology.

College Credit Transfer Policy

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. Candidates not submitting official transcripts of completed course work prior to Admissions Committee review and acceptance will not be eligible for advanced standing unless the Director of the Conemaugh School of Radiologic Technology gives special dispensation. Candidates or students undertaking course work at other institutions during the acceptance process, or after the Admission Committee's acceptance, must request course approval for eligible transfer and provide proof of enrollment for courses to be granted for advanced standing upon successful completion. Enrollment will not be possible until the grade is received. Prior to the August start date, each enrolled student will receive an official transfer letter stating which courses have been approved for transfer and the governing organization from which the credit was transferred.

Orientation

Orientation is to facilitate the entering student's transition into the health care field. It is designed to prepare the student for his/her 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 his or her records. Students may request to inspect and review his/her educational record.

Written request is made 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. 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".

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

HSC 130 Basic Anatomy (3 college credits) with a minimum grade of "C" prior to enrollment. Courses are taught by Pennsylvania Highlands Community College. 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
45 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/Medical Terminology/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. 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 are included. Medical and surgical aseptic techniques, as well as isolation precautions are presented. 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 vertebral column and completion of lower extremity from IRT course. 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, gastrointestinal imaging, and urinary and reproductive systems imaging. This course is also designed to familiarize the students with the following contrast studies: Bronchograms, Myelography, Arthrography, Sialography, Venograms and Lymphangiograms. 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 IV 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, computer 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.

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 5 sections: (1) Patient Care, (2) Radiographic Exposure, (3) Radiation Protection, (4) Equipment Operation and Maintenance and (5) Image Production and Evaluation. 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.

RAD 102	Clinical Education I	3 credits
RAD 105	Clinical Education II	4 credits
RAD 108	Clinical Education III	3 credits
RAD 203	Clinical Education IV	7 credits
RAD 206	Clinical Education V	7 credits

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.

ACP 100 – Academic and Career Planning • 1 credit

This course is designed to give first semester students a solid foundation of planning and professionalism to successfully complete their education and career goals, and to 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.

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.

CIT 100 - Microcomputer Applications • 3 credits

This hands on courses introduces the student to the more popular microcomputer software packages available including Windows, word processing, spreadsheets and presentations. This course provides students with a

working knowledge of these software packages to accomplish the more common tasks. The Microsoft Office suite, Word, Excel and PowerPoint is used.

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, matricides 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/Promotion

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

1. Meeting course requirements.
2. Demonstrating mastery of all course outcomes.
3. Maintaining satisfactory performance in previously learned clinical competencies.
4. Adhering to program requirements.
5. Achieving a passing grade of no less than a “C” in all courses within the curriculum plan.
6. Achieving a passing grade of no less than a “C” in the clinical education courses.

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 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 attend and be punctual for all classes. Absenteeism may affect grades and could result in academic failure. 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. If permitted by the course faculty, makeup work for an excused absence must be completed within the time frame established.

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 are not permitted to enter the classroom once a class has started. Students with an attendance problem may be required to meet with the Director. When 10% of the course theory hours are missed, there will be a 1% reduction in the final theory grade percentage at the completion of the course. When 15% of the scheduled theory time is missed there will be a 3% reduction in the final theory grade for the course. When 20% of the scheduled theory is missed there will be a 4% grade reduction in the final grade for the course. If three days of absence occurs within the same semester, the student will receive a 5% grade reduction in the final theory grade and the student will be placed on probationary status. The situation will be reviewed by the course instructor and the Director, prior to the final documented grade reduction.

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 15 minutes will be recorded as 15 minutes tardy and must be made up at the end of the clinical shift. When 10% of the clinical hours are missed, there will be a 1% reduction in the final clinical grade for that semester. When 15% of the scheduled clinical hours are missed, there will be a 3% reduction in the final clinical grade for that semester. Twenty percent or more of clinical hours missed per semester is reason for dismissal. If three 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. Arriving more than 15 minutes late for clinical time is recorded as missing ½ day (4 hours of clinical time). The minimum amount of clinical time missed will be deducted in 4 hour increments. All clinical time missed 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. A student with an attendance problem may be required to meet with the Program Director.

Clinical Mammography Rotation Policy

Conemaugh School of Radiologic technology has revised/updated its Mammograph 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, male and female, 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, Programs & Faculty, Program Resources.

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 grade of not less than "C" in all courses within the curriculum plan.
5. 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.

Probationary Status

Students are informed of their academic status in the theory and clinical components of a course. 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 clinical difficulties and/or violation of school or hospital policies.

A specific time period is designated to master expected competencies and behaviors to progress in the curriculum as planned. Failure to achieve a passing grade in the course results in involuntary withdrawal from the program.

Students need to comply with these program 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 Student Guide and Catalog.
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 and 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. Although all clinical absenteeism (and tardiness over 15 minutes) must be rescheduled, the absent time remains recorded and is divided by the total clinical hours for that semester.

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 Conemaugh Employee Assistance Program (EAP) and the health nurse for students.

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. All students must 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 198 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 Substance Abuse 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 Substance Abuse 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 his/her intention with the Program Director of the School of Radiologic Technology and the Financial Aid Director. After this meeting, the student has a week to submit a letter verifying the voluntary withdrawal to the Director. 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 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 uniform top/pants or Ceil Blue uniform top/pants with school logo.
2. Uniform pants should not fall below instep of the shoe.
3. Both pant and sleeve length should not be extreme (ie. tight, long, baggy)

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4. If cold, a non-logo long sleeve dress jersey (white, navy blue or ceil) may be worn under the uniform top in the classroom or clinical area. (The jersey worn can be white or it must match uniform colors.)

Photo ID Badge

A Conemaugh Memorial Medical Center photo identification badge is to be worn at all times. The badge is to be worn on the upper left chest with the photo and information visible. If a new badge is needed, the cost is \$5. The badge is to be unadorned, except for gold stars and honor pins.

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.
2. Shoes are not to have fabric or a conspicuous logo printed on the shoe.
3. White shoe laces are to be clean and professional.
4. Soles of shoes must be white.
5. Shoes must appear clean and white at all times.
6. All white socks (No peds) are permitted to be worn.

Undergarments

Students must wear appropriate beige, white, navy blue or ceil undergarments.

Lab Jackets and/or Coats

1. A clean short or long white professional lab coat or Conemaugh Black Jacket may be worn in the classroom and/or clinical area.

Jewelry

1. It is acceptable to wear up to three small tasteful earrings (hoop/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 is 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. Long hair should be pinned neatly above the uniform collar level or held securely back so it does not fall forward when positioning patient and/or providing 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.
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, glue-on nails or nail ornamentation may not be worn in 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 need to be covered by clothing or appropriate makeup or a skin toned bandaid.

Tongue

Having a sliced tongue to be forked is not permitted.

Makeup and Facial Implants

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

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 which include dress, politeness, 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.

Gum Chewing/Drinking/Eating

Not permitted in clinical areas.

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 Locker Room. 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 will be evaluated by Conemaugh's Occupational Health Department 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 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. 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.



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.
- (Earned 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 his/her 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 (Weekend, 3-11 and 11-7)

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- Make up all clinical time, if applicable
 - Returned all library resources signed out and cleaned out his/her 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

Tuition, fees, and expenses are published each academic year on an estimated basis and are subject to change. Please refer to the school cost sheet for information regarding the tuition and fee charges for each semester.

Students are billed by semester with payment due two weeks prior to the first day of each semester. Invoices are sent to students approximately 30 days prior to the payment due date which is included on the invoice. Payments can be made by check, money order, cash, or credit card. Checks should be made payable to Conemaugh Memorial Medical Center (CMMC) with the student's name included on the memo line and should be directed to the attention of the Financial Aid Office. Semester payment plans are available with a \$25.00 processing fee.

All invoices not paid by the due date will be assessed a \$25.00 late fee. Invoices that remain outstanding will be assessed an additional late fee of \$25.00 at 30 days outstanding and again at 60 days outstanding. Students utilizing semester payment plans will be charged a late fee of \$25.00 if the scheduled payment is received after the prearranged payment date(s). The 30-day and 60-day late fee process also applies to each scheduled payment on a semester payment plan. All students are required to pay for the semester billed before they can advance to the next semester or graduate from the program.

All invoices or payment plans not paid in full by the later of the last day of the semester or 90 days after the balance is created, will be turned over to a collection agency for processing. In accordance with the collection process, the student will be charged a collection fee based on the outstanding balance and have the delinquency attached to his/her credit report.

Please see the Policies and Procedures Manual available in the Conemaugh Financial Aid Office for more details on the tuition and fee policies of the program.

Financial Aid

The Conemaugh Financial Aid Office supports the institution's mission and strives to adhere to the vision and values of the institution in the operational practices of the Financial Aid Office. The Financial Aid 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 Financial Aid Office at CMMC is to help students achieve their educational potential by assisting students and families in determining the best way to meet their educational expenses. The essential task of the financial aid professional is to guide students and families in applying for the appropriate financial resources needed to meet their educational goals. Financial aid will be offered to an eligible student only after the appropriate federal and state reviews of the student's and parents' (where applicable) assets determine that the family resources are insufficient to meet the student's educational expenses. All need-based financial aid programs will be awarded so that those with the greatest financial need will receive the largest award. The Financial Aid Office is committed to making every effort to financially assist students who lack the necessary resources to afford an education.

CMMC 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).

CMMC is in compliance with the Drug Free Schools and Communities Act Amendments of 1989. It also follows the guidelines of the Return of Title IV Funds Refund Policy established by the United States Department of Education. Information on substance abuse, campus security, program retention rate, and employment statistics are provided upon acceptance to the school and reinforced at the annual school registration and orientation programs.

Upon acceptance to the school, students are provided correspondence directing them to a webpage that provides detailed instructions and links on how to complete the financial aid elements required prior to enrollment. This information is also provided in person at the mandatory student registration sessions.

Applicants for federal financial assistance must submit the Free Application for Federal Student Aid (FAFSA). Upon program acceptance, submit the FAFSA online at www.fafsa.ed.gov. Accepted students should submit the FAFSA by May 1st prior to the academic year for which funds are being requested. Transfer students should submit the FAFSA upon acceptance.

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 Memorial 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 Memorial 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.

A student who is withdrawn from the program must reapply for admission. 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 Memorial program of study.

Institutional Refund Policy

Students who voluntarily withdraw from a CMMC program may be entitled to a tuition refund. Tuition refunds for courses taken at CMMC 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. Students who involuntarily withdraw are not eligible for a tuition refund.

The sole component of the institutional refund calculation is tuition. Fees paid to the school are non-refundable. Fees that are not attendance-related such as payment plan, late, application and registration fees are non-refundable.

The refund schedule is based on weeks of attendance. Weeks begin on Monday at the start of the program'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

Please see the Policies and Procedures Manual available in the Conemaugh Financial Aid Office for more details on the refund policies of the program.

Financial Aid

The Financial Aid Office of the School is in compliance with the Drug Free Schools and Communities Act Amendments of 1989. It also follows the guidelines of the Return of Title IV Funds Refund Policy. Information on substance abuse, campus security, program retention rate and employment statistics are provided upon acceptance to the School and reinforced at the Annual School orientation program. For details on all sources of financial aid, refer to the school website and/or contact the financial aid office. The Financial Aid Policy and Procedure Manual is located in the Financial Aid Office and in the Health Sciences Library. Personal Appointments to discuss financial assistance guidelines, policies, distribution, repayment and refunding can be made by calling the Financial Aid Office at 814-534-9890. The program is approved for Federal Pell Grant, The Federal Direct Loan Program, OVR (Office of Vocational Rehabilitation), WIA (Workforce Investment Act), TAA (Trade Adjustment Assistance) and Veterans Benefits. Upon program acceptance submit the Free Application for Federal Student Aid Form (FAFSA), which is available on www.fafsa.ed.gov and should be completed by May 1 prior to the academic year for which funds are being requested. Transfer students should submit the student aid application upon acceptance into the program.

The determination of award is based on the complete information provided on the FAFSA form.

- Financial aid is awarded on the basis of financial need and continuing academic progress.
- Financial need is determined by establishing the difference between the cost of the program and the amount the student and family are expected to provide.
- Satisfactory academic progress is evidenced by meeting the criteria for promotion at the end of each term.
- When a student fails to maintain satisfactory academic progress, he/she is asked to withdraw from the program.

The student may apply for readmission under certain circumstances. If readmission is granted, the student is considered to be making academic progress and eligibility for financial aid is reestablished.

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.