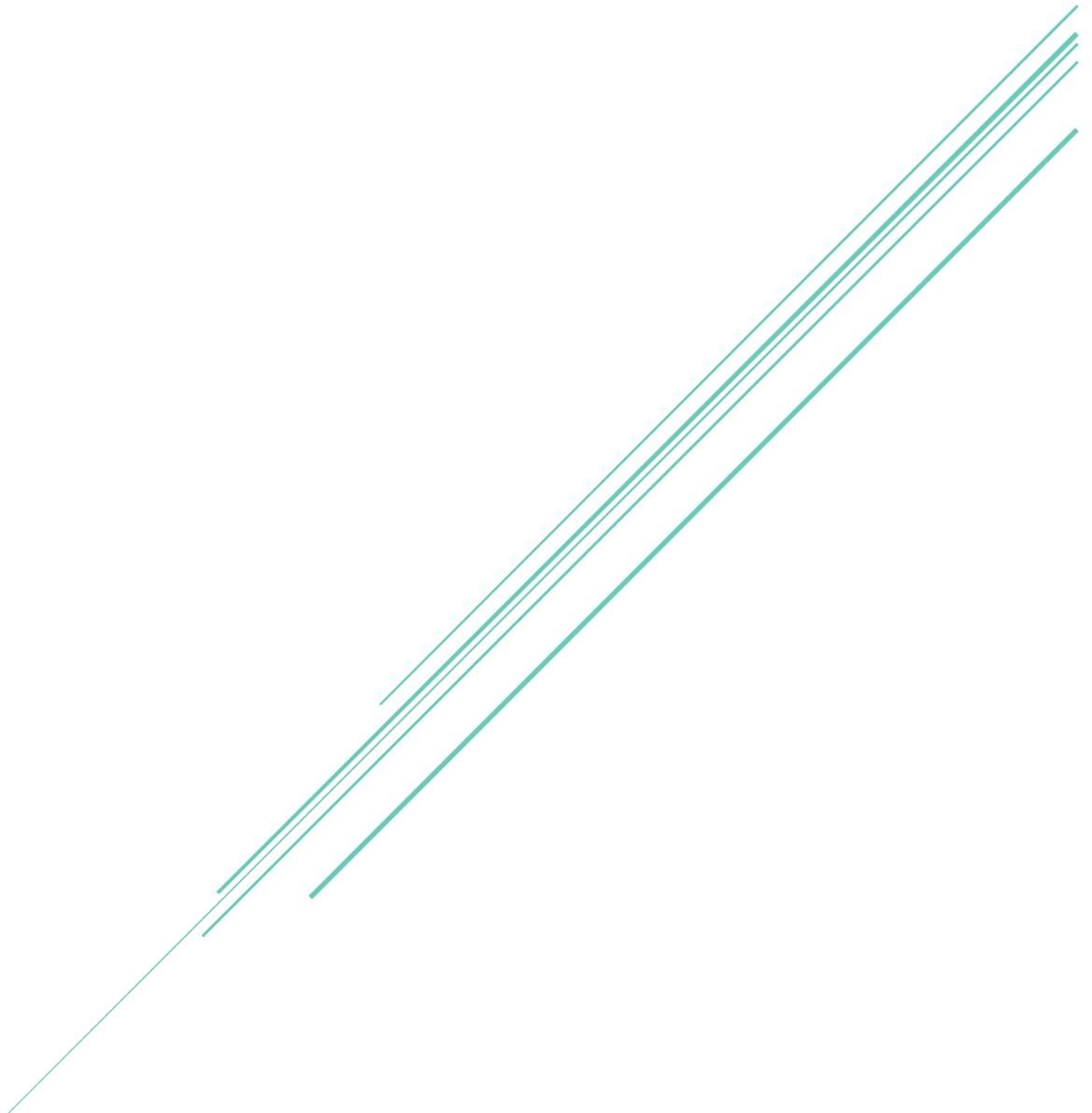


# STUDENT GUIDE

Conemaugh School of Radiologic Technology



**2021-2022**

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# CONEMAUGH MEMORIAL MEDICAL CENTER – DUKE LIFEPOINT

## Mission Statement

**Our Mission:** Making Communities Healthier

We follow Duke LifePoint's High Five Guiding Principles:

- Delivering high quality patient care
- Supporting physicians
- Creating excellent workplaces for our employees
- Taking a leadership role in our communities
- Ensuring financial responsibility

**Our Vision:** We want to create places where:

- People choose to come for healthcare
- Physicians want to practice
- Employees want to work

**Our Values:** C is for compassion

A is for always putting the patient first

R is for respect for patients, families, co-workers

I is for innovation

N is for no excuses

G is for great attitude

# CONEMAUGH SCHOOL OF RADIOLOGIC TECHNOLOGY

## Mission Statement

The School of Radiologic Technology 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.

## 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

# CONEMAUGH SCHOOL OF RADIOLOGIC TECHNOLOGY

## Student Learning Outcomes

A graduate of Conemaugh of School of Radiologic Technology:

1. Assumes the role of a caring, competent 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 lifelong 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.

## Program Accreditation

The School of Radiologic Technology at Conemaugh School of Radiologic Technology is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, Illinois, 60606 (312) 704-5300, FAX (312) 704-5304 [www.jrcert.org](http://www.jrcert.org)

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

## Student Guide

The **Student Guide** is compiled to acquaint students with the policies of the School of Radiologic Technology and the Student Association, so students are aware of their privileges and responsibilities at the Conemaugh School of Radiologic Technology. The **Student Guide** is supplemental to the **Conemaugh School of Radiologic Technology Catalog** and the **Allied Health Schools Policy Manual**. Each policy stated below is found with formal revision dates in the **Conemaugh School of Radiologic Technology Policy Manual**.

## Statement of Confidentiality

As a student enrolled in Conemaugh School of Radiologic Technology, the student agrees to uphold the patient's rights to privacy against disclosure of personally identifiable medical and social information. See Statement of Confidentiality of Information Policy.

## Student Rights and Responsibilities

1. **The student has the right** to an environment where problem-solving and critical judgment abilities can be developed.  
**The student is responsible** for personal and professional growth.
2. **The student has the right** to expect that their freedom to learn will be safeguarded by the policies and procedures of the School.  
**The student is responsible** for knowing and following the School's policies and procedures.
3. **The student has the right** not to be discriminated against because of race, sex, age, color, creed, national origin or marital or handicapped status.  
**The student is responsible** for acting in a nondiscriminatory manner.
4. **The student has the right** to question data or views offered in any course of study.  
**The student is responsible** for learning the content of any course of study in which he/she is enrolled.
5. **The student has the right**, through orderly procedures to unbiased and reasonable academic evaluation.  
**The student is responsible** for meeting the standards of academic performance established for each course.
6. **The student has the right** to confidentiality regarding their views, beliefs and political associations and that information will not be released without the consent of the student.  
**The student is responsible** for maintaining the right to confidentiality of others.
7. **The student has the right** to a responsible voice in the determination and application of the curriculum and policies affecting academic and student affairs.  
**The student is responsible** for participation in established committees, class meetings, instructor evaluations, course evaluations and graduate evaluations.
8. **The student has the right** to see information contained in their permanent record.  
**The student is responsible** for knowing the conditions under the Buckley Amendment by which information may be disclosed.
9. **The student has the right** to examine and discuss all questions of interest and to express opinions privately and publicly.  
**The student is responsible** and accountable for his/her opinions expressed privately or publicly.
10. **The student has the right** to clarification of the standards of behavior which the School considers essential for meeting educational goals.  
**The student is responsible** for knowing and following the standards.

11. **The student has the right** to representative participation in the formulation of disciplinary policies and grievance procedures. The student may expect to be informed, in advance of disciplinary and grievance policies.  
**The student is responsible** for knowing and following School policies regarding disciplinary and grievance policies.
12. **The student has the right** to a reasonably safe and secure environment on the premises of the School.  
**The student is responsible** for upholding safety regulations.
13. **The student body has the right** to periodic review with the faculty of the grading system.  
**The student is responsible** for seeking clarification when necessary.

REFERENCE: Student's Bill of Rights, adopted by the National Student Nurses' Association (NSNA) April 1975, 1991.

## ACADEMIC APPEAL POLICY

As a promotion of individual freedom in the educational system, an individual is encouraged to express personal dissatisfaction with academic issues without fear of retaliation or the creation of an intimidating academic environment. Academic issues must be handled in a timely manner.

The situation must be discussed within five (5) school days with the individuals directly involved. If the issue is not resolved, a meeting is held with the faculty member. This affords both the student and faculty member the opportunity to support their case.

If the academic situation involves clinical performance, a second opinion may be requested by the student to the Program Director. The faculty person providing the second opinion must have the opportunity to clinically evaluate the student's performance in meeting objectives a minimum of two weeks prior to the conclusion of the course's clinical experience. In the event that the issue remains unresolved, student faculty member and/or Program Director may ask the Director, School of Nursing and Allied Health Programs to examine the situation.

In the event that the issue remains unresolved, student faculty member and/or Program Director may ask the Director, School of Nursing and Allied Health Programs to examine the situation. Failure to resolve the situation will result in a meeting with the Vice President of Conemaugh or their appointed official is binding.

The entire academic appeal process should be resolved within ten (10) school days. The student may remain in school during the academic appeal process.

## ACADEMIC INTEGRITY POLICY

Faculty and students of Conemaugh have a responsibility to maintain academic integrity.

**Academic Integrity** is the expectation that a student's grade, performance and conduct will reflect only that student's achievement. The student/faculty's conduct in the pursuit of knowledge, understanding and truth is done in an honest and professional manner in keeping with the Hospital's Vision and Values and The Schools Philosophy.

**Academic Dishonesty** is participating in deceptive practices regarding one's academic work. Academic dishonesty includes acts of cheating, lying and plagiarizing.

**Cheating** is the use of unauthorized assistance in taking exams, tests and quizzes, written work, carrying out assignments, or acquiring tests or other academic materials belonging to faculty/others with or without permission, or giving or receiving information relevant to the content of an exam.

**Lying** is the verbalization or documentation of an untrue statement or information.

**Plagiarizing** is to use the work of another in any form with or without acknowledging that one, in doing so, is dishonest. To call the work of another as one's own, if done without the other person's consent is theft.

Students have a responsibility to attend classes and are expected to be prepared for learning activities. Theory and clinical experiences are correlated in courses in order to accomplish the objectives of the curriculum. Students should be aware that absenteeism may result in the inability to achieve learning objectives or the inability of faculty to effectively evaluate the student's application of classroom theory, skill development and critical judgment abilities. Absence from class on a day in which an assignment is due, does not excuse the student from the obligation to have the assignment in on time. Students are obligated to be in attendance on days when quizzes and examinations are scheduled.

The faculty of Conemaugh Allied Health Schools have a responsibility to provide a model of academic integrity for the student. At the beginning of each course, the student is provided with a syllabus and course outline. They outline what is expected of the student in regard to attendance, assignments, grading standards and procedures. Faculty will provide a schedule of planned learning activities and keep students informed of academic progress in a timely manner. Faculty will arrive at class and/or clinical on time and conduct learning activities for the assigned length of time. The faculty will demonstrate preparation, reliable testing practices and evaluation of work according to well-defined criteria to award appropriate grades.

The use of the Health Sciences Library is a privilege to enhance knowledge and learning. It is dishonest to remove items without signing them out according to library procedure. The destruction and misuse of library materials results in financial loss for the Hospital and denies others access to knowledge.

Violation of the Academic Integrity Policy will result in immediate probationary status or may result in program dismissal. Violation of the academic integrity policy will result in official documentation by the School of the student's performance. Judgments may be indicated on the exit evaluation provided by the School.

## **ACADEMIC PERFORMANCE POLICY**

It is the right and responsibility of the Conemaugh School of Radiologic Technology to maintain a quality education through the efforts of its instructors and the successful performance of its students.

### **VIOLATION OF ACADEMIC INTEGRITY**

If a student is caught using unauthorized assistance in taking exams, tests and quizzes; writing reports; carrying out assignments; or acquiring test and other materials belonging to faculty without permission will be immediately dismissed from the program. Any student participating in deceptive practices regarding one's academic work such as lying and plagiarizing will be immediately dismissed from the program.

### **Effects of violation of the academic integrity policy in Radiologic Technology:**

1. Results in the student being unprepared for clinical experience
2. May have dire consequences in patient safety
3. Affects collaborative relationships with others

4. Affects critical thinking and decision-making since many radiographer tasks are autonomous functions
5. Present liability issues to the person, facility and school
6. Creates a negative reputation of the School of Radiologic Technology
7. Lessens respect for the Radiologic Imaging Sciences Professions
8. May fail to be successful on the National Registry Examination

### **DEFICIENT ACADEMIC PERFORMANCE POLICY**

If a student is performing unsatisfactorily in a course, the student has the option to seek individualized instruction from the instructor responsible for the course. All instructors will adhere to an open door policy when a student is having difficulty with the material being taught.

If the student should fail a course (78% or below course average “C”) is grounds for involuntary withdrawal from the program. This policy also pertains to the clinical aspect (courses) of the program as well as any affiliate school.

Re-application for acceptance will only be granted to those students who failed the theory (didactic) requirements of the program. Students who failed to meet the clinical requirements of the program and/or failed the clinical portion of the program will not be granted the option to reapply.

### **ACADEMIC POLICY**

The faculty of the Conemaugh School of Radiologic Technology reserves the right to change any fees, provision, or requirement at any time during the student’s program, and to dismiss a student who does not meet the expected levels of clinical or scholastic achievement. A student may also be dismissed for unethical professional practice or attitudes incompatible with professional performance. *The student must comply with all Hospital and School policies. When no school policy exists, the Hospital policy is in effect.*

### **ACADEMIC SUPPORT SERVICES**

Students experiencing academic and clinical difficulties have the following resources available to assist them toward successful achievement of learning objectives:

1. Scheduled test reviews/case studies/tutorial concepts in radiologic technology courses.
2. Audiovisual/computer programs located in the Health Sciences Library/Computer Lab.
3. Reference sources and Internet access in the Health Sciences Library
4. Test taking/time management/study skill sessions provided by the Administrative Assistant and Radiologic Technology Program Director.
5. Clinical skills can be practiced in the Medical Imaging Department (*must be scheduled*).
6. Faculty have office time to provide individualized academic advisement.
7. A referral can be made for personal counseling to Employee Assistance Program.
8. College courses have academic assistance available. The student needs to contact the college course faculty for available resources.

9. Faculty provide test reviews and discuss rationale of theory.
10. The student can be provided with problem-based learning activities.
11. Volunteer assistance from upper classmen is offered.

## **ACCOMMODATIONS TO ACHIEVE PROGRAM OBJECTIVES POLICY**

Students needing reasonable accommodations for testing and skill performance are to make an appointment with the Program Director, to discuss the nature of the accommodation required to be provided by the School. Documentation of this learning disability or physical limitation with the type of provided accommodation will be kept in the student's permanent record.

## **ADMISSION POLICY**

Conemaugh Hospital and those responsible for the administration and management of the Conemaugh School of Radiologic Technology consider each applicant for admission without regards to race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, veteran status or any other status protected by applicable law. Although authorized to enroll a maximum of 20 students per academic year, program officials reserve the right to limit enrollment based upon the quality of the applicant pool and current employment market conditions. Admission to the Program is competitive and governed in accordance with the following minimum admission requirements.

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

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 CONSIDERATION**

All of the following criteria are required for admission consideration and documents must be received on or before **May 31<sup>st</sup>** of the year in which the student is applying for admission:

1. Applicant must submit the following by the deadline listed above to be considered for the Program starting in August each year:

- a. Program application
  - b. Official transcript of high school grades or GED scores
  - c. Official transcript(s) of all post-secondary education (college, technical school, etc.)
  - d. Admissions Essay
  - e. Application Fee
  - f. Three (3) reference forms completed by non-family members or relatives.
  - g. Standardized test scores
    - i. Applicants must meet the following minimum scores for admission considerations:
      - 18 ACT Composite\*
      - OR**
      - 1000 SAT Score\*
      - \*If either form of standardized testing has not been completed within five (5) years of application **or** if student does not meet the above requirements, student is required to take the Test of Essential Academic Skills (TEAS). A score of 58.7% is required on the TEAS exam. Students can take the TEAS exam twice per academic year.
    - ii. The standardized test score requirement will be waived for a student who has completed a college degree (Associates, Bachelors, Masters, etc.) or 12 college credits as a full-time student. College courses must be completed within five (5) years of application for requirement to be waived. If not achieved within five (5) years, a standardized test score is required.
2. High School graduate or equivalent (GED) with a minimum GPA of 2.0
    - a. High school seniors are considered contingent upon their successful completion of high school prior to matriculation.
  3. To be eligible to sit for the certification exam in Radiography administered by the American Registry of Radiologic Technologists (ARRT – [www.arrt.org](http://www.arrt.org)), applicants must document/complete one of the following options:
    - a. **Option #1:** Prior to enrollment, document completion of an Associate’s degree (or higher) from a post-secondary institution accredited by an ARRT recognized accrediting agency. The degree can be in any field or discipline but must include a course in mathematics and a course in written/oral communications.
    - b. **Option #2:** Enroll through Pennsylvania Highlands Community College while attending our program and complete an Associate’s degree upon graduation

## ANTI-RETALIATION POLICY

Retaliation or Further Improper Conduct – The alleged harasser will be advised that the Hospital will not tolerate any retaliation against or intimidation of any individual who has brought forth a complaint or participates as a witness. Any violation will be considered an independent violation and cause for discipline according to the Performance Improvement Policy #5525.

The reporting person will be informed that they should contact the investigator if they believe any further violation occurred, including subsequent harassment by the alleged harasser or intimidation by any party involved in the investigation. The reporting person must also be advised of the seriousness of the allegation and that intentionally submitting false complaints are grounds for immediate termination.

Resolution:

1. If an employee's or student's behavior was determined to be consistent with harassment, the Program Director will take appropriate disciplinary action consistent with the Performance Improvement Policy #5525 available in the office of the Administrative Assistant and Library.
2. If a Medical Staff member's behavior was determined to be consistent with harassment, the matter will be referred to the Credentials Committee for investigation and adjudication according to the Medical Staff Bylaws.

## APPOINTMENT POLICY

All appointments (Doctor or personal) should be made on scheduled days off or after School hours. Appointments should not interfere with didactic or clinical instruction. If for some reason a student needs to be excused from class or clinical instruction, student is required to follow call-off procedures.

## APPOINTMENTS WITH FACULTY

Students may schedule appointments with faculty. Requests should be made in **writing** (*email requests are considered "writing"*). If the instructor is not available, special requests are to be written and left with the School secretary. These messages will be placed in the faculty member's mailbox or on voicemail.

## ATTENDANCE (CLASS/CLINICAL) POLICY

### CLASSROOM ATTENDANCE

Students are expected to be punctual for and attend all classes. Absenteeism may affect grades and could result in academic failure. All students are expected to be prompt for Conemaugh's scheduled class and to remain for the entire period. Attendance will be taken for scheduled class time. Students with an attendance problem may be required to meet with the Director. **It is the student's responsibility to contact the Course Instructor prior to the scheduled class start**

**time to report their absence. Failing to inform Instructor will result in Corrective Action.**

During a single course, when 10 – 14.99% of the hours are missed, there will be a 1% reduction in the final theory grade percentage at the completion of the course. When 15 – 19.99% of the scheduled theory time is missed, there will be a 3% reduction in the final theory grade for the course. When 20% or more is missed, there will be a 4% grade reduction in the final grade for the course.

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

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

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

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

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

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

**CLINICAL ATTENDANCE**

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

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

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

Students with an attendance problem may be required to meet with the Program Director.

**Patterns of tardiness will result in disciplinary action:**

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

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

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

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

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

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

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

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

Independence Day, Labor Day, Thanksgiving Day and Christmas Day. (See **Attachment A – Academic Schedule** and/or **Holiday Policy**)

## **ATTENDANCE IN CONJUNCTION WITH EXAMS/QUIZZES POLICY**

If a student reports off on a day a quiz or exam is given, the student will make up the quiz/exam on the **first day back to School**. A doctor's excuse is **required** if a student reports off on the day of a final exam. While a student is absent, they are responsible for all material covered in class and will be expected to take any quizzes or exams the day the quizzes/exams are scheduled to be given when the student reports back to School. Possible extensions may be granted depending on the circumstances. Communication with the Instructor is *vital* in order for extensions to be granted.

Chronic absenteeism in conjunction with scheduled test or quizzes will result in the following:

1. Oral warning after three occurrences (per semester)
2. Written reprimand after four occurrences (per semester)
3. Suspension with possible termination after five occurrences (per semester)

## **CAMPUS PAGING SYSTEM POLICY**

The campus paging system should only be used in the case of an emergency. Students need to inform their parents, spouses, significant others and friends that this system must not be accessed as a personal pager system to get in contact with a student in the program.

## **CELL PHONE/BEEPER POLICY**

It is the policy of Memorial Medical Center to provide an environment in which patient care is provided through a caring and healing environment evident through relationship-based care. Engagement of the patient/significant other/designated care provider in the care of the patient promotes effective communication relevant to supporting positive patient outcomes.

Regulations of cell phone, smart watch, and/or other personal devices use during school hours:

- It is the student's responsibility to secure their personal device
- When a personal cell phone or other communicative device is on their person, it must be on "quiet" or "vibrate" mode.
- Personal phone calls should never interfere with patient care, privacy, confidentiality, patient workflow, or student's clinical time. This includes, but is not limited to, examination rooms, hallways, patient waiting areas, etc.
- It is imperative that the students never initiate, answer, text, or be involved in any other means of personal device related communication when engaged in patient care. This involves direct patient care activities and includes when staff is speaking with patients/families, the transporting of patients, ambulating patients, etc.

- **Prohibited:** Picture taking in any form at any time in patient care areas with a personal device... i.e. of a patient, nursing unit, co-workers, etc.... Violation of this will result in immediate disciplinary action for the Student, including possible program dismissal.
- Avoid using applications on your phone during scheduled clinical hours. This includes, but not limited to, social media applications (Instagram, Facebook, Twitter, etc.), games, emails, etc. Cell phone use should be used only for emergencies. Emails can be checked using computers in the facility.
- Should a Student need to use their phone during clinical hours, they are first to inform the technologist they are working with that they are going to make a phone call. Students are to go to designated area to make phone call. Emergency phone calls should not exceed 15 minutes.
  - Designated Cell Phone Use Areas:
    - Main Campus: Atrium, Cafeteria
    - East Hills: Lobby\* (\*avoid use near patients)
    - Ebensburg: Lobby\* (\*avoid use near patients)
    - Nason: Snack Bar or “Micro Market” area\* (\*avoid use near patients)
    - Miners: Cafeteria
- Student must perform hand hygiene after use of phone or other electronic devices. Personal phones, beepers, and other electronic devices are not to be taken into isolation areas unless covered according to Isolation Policy. Devices must be cleaned according to manufacturer’s instructions. Please refer to the Infection Prevention Policy regarding the cleaning of equipment used in patient care areas.
- Students are expected to minimize use of cell phone or other device when in the clinical setting. Students may have the privilege revoked if policy is abused. Excessive or inappropriate use may result in disciplinary action.

## **CHANGE OF NAME/ADDRESS/PHONE NUMBER POLICY**

When a student marries, moves or changes their phone number during the program, The Program Director must be informed in writing within two (2) weeks of the event. Unlisted phone numbers must be identified as such.

## **CLASS ASSOCIATION POLICY**

The following rules and regulations are followed with the class meeting and associations.

### **ARTICLE I – Name**

This organization shall be known as the Conemaugh Class Association of the Conemaugh School of Radiologic Technology, Johnstown, Pennsylvania.

### **ARTICLE II – Purpose and Function**

- I. To provide the students with the opportunity to voice their opinions and to provide input into the School of Radiologic Technology program.
- II. To serve as a channel of communication, which fosters a cooperative relationship between students and faculty.

- III. To provide an environment in which the student practices self-discipline, leadership, responsibility, citizenship, and democratic participation.
- IV. To serve as an avenue for the evaluation and resolution of class concerns.
- V. To stimulate professional involvement.

### **ARTICLE III – Membership and Voting**

- I. Students enrolled in each class in the School of Radiologic Technology shall be voting members of their respective class association.
- II. Class Advisors are non-voting members of the Class Association.

### **ARTICLE IV – Officers and Representatives**

- I. Officers for each class shall be president, vice president, secretary, and treasurer.
- II. Officers are elected by the respective class members.
- III. Student representatives on Faculty Committees are elected by the respective class members.
- IV. The terms of office shall be one academic year.
- V. In the event that an officer is unable to fulfill the duties of the elected position, a written letter of resignation is to be submitted to a class faculty advisor.
- VI. If vacancies occur in the office of:
  - a. President – the Vice President shall assume the duties of the president until the term of office expires.
  - b. Vice President, Secretary or Treasurer – the original election results will determine the replacement. The individual with the next highest vote count in the vacant category will assume the office.
  - c. Officers who have unexcused absences as determined by the Faculty Class Advisor for two class meetings may be required to forfeit the office.

### **ARTICLE V – Class Advisor**

- I. The Class Advisor is the School's Program Director and/or Clinical Coordinator.

### **ARTICLE VI – Election of Class Officers**

- I. The Program Director will preside over the organizational meeting of the Class.
- II. Nominations for all offices are made from the floor.
- III. Persons nominated must express willingness and consent to perform the duties of the office.
- IV. Elections are by secret ballot.
- V. Counting of ballots will be determined by the Class Advisor.

### **ARTICLE VII – Duties of Elected Officers**

- I. President:
  - a. Prepares the agenda in consultation with the class advisors and other classmates
  - b. Serves as an ex-officio member of ad hoc committees.
  - c. Delegates selected duties to the Vice-President of the class.
  - d. Submits proposed class projects for approval to the Class Advisor and Program Director, School of Radiologic Technology.

- e. Submits items of interest to the Director, School of Radiologic Technology, for Marketing and Communications.
  - f. Carries out other related duties as necessary.
  - g. Provides guidance to the Vice-President concerning fulfilling the President's duties in the event of the President's absence.
- II. Vice-President
- a. Assists the President by carrying out designated activities.
  - b. Assumes all duties of the President in their absence.
  - c. Carries out other duties associated with the office.
- III. Secretary
- a. Takes accurate minutes of all meetings
  - b. Verifies that a copy of type written minutes have been submitted to the Program Director, School of Radiologic Technology
  - c. Assumes responsibility for all class association correspondence.
  - d. Carries out other related duties as necessary.
- IV. Treasurer
- a. Purchases items and/or gifts as directed by the class President, when appropriate
- V. Class Advisor
- a. Assists in preparation of agendas for meetings.
  - b. Proofreads minutes prior to distribution by the secretaries.
  - c. Attends class meetings.
  - d. Serves as parliamentarian at class meetings, utilizing Robert's Rules of Order
  - e. Serves as a resource person for the class.
  - f. Keep copies of class minutes and all documents concerning class business
  - g. Clarifies class concerns and desires with the appropriate resource person.

#### **ARTICLE VIII – Meeting**

- I. At least four (4) regular meetings shall be scheduled during the academic year. All class members and the class advisors are encouraged to attend the scheduled class meetings.
- II. Special class meetings shall be called at any time upon request of the President of the class and the Class Advisor.
- III. The meeting's order of business:
- a. Call to Order
  - b. Attendance
  - c. Harassment Issues/Concerns
  - d. Approval of Minutes
  - e. Committee Reports by Representatives
  - f. Old Business
  - g. New Business
  - h. Student Concerns and Suggestions for the School
  - i. Clinical Concerns and Suggestions
  - j. Instructor Comments
  - k. Adjournment

## **ARTICLE IX – Quorum**

To constitute a quorum at class meetings, at least 5 individuals must be present

## **ARTICLE X – Parliamentary Procedure**

Robert’s Rules of Order, revised, shall govern the proceedings of the meetings

## **ARTICLE XI – Student Representation on Committees**

- I. Grievance
  - a. Membership – two students from each class
  - b. Voting – each member has voting privileges
  - c. Function – provides a formal mechanism to ensure prompt and equitable response to grievances

## **CLINICAL MAMMOGRAPHY ROTATION POLICY**

Conemaugh School of Radiologic Technology has revised/updated its Mammography Rotation Policy regarding the placement of students in clinical mammography rotations to observe and/or perform breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.) Under the revised/updated policy, all students will be offered the opportunity to participate in clinical mammography rotations. The program will make every effort to place a male student in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography only 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 settings 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 Attachment D to program’s policy and is also available on the JRCERT Web site, [www.jrcert.org](http://www.jrcert.org), Programs & Faculty, Program Resources.

## **CLINICAL PERFORMANCE POLICY**

In order for students to obtain the clinical experience necessary to master radiographic procedures, they will perform exams under direct and indirect supervision according to the Standards set forth by the JRCERT. Students, while present in the clinical area, must wear their ID badge where it is clearly visible to the hospital staff, the general public and the radiology patients. The ID badge will inform those concerned of the student’s name and that they are a

radiologic technology student. If, under any circumstances, a patient refuses the student's presence prior to an exam, the student will be asked to step out of the diagnostic room. If, for some coincidence, a student is unable to meet a clinical objective or complete a competency evaluation in a particular area due to the lack of patient participation, a contingency plan will be implemented. The contingency plan will offer the student the opportunity to simulate the exam in order to receive competency points and meet the clinical requirements of the school. The patient will be also be informed of the student's clinical status regarding this rotation as to whether the student will be observing, assisting or performing the procedure. The student will participate at their clinical level only after the patient has given their approval. Due to the nature of the mammography exam, the female patient will be informed by a Clinical Instructor or Staff Technologist if a male student is assigned to mammography for a clinical rotation. If a patient states they would feel uncomfortable with a male student present during the procedure, the male student will not be permitted to participate in the exam.

## **CLINICAL OBJECTIVES**

### **DAYLIGHT ROTATION**

**During daylight clinical rotations, under direct or indirect supervision, the student will be able to:**

1. Correctly position the patient for diagnostic procedures including urography, upper and lower gastrointestinal radiography, mobile radiography and interventional radiography.
2. Assist with the radiographic procedures in the OR and cysto suite.
3. Actively participate in mammographic and DEXA procedures.
4. Provide for patient safety and care, and follow the guidelines for radiation safety procedures for each examination.
5. Properly mark all images with the patient's name, number, date, time and right or left lead marker.
6. Operate the x-ray tube, upright grid device, tube locks, and control panel on fixed, mobile and fluoroscopic/radiographic units
7. Assist in determining and setting correct exposure factors on the control panels under direct/indirect supervision
8. Evaluate the technical quality of each image and correct any errors with limited assistance.

*\*See Clinical Master Plan for specific room objectives per Semester*

### **OFF-SHIFT/EVENING ROTATIONS**

**During evening and overnight clinical rotations, under direct or indirect supervision, the student will be able to:**

1. Competently perform routine examinations under indirect supervision, as long as the student has demonstrated competency.
2. Adequately immobilize uncooperative patients with assistance.
3. Deviate from a standard procedure in the emergency room if necessary to produce a diagnostic quality radiographic image.
4. Analyze emergency situations which may exist in the radiology department during off-

shift/evening shifts and apply principles of technique conversion when complex situations arise.

5. Evaluate technical quality of the image and correct any errors with limited assistance.
6. Evaluate anatomy and accuracy in positioning of images and correct any errors with limited assistance.
7. Begin to work independently & efficiently on most examinations.

*\*See Clinical Master Plan/specific Semester objectives.*

## **WEEKEND ROTATIONS**

**During evening and overnight clinical rotations, under direct or indirect supervision, the student will be able to:**

1. Competently perform routine examinations under indirect supervision, as long as the student has demonstrated competency
2. Participate in a valuable decision making process when dealing with trauma patients and cases which vary from the normal routines
3. Become confident in their own abilities as they function as a member of the health care team. (Positioning, Patient Care, Technique Selection and Image Critique)
4. Accumulate necessary unassisted clinical experience in order to perform as a “competent” Radiographer after graduation.
5. Prepare for clinical competency evaluations by performing radiographic procedures without interference from other students.
6. Experience the job responsibilities and scheduled shift rotations of a radiographer.
7. Develop interpersonal skills while working with a smaller group of individuals at one time. (Radiologists, Emergency Room Physicians and House Staff)
8. Receive individualized clinical instruction from a qualified technologist without interruptions.
9. Implement organized methods in completing daily tasks such as stocking supplies/linens, ordering examinations, maintaining the radiographic rooms and expediting patient/exam flow

*\*See Clinical Master Plan/specific Semester objectives.*

## **CLINICAL ROTATION POLICY**

The observation of the various aspects of radiography, supervision during execution of procedures, and evaluation of the results is necessary to obtain a mastery level of learning in Radiologic Technology. Any problem involving the student’s clinical training should be brought to the attention of the Program Director. First and Second Year students are required as part of their clinical education to obtain experience during various shifts. Students are to arrive at the scheduled clinical site promptly for any designated shift and after punching in, are to report to their assigned rooms.

### **I. Shift Rotations**

The shift rotations may include various daylight, evening, overnight, and weekend shifts. Hours are subject to change in order to accommodate the classroom schedule and student-to-technologist ratios.

**II. Assignment of Shifts**  
(See Clinical Schedule)

**III. Clinical Assignments**

Student's clinical assignments will also take place on a rotational basis and the schedule will be made by the Program Director/Clinical Coordinator. This is to insure that every student has had experience in all diagnostic x-ray rooms and in the other imaging modalities.

**IV. Room Shut Down**

In case of radiographic room shut down, the supervising RT or Clinical Coordinator should send the student to another room, who will reassign the student(s). Clinical Coordinator must be made aware of the change in clinical site.

**V. Image Critique**

The supervising technologist and/or staff RT's will be responsible for the critiquing of student radiographic images. If a repeat is necessary, an RT must provide direct supervision to the student on the repeat exam (See Supervision Policy).

**VI. Assigned Areas**

The students are to remain in their designated areas between patients unless told to relieve in another room. Students are not to walk around the halls or convene in groups and discuss outside matters.

## **COLLEGE CREDIT TRANSFER**

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

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

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

## **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.

### **COMPLAINTS POLICY (NON-ACADEMIC)**

Complaints of non-academic issues deemed as not seriously affecting a student's status in the School of Radiologic Technology should be discussed and resolved through respectful and detailed communication with the appropriate individuals. The process of communication should follow the chain of command. The decision of the Program Director is final.

### **CONTINGENCY PLAN**

#### **PURPOSE**

Whenever an emergency affecting the education of students enrolled in the Program reaches proportions that cannot be handled by routine measures, the following contingency guidelines may be implemented by the Program Director, Clinical Coordinator, School Administration or Facility Administration.

Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate the contingencies of various types and magnitudes.

- Unable to continue with in-classroom didactic education
- Unable to participate in patients' exams in the clinical sites
- Provide an extension for graduation dates until students are able to fulfill their didactic and clinical education
- Consider delaying admissions to enable the currently enrolled students the opportunity to matriculate

#### **POLICY**

##### **Classroom Education**

- A. Students will be notified immediately that classroom instruction has to be altered or discontinued
- B. Faculty will adjust lesson plans to accommodate distance education delivery
- C. Verification of student emails outside of the organization is obtained so not to disrupt continued and frequent communication
- D. Students will return to didactic education when faculty deems it safe.

##### **Clinical Education**

- A. If possible, clinical labs may continue in a controlled environment under the supervision of the Clinical Coordinator or Faculty member

- B. Students will return to clinical sites when the faculty deems it safe
- C. This may mean that students could be reassigned to a different clinical facility or site, or to a non-traditional shift, such as evenings and weekends in order to accommodate the student
- D. The Program will adhere to the supervision policies
- E. The Program will assure adequate PPE is provided to maintain and ensure student safety
- F. The Program will review and possibly revise the clinical education plan to assure that all students are provided equitable learning activities regardless of the type of facility (ex – trauma or outpatient center)

The Conemaugh School of Radiologic Technology will work with its affiliates to assure they are aware of the steps being taken to ensure student safety and to keep them apprised of the program's plan for the students' education.

### **Financial Aid**

The Student Financial Services Department administers Title IV funding in accordance with federal and state regulations. In the event of an emergency affecting the education of enrolled students, the Student Financial Services Department will follow directives of the U.S. Department of Education and any other funding authority source to ensure compliance.

Students will be notified of any adjustments or regulatory changes that may impact the students' accounts.

## **CORRECTIVE ACTION POLICY**

It is the right and responsibility of Conemaugh School of Radiologic Technology to maintain proper behavior and efficiency of its students. Each student must be informed of the rules and regulations in effect and of the corrective actions which will be applied when the rules are violated.

### **CORRECTIVE ACTION PROCEDURE**

When a student fails to follow Hospital/School rules/policies, the steps for corrective action are listed below and will be followed in succession each time an infraction occurs. Each offense will have a written acknowledgement signed by the manager / security officer and the violator.

1. First Offense: Documented Verbal Warning of reprimand.
2. Second Offense: First Corrective Action Report (Written Warning). Documentation of the incident will be signed by the student and a faculty member and submitted to the student's file.
3. Third Offense: Final Corrective Action Report (Second Written Warning).
4. Fourth Offense: Suspension\* (\*Can involve up to three days to be rescheduled after graduation), Probation (See Probation Policy), and or Dismissal.

Suspension or dismissal may be recommended by the Program Director.

The following list gives examples of offenses which would be dealt with utilizing the corrective action procedure or may result in termination of the student without notice, includes:

1. Unwillingness and/or refusal to perform clinical duties. (Insubordination)
2. Unwillingness and/or refusal to submit clinical documentation papers. (Insubordination)
3. Refusal to follow legitimate and/or proper clinical instructions.
4. Smoking, eating or drinking in restricted areas.
5. Excessive tardiness/absenteeism.
6. Verbal abuse of everyone except patients. **(Verbal abuse of patients will result in immediate termination.)**
7. Violations of the School Policies, i.e. Dress Code Policy
8. Violations of the Allied Health Program Policies
9. Conduct which is considered improper or inappropriate while on duty.
10. The use of alcoholic beverages on Hospital/School property or reporting to School while under the influence of alcoholic beverages **will result in immediate termination.**
11. The possession, sale or use of a controlled substance other than a drug prescribed by a physician **will result in immediate termination.**
12. Theft from the Hospital/School, employees, patients or anyone on Hospital/School property.
13. Absence of three School days or more without notice to the Program Director, unless the excuse is offered and accepted by the Program Director.
14. Falsifying records (Hospital/School) **will result in immediate termination.**
15. Abuse of Hospital/School equipment, includes careless or intentional damage to Hospital/School property.

## **SUMMARY**

The intent of this policy is to provide fair and impartial treatment to all students. It is evident that this policy covers only the most significant areas and does not include other occasional or special cases and should not be construed as a detailed description of all circumstances that might arise in the administration of this policy. Any points not specifically covered by this policy must be considered by the Program Director. It must be emphasized that there is no substitute for supervisory experience and judgment in the administration of this policy.

## **SUSPENSION POLICY GUIDELINES**

Suspension may be recommended by the Program Director:

1. Suspension may be in effect up to three days of scheduled School activities.
2. The suspension will begin on the first day of a scheduled School activity following the infraction, providing the suspension does not disrupt the clinical or didactic education of the other students. This judgment will be made by the Program Director.
3. The total number of hours missed due to the suspension will be rescheduled.
4. Scheduled school activity include hours spent in clinical rotations, seminars, and classroom instruction.
5. The rescheduled hours will involve the same clinical rotations missed during the suspension.
6. If an infraction occurs which warrants suspension when the Program Director is not present, administrative authority is then delegated to a designated instructor

Violations of the program rules must be formally recorded. The record should be signed by both the Director/Instructor and student. The original record should be kept in the student's file.

The student has the right to disagree with any report which they feel is unjust and the student should write his comments in the space provided on corrective action sheet. If the student refuses to sign the report, a notation should be made that the student has read the report but refuses to sign it.

## **DRESS CODE POLICY**

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

### **Uniforms:**

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

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

### **Student Identification:**

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

**Shoes/Socks:**

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

**Undergarments:**

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

**Lab Jackets and/or Coats:**

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

**Jewelry:**

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

**Hair:**

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

**Hygiene:**

1. Daily bathing, use of deodorants and mouth care are expected. Clean dental hygiene and teeth in good repair are required.

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

**Contact Lenses/Glasses:**

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

**Body Tattoos:**

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

**Tongue:**

Having a sliced tongue to be forked is not permitted.

**Make-up and Facial Implants:**

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

**Drinking/Eating:**

Drinking or eating is *not* permitted in the clinical areas (radiographic rooms, front desk, QC area,...).

**Overall Attire and Conduct:**

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

## **DUE PROCESS GUIDELINES CONCERNING UNACCEPTABLE PROFESSIONAL CONDUCT**

Unacceptable professional conduct is defined as “failure to behave in any way not consistent with the mission and regulations of DLP Conemaugh Memorial Medical Center or the School” (see Serious Forms of Unsatisfactory Conduct).

1. Faculty are primarily responsible to ensure proper conduct of the students as designed by the program and hospital standards.

2. This will also include following current CDC and OSHA Guidelines in regards to Blood Borne Pathogens and Standard/Universal Precautions. The Program Director and the faculty are responsible for overall surveillance and policies regulating the conduct of the students.
3. Investigation of any report of inappropriate conduct of a student shall come under jurisdiction of the director or their designee, who will assume responsibility for immediate investigation, documentation and resolution of any report of unacceptable conduct. Conduct issues that do not comply with hospital policy will be handled by the Corporate Compliance Department.
4. Should resolution be unsatisfactory, the student may file a request to refer the matter to the Director of School of Nursing & Allied Health Programs who will investigate the matter promptly.
5. The student must have the opportunity to appear in their own defense and may initiate the academic appeal or grievance procedure if needed.
6. The decision of the Director of Nursing & Allied Health Programs or designee is final.
7. Records - A report of the corrective action shall routinely be placed on file in the student's permanent record.

### **SERIOUS FORMS OF UNSATISFACTORY CONDUCT**

Although the policy is generally based on corrective action, there is certain conduct that may result in termination of students without notice, including:

1. Abusive treatment of patient
2. Conduct which is considered improper or inappropriate while on duty.
3. Insubordination.
4. The use of alcoholic beverages on Hospital property or reporting to school while under the influence of alcoholic beverages.
5. The possession, sale or use of a controlled substance other than a drug prescribed by a physician.
6. Unauthorized release of confidential information.
7. Theft from the Hospital, employees, patients or anyone on Hospital property.
8. Absence for three school days or more without notice to instructor or Program Director, unless a reasonable excuse is offered and accepted by the Program Director.
9. Falsifying program application.
10. Abuse of Hospital equipment, including careless or intentional damage to Hospital property.
11. Any grossly negligent, careless or willful act which may result in personal injury, patient injury or damage to Hospital property.
12. Cheating in any form.
13. Willful disregard of policies including current CDC and OSHA Guidelines regarding Blood borne Pathogens and Standard Precautions.

The above list is illustrative of the type of behavior that will not be permitted and is not meant to be all-inclusive.

## **EQUIPMENT/COMPUTER/INTERNET USE POLICY**

Students are **not** permitted to use the computers in the Radiology Department, Hospital or Library for private purposes. It is against hospital policy to use **any** computer for other than hospital purposes. This includes the internet and copiers. (The internet is monitored from the IT Department.) The copy machines are only to be used for hospital and school related purposes (**and** you must get permission before you copy any educational material). The computers in the Radiology Department are specifically to retrieve patient information or Intranet access **only**. Unauthorized use of the computers/internet/copiers will lead to corrective action and possible termination.

## **FINANCIAL AID POLICY**

### **FINANCIAL SERVICES**

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

- Tuition and fees are estimated for each academic year and are subject to change. The Program Directors and the Student Financial Services Office are responsible for explaining the costs of the program and the student's financial responsibilities.
- Upon a student's acceptance into a program, the Student Financial Services Office is notified of the student's demographic information. Students are required to pay a non-refundable registration fee to ensure enrollment in the program.
- The Program Directors are responsible for providing the Student Financial Services Office with:
  - Student rosters and enrollment information
  - Academic calendar
  - Tuition, fees and other charges
- Title IV financial aid through Conemaugh is available to the School of Radiologic Technology only.
- Students are billed for semester tuition and fees with payment due two weeks prior to the semester start date. Further details on payment procedures can be found in each school's catalog.
- Specific policies for each program regarding Student Financial Services can be found in their respective catalogs.
- The Student Financial Services Policy and Procedure Manual is located in the Student Financial Services Office and in the Health Sciences Library.

### **STUDENT FINANCIAL OBLIGATIONS**

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

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

Students with outstanding financial obligations will have a hold on their account and may not be permitted to advance in the program, receive official transcripts or grades, or participate in graduation (or receive certificate/pin) until the hold is cleared. At the discretion of School Administration, students may also be prevented from attending class and clinical.

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

### **STUDENT LENDING CODE OF CONDUCT**

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

- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools do not participate in any revenue-sharing arrangements with any lender.
- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools do not permit any officer, employee or agent of the school who is employed in the Student Financial Services Office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.
- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools do not permit any officer, employee or agent of the school who is employed in the Student Financial Services Office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.
- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools do not permit any officer, employee or agent of the school who is employed in the Student Financial Services Office or is otherwise involved in the administration of education loans to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors.
- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools do allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or

guarantors.

- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools do not assign a lender to any first-time borrower through financial aid packaging or any other means.
- Conemaugh Memorial Medical Center School of Nursing and Allied Health Schools recognize that a borrower has the right to choose any lender from which to borrow to finance their education.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34CFR Part 99) is a Federal Law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate education interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA

bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202)260-3887 voice. Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact the U.S. Department of Education at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington DC 20202-5920

## **FIRE INSTRUCTIONS POLICY**

### **FIRE INSTRUCTIONS POLICY**

1. Know the proper exit routes and the location and operation of fire extinguishers and fire alarm boxes in the education areas and patient areas to which you are assigned.
2. Participate in the fire drill
3. Be familiar with proper steps to follow in case of fire.
4. In case of seeing smoke, smoke smell and/or fire:
  - a. Rescue the persons in immediate, life-threatening danger
  - b. Go to the nearest fire alarm box and pull the lever down
  - c. Dial 222 on the Hospital telephone. Identify yourself, location and nature of the emergency.
  - d. If you area in a **patient area**, follow these precautions:
    1. Close all windows and doors; clear the hallways
    2. Restrict unnecessary telephone calls and paging
    3. Restrict the use of elevators
    4. Keep patients and visitors calm
    5. Follow these steps to control oxygen use:
      - a. Determine which patients are on oxygen and which can safely be removed from oxygen
      - b. Await further instructions from Johnstown Fire department or Administration
  - e. If you are in the Classroom, follow these steps:
    1. Upon hearing the fire alarm, close doors and windows (do not turn out the lights) and leave the building via the nearest exit. **Do not use the elevator.**
    2. Exit quickly, but do not run.
    3. Remain outside until permitted to return
    4. Assume that all fire alarms indicate genuine emergencies

### **EXTINGUISHING FIRES**

The decision to attempt to extinguish a fire must be based on the facts at the time of the fire. The decision should be made quickly.

1. Do not attempt to extinguish a fire until ***after*** you are sure that all persons are safe from immediate danger, an **alarm** has been announced, and **222** has been dialed.

2. If the fire is too large to put out with a portable fire extinguisher, attempt **ONLY** to contain the fire by shutting doors and leave the building.
3. Various methods of extinguishing fires are:
  - a. Smothering – use blanket, sheet, etc. to smother fire. This is useful in extinguishing wastebasket fires.
  - b. Dry Chemical ABC Fire Extinguisher – extinguishes all types of fires.
  - c. Carbon Dioxide BC Fire Extinguisher – best to extinguish electrical fires.
  - d. Water Extinguisher – extinguishes ordinary combustibles, such as wood, paper, linen or trash. Do **not** use on flammable, liquid or electrical fires.
  - e. All extinguishers must be properly activated to be used. Pull pin or press electrical release lever; hold nozzle firmly; squeeze handle, sweep back and forth slowly, aiming at base of flames. See printed instructions on the extinguisher.
  - f. Fire instructions are posted in each classroom and near the fire extinguisher located in the hallway near the classroom

### **FIRE/ELECTRICAL SAFETY/DIASTER PLAN**

Identify the locations of fire extinguishers, fire exits, fire alarms, and oxygen shut-off valves.

- “Medical Emergency + Location” = Cardiac Arrest – Adult
- “Medical Emergency Pediatric + Location” = Cardiac Arrest – Pediatric
- “Rapid Response + Location” = Deterioration of any individual
- “Stroke Alert + Location” = Stroke Symptoms
- “Trauma Alert + ETA” = Trauma of any individual
- “STEMI Alert + Location + ETA” = Cardiac Symptoms / STEMI
- “Bomb Threat + Location” = Bomb Threat
- “Fire Alert + Location” = Fire
- “Missing Person + Description (Gender + Age) + Location” = Abduction / Elopement
- “Active Intruder + Location” = Active Intruder / Person with a Weapon
- “Security Alert + Location” = Combative Patient or Person
- “Disaster Alert Trauma” = Disaster with Patient Surge
- “Disaster Alert Chemical / Biological” = “Chemical or Biological Disaster
- “Utility Failure (Type) + Location” = Utility Failure
- “Weather Alert + Descriptor (Type of Weather)” = Weather Emergency
- “Haz Mat Spill + Location” = Hazardous Material Spill

### **RACE: Fire Response**

- R** – Rescue: Rescue persons, if in immediate life-threatening danger
- A** – Alarm: Pull nearest fire alarm and dial 222. Tell the operator your location and the nature of emergency
- C** – Contain: Close all doors and windows
- E** – Extinguish: Extinguish or Evacuate

### **PASS: Fire Extinguisher Usage**

- P** – Pull: Pull the locking pin or release lever
- A** – Aim: Aim the extinguisher by holding the nozzle firmly
- S** – Squeeze: Squeeze the handle
- S** – Sweep: Sweep the nozzle back and forth slowly, aiming at the base of the flames

## **FUNERAL LEAVE POLICY**

A student will be granted up to three (3) days off at the time of death of an immediate family member and one day off at the time of death of a close family member. The student must notify the Program Director as soon as possible regarding the situation and need for time off. Upon return to school the student must complete and submit a Funeral Leave Policy Form.

### **Immediate Family Member:**

Student's spouse, parent, child, sister, brother, legal guardian or ward, grandparent, great-grandparent, grandchild, great-grandchild, mother or father-in-law, daughter or son-in-law, sister or brother-in-law, step-child, step-mother, step-father, step-sister, step-brother or any individual living with the student.

### **Close Family Member:**

Student's aunt, uncle, first cousin, niece, nephew, grandparent in-law, great-grandparent in-law or any "ex-in-law/spouse."

**Definitions:** Recognizing that family relationships can be "extended" the following definitions should be used for clarification purposes for this policy:

- Great-grandparent: The great-grandparent of the student's mother or father.
- Great-grandchild: The great-grandchild of the student's daughter or son.
- Sister-in-law: The sister of the student's spouse; the wife of the student's brother; the wife of the brother of student's spouse.
- Brother-in-law: The brother of the student's spouse; the husband of the student's sister; the husband of the student's spouse's sister.
- Step-child: The son or daughter from another marriage of the student's wife or husband.
- Step-parent: The spouse of the student's mother or father.
- Step-sister: The daughter of the student's step-parent.
- Step-brother: The son of the student's step-parent.
- Aunt: The sister of the student's father or mother; the wife of the student's uncle as defined herein. This does not include the sister of the student's mother-in-law or father-in-law.
- Uncle: The brother of the student's father or mother; the husband of the student's aunt as defined herein. This does not include the brother of the student's mother-in-law or father-in-law.
- First Cousin: The daughter or son of the student's aunt or uncle (as defined above).
- Niece: The daughter of the student's brother or sister; the daughter of the student's spouse's brother or sister.
- Nephew: The son of the student's brother or sister; the son of the student's spouse's brother or sister.
- Grandparent in-law: The grandparent of the student's spouse.
- Great-grandparent in-law: The great-grandparent of the student's spouse.

## GRADING POLICY

Students' progress through the program by meeting standards of: academic achievement, attendance, professional behavior, financial obligations, and program requirements of the School. Students must earn a **78%** average in all required program courses and clinical education. Students must earn at least a "C" letter grade for courses through PHCC. Conemaugh final course grades are calculated on a percentage scale and may include homework assignments, quiz averages, unit exam averages and final exam grades, each of which contribute various weighted averages for the course (See **Attachment C – Class/Clinical Schedule**). 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. *See specific course syllabi.*

A competency-based evaluation system is used for the clinical aspect of the program. Students must achieve the required competencies for each semester in order to progress through and complete the program.

Students experiencing course difficulties will be requested to have a conference with the instructor of the course. Areas of concern and methodologies for improvement are to be discussed. A form is completed by the student and involved course faculty. The purpose of the conference is to provide recommendations for improvement and student comments will be written and kept with the student record. A student must sign a form if they waive their right to remediation.

### GRADING SYSTEM

#### *Pennsylvania Highlands Community College*

(percentage grades for each letter grade is determined by the course faculty):

<b>Grade/Letter</b>	<b>Quality Point</b>	<b>Description</b>
A	4	Superior/Excellent
B	3	Good/Above Average
C	2	Satisfactory/Average
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

**\*\*For students taking coursework through Pennsylvania Highlands Community College, students must abide by policies set forth by college/university. Students are expected to earn a letter grade "C" or better in coursework from either college or university to progress through program.\*\***

**Conemaugh School of Radiologic Technology:**

Grade/Letter	Percentage	Quality Point	Description
A		93-100	4 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

Each individual evaluation tool will be graded on this scale. The student must pass each course with at least a 78% average in order to progress through the program and graduate.

**CALCULATING CUMULATIVE QUALITY POINT AVERAGE**

The student’s cumulative quality point average is obtained by adding all course credits and course quality points. The sum of the total quality points is then divided by the sum of the credits: Sum of quality points/Sum of Credits = Quality Point Average (QPA). Quality points for each course are determined by multiplying the number of credit hours by the number of quality points awarded according to the grade received. For example: A “B” grade in Introduction to Psychology equals 9 quality points. Three (3) Quality Points x 3 credits = 9 course quality points. ***Courses transferred in to the School of Radiologic Technology are not calculated in the determination of the QPA. For courses that are repeated, the second course grade is utilized to calculate the QPA.***

Sample calculation of quality point average:

Course	Grade	Quality Points	X	Credits	=	Course Quality Points
English Composition	B+	3.25	X	3 *	=	9.75
General Psychology	A	4	X	3 *	=	12
Introduction To Radiologic Technology	B	3	X	3	=	9
				9		30.75

Sum of Quality Points/Sum of Credits = 30.75/9 = 3.42 QPA \* = college credits

**GRADUATION REQUIREMENTS POLICY**

A certificate of completion is issued after the student has:

1. Successfully completed all didactic studies, earned at least a 78% average in ALL courses and the final clinical competency evaluation.

2. Successfully completed the Competency Based Clinical Education System. (Earned all required competencies and turned in all required documents).
3. Completed required patient assessment competencies.
4. Accomplished the Terminal Objectives listed in the Student Guide.
5. Returned dosimeter, lead markers, and car pass to the Program Director.
6. Paid any remaining fees associated with the School or Institution.
7. Completed all required clinical rotations
8. Made up all clinical tardy time and time missed in excess of time allotted.
9. Made up any suspension time if applicable.
10. Returned all library resources signed out.
11. Cleaned out their locker(s) and mailboxes.
12. Completed an Exit Evaluation with the Program Director.
13. Signed all required Program Documentation.
14. Attend Graduation ceremonies.

\*A School pin, certificate of completion and cover and class picture will be presented at the graduation exercises provided the graduation fee has been paid prior to the ceremony.

## **GRADUATION AWARDS**

The academic standing and clinical awards are determined upon completion of the graduates' academic transcripts.

## **GRIEVANCE COMMITTEE AND PROCEDURE FOR SERIOUS NON-ACADEMIC ISSUES**

A grievance is an expression of dissatisfaction about something or someone that is the cause of subject or protest. A formal allegation against a party or program expressed in a written, signed statement.

The grievance procedure provides a prompt and fair resolution by providing the student a reason for an appeal of a decision. A grievance is defined as any and all serious non-academic disputes or complaints arising within the student body or between student/ students/ student body and faculty. The Committee will hear disputes relating to the violation of the Student Bill of Rights or violation of policies states in publications. A group grievance should be presented to the Grievance Committee by one representative. Guidance through the procedure is available from the Administrative Assistant, School of Nursing. To ensure a prompt resolution, each step must be completed in sequence with strict adherence to time limits. Failure to do so will result in dismissal of the grievance. The grievant has the option of discontinuing the proceeding at any stage of the procedure.

### **Objectives**

- I. Provides an opportunity to verbalize academic/non-academic grievances.
- II. Promotes responsibilities and individual freedom.
- III. Improves communicative processes between faculty and students

## **Functions**

- I. Incorporates the Student Bill of Rights into the educational system
- II. Provides an objective means of handling appeals.
- III. Provides a means for persons to express their dissatisfaction without fear of retaliation

## **Membership**

- I. One student or alternate student from each Allied Health Educational Program who is elected each year by class members.
- II. Program Directors from each Allied Health Education program. Chairperson will be elected on a regular yearly basis in January at the Coordinating Education Council Meeting.
- III. An election will be held by the class to replace a student member who is unable to fulfill responsibilities due to: Health, personal reasons, failure to attend scheduled meetings, breach of confidentiality or resignation. A member unable to fulfill the responsibilities must immediately notify the chairperson in writing.
- IV. If a grievance is filed against or by a member of the grievance committee, the member will be replaced for that specific proceeding. The temporary members will be voted on by the remaining members of the Grievance Committee.
- V. In the event a member cannot attend the meeting, they may select or have voted on an alternate designee.

## **Authority**

- I. To hear problems relating to violation of non-academic issues the Student Bill of Rights and Responsibilities or violation of criteria as states in the School Catalog/Student Guide/Student Handbook or Allied Health Program Policy Manual.
- II. Decisions made by the Grievance Committee are final. It is to be immediately enforced by both faculty and students.

## **Procedure**

- I. Informal Phase
  - a. The person initiating the grievance must discuss the incident with individual(s) directly involved within three (3) school days of the incident.
  - b. If the grievance remains unresolved the grievant and involved individuals may meet with the School Director within two (2) school days of the interaction.
  - c. If the grievance remains unresolved, the grievant may follow the formal phase of the procedure.
- II. Formal Phase, instituted in the event that the grievance is not resolved in the informal phase.
  - a. Request within one (1) school day, a hearing of the Grievance Committee.
  - b. Such a request shall be made on Form #201 (form attached at the end of this manual) and directed to the chairperson of the Grievance Committee. The Grievance Committee must schedule a hearing within three (3) school days from the date of application. A copy of the form will be kept on file in the Educational Secretaries Office.

- c. Forty-eight (48) hours prior to the scheduled Grievance Committee meeting, the persons involved must present to the chairperson of the Grievance Committee all written documentation concerning the grievance. The grievant and any individual affected by the grievance have a right to be informed of any evidence in advance of the hearing. Immediately upon receipt, the Grievance Committee chairperson shall supply the opposing side with the evidence summary. Evidence not supplied in this fashion by either side shall not be considered by the Grievance Committee.
  - d. All persons involved with the stated grievance will be notified by the chairperson 48 hours prior to the scheduled time of the meeting.
  - e. The grievant appears before the Grievance Committee and has the right to have a representative of choice at the meeting. Representative of choice does not testify.
  - f. The grievant may present evidence and witnesses relevant to the issue at hand. The grievant may question witnesses relevant to the issue at hand.
  - g. The grievant must be informed of any evidence against the grievant and its source.
  - h. Persons involved in the grievance have an equal opportunity to speak. The members of the Grievance Committee may only ask objective questions for clarification of the issue.
  - i. In order to obtain a verbatim account of the proceedings, they will be recorded on tape and transcribed in writing. The grievant will receive a copy of all documents, and a copy of the record and tape recording will be retained in the Allied Health Program Safety Deposit box for a period of five years.
  - j. Following testimony and formal argument, the record will be closed. The Grievance Committee then will convene behind closed doors to discuss the case and determine its decision. It is the ethical responsibility of the Committee members to maintain strict confidentiality regarding the proceedings.
  - k. The Committee's recommendation will be by simple majority and will be made the same day as the hearing. If a tie vote is registered by the Committee, the documented case proceedings are automatically forwarded to the Director School of Nursing and Allied Health Programs for a decision.
  - l. The grievant and any individual affected by the grievance will be called before the Committee and the chairperson will present the Committee recommendations orally. Also, the decision of the Committee will be made in writing by the chairperson to the grievant within one (1) week of the hearing.
- III. Right to Appeal – In the event that the grievant feels that the case has been unfairly handled a final appeal may be made to Conemaugh's Vice President over the Education Programs. However, the grievant is bound by the Committee's and/or Director, School of Nursing and Allied Health Programs decision until a decision is rendered by the Vice President or designated institutional official.

## **GRIEVANCE POLICY**

All students have the right to appeal administrative decisions made by the faculty and staff of the Conemaugh School of Radiologic Technology Program. The student must follow the levels as listed below, in the order they are listed. Any attempt to bypass a step of the process will result in

the termination of the appeal process. Before the grievance policy may be initiated at step one, the student is required to meet with the other individual(s) in an attempt to rectify the situation. If the perceived grievance is not rectified through a meeting, the formal process, as detailed below, will begin.

### **STEP ONE**

Written statement delivered to the Program Director within five (5) business days of the incident. The statement must fully describe the circumstances giving rise to the perceived grievance and a description of the efforts made to resolve the grievance. A decision regarding this appeal will be made and delivered to the student within five (5) business days of receiving the appeal, exclusive of weekends, scheduled absences or sick days.

NOTE – if the incident involves the Program Director, the Program Director’s supervisor will review the incident and make a decision following the same timelines.

### **STEP TWO**

If the student desires to appeal the decision made at step one, the student must provide a written statement to the Radiography Director within five (5) business days of the decision at step one. The statement must fully describe the circumstances of the original incident and include a description of the efforts made to resolve the grievance at the previous step. A decision regarding this appeal will be made within five (5) business days of receiving the appeal, exclusive of weekends, scheduled absences or sick days.

### **STEP THREE**

If the student desires to appeal the decision made at step two, the student must present the perceived grievance within five (5) working days of the decision to the Director of the Conemaugh School of Nursing and Allied Health Programs. The Director will bring forth the grievance to the Chief Nursing Officer (“CNO”) of Conemaugh Memorial Medical Center. Within ten (10) business days, the Director or CNO will judge the merits of this appeal, or in certain situations at either the Director or CNO’s discretion, form a panel to consider the submitted information, and respond to the student in writing. The Director or CNO may request additional information or appearance before the Director, CNO, and/or panel. The decision of the Director, CNO, and/or panel will be final, without further appeal.

Once the student has proceeded through all three levels of the grievance policy, as stated above, the student has the right to appeal to the Joint Review Committee on Education in Radiologic Technology (JRCERT – [www.jrcert.org](http://www.jrcert.org)).

## **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) PRIVACY REQUIREMENTS**

Conemaugh Health System (CHS) recognizes the importance both legally and ethically of the implementing of policies and practices which protect individuals’ rights to privacy and confidentiality of their medical or otherwise protected health information. To this end, and to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) privacy requirements, a plan was developed.

## **REQUIREMENTS:**

- A. A Privacy Officer, responsible for monitoring compliance with HIPAA privacy regulations has been appointed by CHS.
- B. Department managers are responsible for implementing department specific procedures to comply with this plan.

## **RESPONSIBILITY:**

The Privacy Officer is responsible for overall implementation and global monitoring of this plan; department managers are responsible for implementation of this plan in their areas of responsibilities. Managers' implementation responsibilities should include:

- A. Assuring department procedures are in compliance with HIPAA privacy regulations.
- B. Account for medical information disclosures required by this plan.
- C. Training staff on departmental privacy policy and procedures relative to this plan.
- D. Assisting individuals in exercising their right under this plan.
- E. Reporting privacy violations to the Privacy Officer.
- F. Responding to and assisting with investigations of privacy violations by staff or CHS vendors.

## **HIPAA MINIMUM NECESSARY REQUIREMENT**

1. CHS is required to make all reasonable efforts not to use or disclose more than the minimum amount of protected health information (PHI) necessary to accomplish the intended purpose.
2. CHS must identify the types of protected health information to be disclosed, the types or classifications of persons who come in contact with protected health information, and the conditions that would apply for such access. Examples of category of workforces are:
  - a. Direct Clinical Care Workforce: Nurses, clinical professionals, and physicians would have unrestricted access to PHI to support delivery of the provisions of healthcare services to individuals.
  - b. Support Workforce: Must be defined by work tasks associated with work related contact of PHI. Categories of workforce can be identified by job class or job title.
3. For any type of disclosure that CHS makes on a routine and recurring basis, procedures, (which may be standard protocols), must be developed that limit the protected health information disclosed to the amount reasonably necessary to achieve the purpose of the disclosure.
4. Individuals are not permitted to access confidential healthcare information on any individual not under their care or assigned to them for hospital operational duties. (For example: a clinician may be assigned to review an individual record of another clinician for peer review purposes. A coder is permitted access to an individual's records in order to perform assigned coding duties. This means any physician, employee, volunteer, or contractor is not permitted to review a medical record, paper or electronic, of an individual in another care area, of a friend, a relative, or upon request of another individual.
5. Individuals with restricted access to confidential healthcare information are required to obtain permission to review information that may be necessary to provide healthcare services.
6. Individuals with restricted access to healthcare information who need to see any portion of

confidential protected healthcare information must obtain permission to view the information. This decision will be made by department directors/managers for each of the entities as defined by each entity's procedures.

7. If requested by a business associate of CHS or one of its entities, for the purpose or providing professional services to the hospital, may provide the minimum necessary amount of PHI to the business associate that allows the business associate to provide contracted services to CHS. CHS and the business associate prior to CHS or one of its entities releasing PHI must sign a business associate agreement.
8. The hospital may provide limited confidential healthcare information if requested for research purposes and according to the hospital's policy on research activities.
9. The hospital may not use, release or request an entire medical record unless the entire record is identified as being the minimal amount of information needed to accomplish the purpose of providing individual care or released upon authorization by the individual and/or their legal representative.

Misuse of protected health information will be subject to sanctions defined by CHS.

## **HOLIDAY POLICY**

The following holidays are observed by the Hospital and School:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Per the JRCERT, students are not permitted to be assigned to the clinical settings on the holidays that are observed by the sponsoring institution, which are listed above. (See **Attachment A – Academic Schedule**)

## **HOMEWORK POLICY**

At the discretion of the course instructor, homework or class assignments submitted late will be subject to a penalty. Circumstances beyond the student's control may allow for extensions in submission of homework or class assignments and will subject to the discretion of the course instructor.

## **INCLEMENT WEATHER POLICY**

Students pursuing a career in the health care field should realize the importance of punctuality and good attendance. Day-to-day operations in the Conemaugh Health System continue regardless of weather conditions. Patients require the same level and quality of care at all times.

Although we strongly believe that attendance assists in the formation of a professional work ethic, students should not take unnecessary risks.

At times, weather conditions in the Johnstown area may warrant the closure of the School of Radiologic Technology. In the event of an emergency situation, the Director, School of Nursing, will make a determination of School closure or individual class cancellation. The School currently use the **Remind® App** to inform students of closures/delays. Due to requirements of accrediting bodies and/or curriculum needs, revision of the academic schedule may be necessary. **Conemaugh values the educational and personal welfare of its academic population. Each individual has the responsibility to assess their ability to reach the educational campus safety.**

## **INDIVIDUAL CONFERENCE FOR CLINICAL DIFFICULTIES POLICY**

Students experiencing clinical difficulties will have a conference with the Clinical Coordinator. Areas of concern and methodologies for improvement are to be discussed. A form is completed by the student. The purpose of the conference, recommendations for improvement and student comments, will be written and kept with the student record.

## **INFECTION CONTROL POLICY**

Types of precautions:

1. Standard Precautions
2. Airborne Precautions
3. Contact Precautions
4. Droplet Precautions
5. AFB (Acid-Fast Bacilli) Precautions
6. VZV (Varicella-Zoster Virus) Precautions
7. COVID-19 Precautions

*For detailed information, see Radiology and Hospital Policy on Intranet.*

## **INTERNET INFORMATION/PICTURES**

The student is expected to model the profession of radiologic technology in a positive manner. Privacy issues, defamation of character or descriptive information/photos that identify a patient, family or fellow professional may violate HIPAA regulations, be viewed as slanderous behavior or not in keeping with the caring behaviors taught by the School. A situation that comes to attention of the School will be reported to Corporate Compliance. A disciplinary decision will be made by the facility or the Corporate Compliance Department. Students are not permitted to take pictures of themselves or others in their uniforms and/or wearing of their ID badge inside or outside the facility.

## **JURY/MILITARY DUTY POLICY**

Students who receive a notice for jury or military duty should make an appointment to discuss with the Program Director

### **JURY DUTY**

The student must submit the jury notification letter to the Program Director to be excused from school for jury duty.

Jury duty is considered an educational experience, and students may be excused to serve. If possible, arrangements will be made to change the student's schedule to allow time for duty. Missed time may have to be made up in order to meet objectives. If the call to jury is detrimental to the student's education, a letter asking that the student be excused or reassigned will be sent to the Clerk of Courts.

Upon return to school, proof of jury duty attendance must be submitted to the School office.

### **MILITARY DUTY**

1. Reserve Training Leave
  - a. Students subject to reserve training must:
    - i. Submit a copy of the orders and a written request for military leave to the Program Director. If the reserve training schedule is detrimental to the student's education, a letter requesting that the training be rescheduled will be sent to the appropriate person
    - ii. Meet with the Program Director to determine if an educational schedule can be developed around the military leave. If possible, the student's schedule will be changed. Makeup time may have to be scheduled during vacation in order to meet the educational objectives
    - iii. Return promptly at the completion of the leave.
2. Extended Military Leave
  - a. Students subject to extended military leave must submit a copy of the orders and a written request for the military leave to the Program Director
  - b. A military leave will be granted to students in good standing whose studies are voluntarily or involuntarily interrupted by active military duty
  - c. Readmission will be granted based on standards established by the current Veteran's Administration Law and the student's ability to meet the School's educational objectives

## **LEARNING ENVIRONMENT**

Students are to be respectful and courteous to the teacher, guests and fellow classmates. Private conversations between class mates is distracting and denies an equal opportunity for all persons present to get the full and positive benefit of the teaching-learning environment. Additional examples of misconduct in the learning environment are: sleeping, distracting behavior, answering pagers/beepers/cell phones, texting, passing notes, disputing faculty authority and expertise, interference with academic activities, falsification, stealing, and working on crafts.

Students need to assist in maintaining a conducive learning environment and conduct control. If information presented needs clarified, the faculty welcomes questions. Faculty have the right to assign classroom seating or ask a disruptive student to leave the learning environment. Profanity or disrespect in any form via verbal, nonverbal or gesture will not be tolerated. Oral and written communication, is in keeping with the Code of Conduct and Commitment to Excellence Standards of Memorial Medical Center. Audio-visual or communicative devices must be turned off and not utilized during teaching/learning activities or meetings. Electronic earpieces are not permitted. These devices are not permitted in a testing environment. In the health care setting, the student must comply with the Hospital's cell phone policy.

## **MAIL AND MESSAGES POLICY**

All students will receive mail through the Program Director's office or messages can be sent/received via Microsoft Outlook Email. Students should check Outlook Email daily. Students should check their mailboxes frequently.

In case of an emergency, every effort will be made to get the message to the student.

## **MEALS AND BREAKS**

Time for meals is scheduled daily in the student academic schedule from the School of Radiologic Technology. Time is allotted to allow students time to relax and become adequately nourished.

Breaks are provided on class/clinical days.

Food and beverages may be purchased from the:

- a. Coffee Bean
- b. Cross Roads Café
- c. "E" and "F" Building Vending Machines
- d. Local restaurants

Locker room, refrigerator and microwave ovens are available.

Students must inform the Program Director or Clinical Coordinator when leaving the hospital premise during breaks or lunch or anytime during program hours. If the PD or CC is not available, the student should leave a phone message or e-mail.

## **MILITARY TIME**

Military time is used on official School and Hospital documents

## **NON-HARASSMENT POLICY**

It is the policy of Conemaugh that verbal or physical conduct by an employee, Medical Staff member, Board member, Student, or independent third party providing contracted services at Conemaugh which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive or hostile environment is not permitted. Harassment on the basis of race, color, religious creed, sex, age, ancestry, national origin, citizenship, veteran's status or disability is prohibited. (Students utilize the following policy.)

### **GUIDELINE:**

1. Every manager and supervisor has the responsibility to maintain the workplace free from any form of harassment. Every staff member has the obligation to not harass.
2. Harassment includes but is not limited to slurs, epithets, threats, derogatory remarks, unwelcome "jokes", teasing, unwanted touching, sexual advances, offenses of a physical or verbal nature which is directed against someone due to the aforementioned personal characteristics.
3. Any employee or student who believes that the actions or words of a supervisor, fellow-employee, Medical Staff, Board member, Student or independent third party constitutes unwelcome harassment has a responsibility to report as soon as possible to their supervisor, or Program Director to the procedure listed below.
4. All complaints will be investigated promptly according to the procedure listed below.
5. All information obtained will be restricted and confidential and all parties involved will be advised of such, although an absolute guarantee of confidentiality is not possible.

### **PROCEDURE**

**Reporting** – Because of Conemaugh's strict policy prohibiting harassment and its commitment to properly handle alleged occurrences, all reports will be investigated. Once communicated, an investigation will be conducted.

1. If both parties involved (the individual who reports the complaint and the accused) are employees or students, the reporting party must report the event to either the appropriate Supervisor or Program Director. A Corporate Officer may also be approached by the reporting party if the circumstances are such that an objective is not possible by the appropriate Supervisor or Human Resources Department. The individual who receives the complaint will conduct the investigation and is referred to as the investigator.
2. If one of the parties involved is an employee or student of the Hospital and the other is a member of the Medical Staff, the following procedure will be followed:
  - a. If a Hospital employee or student initiates the complaint, the supervisor or Program Director, Director of Educational Program's (whoever receives the complaint) will discuss the situation with the Senior Vice-President for Medical Affairs and President of Memorial Medical Center. A consensus will be reached regarding the appropriate investigation and who the investigator will be.
  - b. In the event that the party who brings the complaint is a member of the Medical Staff, the complaint should be discussed with the Department Chairman or to the Senior Vice-President for Medical Affairs. If the complaint is first brought to the attention of the Department Chairman, it should be immediately relayed to the Senior Vice President for Medical Affairs who will discuss the matter with the Director, Human Resources and President, Memorial Medical Center. A

consensus will be reached regarding the appropriate investigation and who the investigator will be.

3. If both parties involved are members of the Medical Staff, the matter will be handled by the Medical Staff according to the bylaws.
4. If the reporting party is an employee or student and the alleged harasser is a Board member, student or an independent third party, the Program Director will discuss the complaint with the Director of Education Programs. A consensus will be reached regarding the appropriate investigation and who the investigator will be.

## **INVESTIGATION**

The complaint will be investigated in a confidential manner immediately as follows:

1. The reporting party must document the complaint and present the complaint to the investigator. The complaint should include a description of the event, time, location, people involved, witness(s) and all relevant circumstances or contributing factors
2. The investigator will interview the reporting person and witness(s) in a consistent and objective manner. Thoroughness is essential. The investigator will also evaluate the credibility of all parties involved.
3. The investigator will interview the alleged harasser and provide feedback from previous information received from reporting person and witness(s).
4. The investigator will determine whether the reporting person should be re-interviewed or whether an explanation to the alleged harasser should be given.
5. The investigator will follow up on open issues.
6. The investigator will make a determination as to whether there was harassment, document results of the process and submit findings to the appropriate Corporate Officer. All investigation findings and reports will be maintained in a confidential manner in the Human Resources Department or Educational Program Office.
7. The reporting person will be advised of the investigation results and findings and conclusions.

## **CONFIDENTIALITY**

Each party involved is to maintain strict confidentiality throughout the investigation and violations by any party will be considered an independent violation and cause for discipline according to the Performance Improvement Policy #5525.

## **PERFORMANCE EVALUATION POLICY**

It is the responsibility of the School of Radiologic Technology to conduct individual performance evaluations on each student at the end of every semester. These sessions must be routinely scheduled and permanent documentation must be submitted to the students' file.

During the twenty-one months of instruction, the Program Director will conduct scheduled evaluation sessions with each student. These sessions will be scheduled during the whole semester. A final evaluation will be done at the end of the semester. The sessions are designed to inform the student about their didactic and clinical performance in the program. During the session, the student will receive the following information:

- Course grades and Clinical grades
- Clinical Competency Progress
- Absenteeism/Tardiness
- Technologist Evaluation Results (if applicable)

The evaluation criteria are discussed and if problems exist, solutions are jointly acknowledged by both parties. The student is given the opportunity to comment on the evaluation in writing, perform a self-evaluation and provide suggestions for program improvement. The evaluation form is signed and dated by the student and the evaluator to demonstrate the session occurred. The original is placed in the student's file in the school office until graduation. The student receives a copy for their personal files and to share with any third parties of their choosing. During the last week of the program, the Program Director will conduct an **EXIT EVALUATION** with each student. This evaluation will occur when all didactic and clinical program requirements have been met by the student or upon withdrawal from the program. This evaluation must be conducted and recorded as official documentation of exit from the program. 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.

## **PLACEMENT ASSISTANCE**

Every effort is made to help place students/graduates in the job market. Studies conducted indicate that graduates who actively sought employment as a Graduate Radiologic Technologist were able to procure it. Radiologic Technologist shortages exist in many areas of the United States. Proposed changes in demographics indicate that the employment opportunities for RT's will continue to grow significantly.

Presently, the following services are offered to assist the student/graduate with placement:

1. The ACP 100 Academic Career Planning course is presented during the junior year regarding the interview process, constructing résumé's and writing cover letters.
2. The Administrative Assistant provides individual guidance regarding cover letter and resume writing.
3. Prior to graduation, the Program Director surveys the surrounding area for job opportunities.
4. References addressing job opportunities are available in the Health Sciences Library.
5. Access to the Internet via computer to seek nationwide job postings is available in the computer center of the Library.

## **POLICIES AND ORGANIZATIONAL PROCEDURES**

Policies and procedures of the organization are available for reference via the intranet. Students must comply with all policies and procedures of the Conemaugh Health System.

Students are not permitted to:

- Accept verbal orders
- Sign as a witness on legal forms
- Sign as a witness on consent forms
- Recommend a doctor or health service to patients
- Share protected information
- Photocopy protected patient information

## **POSTED STUDENT SCHEDULES POLICY**

Clinical and Didactic Schedules

- I. Consist of not more than 40 hours scheduled per week (excluding lunch/dinner break)
- II. Clinical schedule will be posted at least one week in advance. If further notice is needed, see Program Director/Clinical Coordinator)

Schedules are posted:

- I. Quality Control/XOMAT Area
- II. School Offices
- III. ER
- IV. Outpatient Area
- V. Classroom
- VI. Specialty Imaging Areas
- VII. Radiology Managers Office
- VIII. Off-site Areas

## **PREGNANCY POLICY**

For a complete copy of the Pennsylvania State Laws concerning Radiation Protection (including Pregnancy), please refer to the U.S. Nuclear Regulatory Commission Regulatory Guide, Office of Nuclear Regulatory Research (Regulatory Guide 8.13).

A student of Conemaugh School of Radiologic Technology has the right to declare or not declare the pregnancy. If the student chooses to declare their pregnancy, it must be in writing and provided to the Program Director and/or Clinical Coordinator. The student will be provided with a form to complete to officially declare the pregnancy, estimated month of conception, and indicate the expected date of delivery.

The student has the right to withdraw the pregnancy declaration at any time. Withdrawal of pregnancy declaration must be in writing. The student will be provided with an official form to withdraw the pregnancy declaration.

If written declaration is not provided, the student will not be considered pregnant.

### **PREGNANCY DECLARATION POLICY – PROCEDURES**

1. When the student declares their pregnancy, the student's previous radiation exposure will be reviewed, and modifications to the clinical schedule can be provided to the student. This is to keep fetal exposure to a minimum.
2. A second dosimetry monitor will be issued to the student for the purpose of monitoring the fetal exposure. This badge is to be worn at the level of the abdomen and will always be **under** the lead apron. Dosimetry reports will be closely monitored to ensure the maximum monthly limit has not been met or exceeded.
3. The student will be provided with counseling in general radiation safety practices and practices designed to minimize exposure to the fetus. This will include work habits, protective apparel, and scheduled clinical assignments.
  - a. The primary tool to be used to minimize fetal dose shall be distance, the wearing of protective apparel, and other shielding. The pregnant student shall never, under any circumstance, hold a patient during a radiologic exam.
  - b. The student will be required to read and sign a form attesting to the fact that the student has received instruction on fetal dose reduction practices
  - c. The student will be required to sign a form attesting the receipt of the Nuclear Regulatory Guide 8.13 and that the opportunity was presented to ask any questions regarding the Nuclear Regulatory Guide 8.13
4. Following the completion of the radiation safety counseling with the Radiation Safety Officer and Program Director, the student has the following options concerning their clinical education:
  - a. Continuing the program with no modification. The student remains enrolled in the program on a full-time basis provided didactic and clinical performance is not adversely affected and continued enrollment is approved by the student's personal physician.
  - b. Continue the program with modifications. Didactic modifications will be provided as needed, as long as the requirements are met in order to complete the course prior to program completion. Clinical modifications can be granted to remove the

student out of higher radiation areas. All clinical requirements must be met prior to program completion.

- c. The student may request a leave of absence from the program. In the event the student requests a leave of absence, all policies regarding a leave of absence must be followed.
- d. The student may request a medical leave with a re-entry option. The re-entry option states that the student may re-enter the program the next consecutive year. The student needs to re-apply to the program, but the application fee is waived as long as planned enrollment is in the next consecutive year. Placement in the curriculum plan will be determined by the Admission's Committee.
- e. The student may withdraw from the program

The School will not be responsible for injury to either the mother or the child due to radiation exposure during pregnancy if the student fails to notify the Program Director of such circumstances. Because radiation exposure has the potential for causing harmful biological effects to the embryo/fetus, especially during the first trimester of pregnancy, the School of Radiologic Technology strongly encourages students who become pregnant while enrolled in the program to inform the program officials.

On return to the School following maternity leave, the student must submit a written statement from their physician indicating they are able to return to the Program and should report to the Student Health Nurse prior to returning to the Program. The physician statement needs to include when the student is able to return to school and clinical rotations, and if the student has any restrictions in their activities with a specific timeframe.

I have read and understand Conemaugh's School of Radiologic Technology Pregnancy Policy.

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

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Program Director Signature \_\_\_\_\_ Date \_\_\_\_\_

**PREGNANCY POLICY DECLARATION  
STUDENT DECLARATION OF PREGNANCY**

Please complete the following and return to the Program Director as soon as possible. The Program Director will submit a copy of the completed form to the Radiation Safety Officer and the Student Health Nurse.

I am declaring that I am pregnant. I believe that I became pregnant in the month and year stated below:

<i>(Please insert month and year of pregnancy conception here.)</i>
<i>Expected due date:    /    /    .</i>

I understand that my radiation exposure during my entire pregnancy shall not exceed .05 rem (5 mSv) (unless the dose has already been exceeded between the time of conception and submitting this letter). I also understand that I may request a change in my clinical education rotations during my pregnancy. I understand that I must complete all clinical requirements for the program prior to my graduation.

I understand that I have the right to un-declare my pregnancy without any explanation or if I find out that I am not pregnant, or if my pregnancy is terminated.

I will promptly inform you in writing that my pregnancy has ended. (Informing the Program Director in writing when your pregnancy has ended is optional. This sentence may be crossed out if you wish.)

NAME (Please print):	
SIGNATURE:	DATE:

## Health Risks to Fetus from Ionizing Radiation

### Acknowledgement Form

The possible health risks to children who are exposed to radiation exposure during pregnancy have been explained to me, and a copy of the appendix to *Regulatory Guide 8.13* has been given to me for study. I fully understand the possible risks, and my own responsibility for safeguarding my unborn child during pregnancy.

STUDENT SIGNATURE:	DATE:
PROGRAM DIRECTOR SIGNATURE:	DATE:
RADIATION SAFETY OFFICER SIGNATURE:	DATE:

## **PROBATION POLICY**

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

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

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

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

## **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 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 patient care. The person who conceals mistakes of others is as guilty of that error as the actual participant.

## PROFESSIONAL CONDUCT GUIDE

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.

1. Students are directly responsible to the Clinical Instructor when on the clinical area.
2. Information obtained as a part of the clinical experience is privileged communication and must be treated as confidential and maintain HIPAA standards.
  - a. Privacy of the patient and family must be assured. Discussion regarding patients must be done in a professional manner.
  - b. Public places are not appropriate for discussion of confidential information.
  - c. Charts and other sources of medical information of non-assigned patients are not to be read.
  - d. Photocopying of patient information is not permitted.
3. Student must not:
  - a. Accept a verbal order.
  - b. Sign as witness on legal documents.
  - c. Accept money or gifts from patients or visitors.
  - d. Recommend a doctor or health service to patients.
4. All patients are to be addressed by use of the title of the patient's choice and greeted in a respectful manner
5. Students should be in the Hospital only when picking up clinical assignments, going to and from clinical, meals, or Employee Health Office.
6. Telephones are to be answered promptly. When answering the phone, the student identifies the department, states name and indicates that he or she is a student radiologic technologist.
7. Every effort should be made to keep the Hospital environment as quiet as possible.
8. Students are not to wait for other students on the clinical area.
9. Students are to comply with the Hospital visiting policy. Clinical attire is not acceptable when going to visit patients in the Hospital.
10. Adhere to the "Code of Excellence" guidelines set by Memorial Medical Center.
11. Follow the "Hospitality Standards" of Memorial Medical Center.
12. Follow HIPAA regulations.

## **PROFESSIONAL DEVELOPMENT OBJECTIVES: AFFECTIVE DOMAIN**

In addition to offering a transition from theory to application of skills, one of the purposes of clinical education is to impress upon the student the importance of appropriate professional behavior. A student who is achieving professional growth will demonstrate those observable characteristics defined as desirable in a true professional.

**Dependability** - The student will:

1. Be punctual and report to assignment area promptly.
2. Have few unexplained absences.
3. Notify supervisor of absence or tardiness.
4. Be conscientious in handling patients and assisting all medical personnel.
5. Upon successful completion of clinical competency test be prepared to perform the procedure alone if the patient's condition permits this.

**Professional Relationships With Patients and Patient Care** - The student will:

1. Attempt to make the patient comfortable and alleviate their fears.
2. Provide a safe and clean environment.
3. Include the patient in conversations which occur in the patient's presence.
4. Remain in the radiographic room with the patient unless reviewing radiographic images. Be sure to inform the patient you are going to do this.
5. Treat the patient as a person, not as an object. Call them by their proper name.
6. Never laugh loudly or discuss personal life or social activities when working with a patient or within the hearing range of the patient.
7. Conduct themselves in a dignified, polite, considerate and professional manner.
8. Never discuss the examination or the patient's condition/diagnosis within the patient's presence or with anyone not involved with the exam.
9. Maintain a professional appearance.
  - a. Clean uniform and shoes.
  - b. Hair is neat.
  - c. Good personal hygiene.
  - d. Protect the patient's personal property.

**Professional Relationships With the Health Care Team** - The student will:

1. Recognize the chain of command
2. Adhere to established policies of school, department and hospital.
3. Be willing to work with others.
4. Cooperate with others.
5. Be willing to assume their share of clinical duties.
6. Accept criticism and suggestions in a proper manner.

**Initiative** - The student will:

1. Actively and voluntarily seek further information in an effort to improve their knowledge and skills.
2. Question inconsistencies involving patient care and scheduling.
3. Demonstrate an active role in departmental procedures rather than a passive role.

**Judgment** - The student will:

1. Recognize problems, emergency situations and take immediate steps to resolve them.
2. Use forethought and intelligence in arriving at decisions.
3. Act calmly and rapidly under stressful situations.

**Personal Traits** - The student will:

1. Demonstrate tactfulness in caring for patients and assisting the health care team.
2. Be friendly and pleasant at all times.
3. Be self-confident.
  - a. In patient care.
  - b. Positioning skills.
  - c. Quality assurance.
4. Demonstrate leadership.
5. Admit to mistakes.
6. Refrain from lying.
7. Adhere to the Code of Ethics.

**Responsibility** - The student will:

1. Perform or assist with radiographic procedures scheduled for the assigned area.
2. Report to the supervisor of assigned area promptly.
3. Return and replenish supplies as necessary.
4. Be familiar with the location and proper utilization all emergency equipment.
5. Record their clinical accomplishments accurately.
6. Adhere to program policies when unsupervised by school faculty.
7. Refuse compensation for services from patients.

**Efficiency** - The student will:

1. Establish performance priorities in a logical sequence.
2. Maintain a clean, orderly, and safe clinical area.
3. Be effective in performing under pressure.
4. Practice good organizational skills.

## PROGRAM PROGRESSION POLICY

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 78% or letter grade “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
  - c. Completing all clinical and patient care competencies as required by the American Registry of Radiologic Technologists (ARRT – [www.arrt.org](http://www.arrt.org))

## PROGRAM REQUIREMENTS

Students need to comply with the following requirements:

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

**Failure to comply with the above program requirements can lead to disciplinary action up to and including dismissal from Program.**

## **RADIATION MONITORING POLICY**

### **Radiation Monitor**

While in the clinical area the student is required to wear their Radiation Monitor in order to record the exposure obtained. The radiation monitor will be worn at the collar level with the name facing outward. When in fluoroscopy the radiation monitor must be worn outside the lead apron. The student should not attach the radiation monitor directly to the lead apron. This could result in a lost radiation monitor if it is unintentionally left on the lead apron. **The dosimeter should never leave the hospital property unless scheduled for off-site clinical time.** At the end of the day it should be placed in the student's locker. At the end of the monitoring period, the student will turn in the current radiation monitor and replace it with the new one.

### **Lost Radiation Monitor**

If a student loses their radiation monitor it **must** be reported immediately to the Program Director. The student will be charged a fee for a new radiation monitor and will not be allowed in the clinical area until a new radiation monitor is purchased. **The fee is nonrefundable.**

### **Cumulative Exposure Report**

The Cumulative Exposure Report will be periodically checked by the Program Director or Clinical Coordinator. The Program Director or Clinical Coordinator will distribute the Exposure Report to the students. Each student will place their initials and date by their name on the school's exposure report from Landauer to indicate they have received their exposure reading. A copy of the report will be provided to the student and the original will be placed in the student's file.

### **Radiation Dose Limits**

All students enrolled in the radiography program must comply with keeping their radiation exposure as low as reasonably achievable (ALARA) according to the Nuclear Regulatory Commission (NRC) and Pennsylvania radiation regulatory requirements. Students are required to wear their monitoring device as instructed by program faculty. Loss or mishandling must be reported to faculty as soon as possible. Doses must NOT exceed National Council on Radiation Protection & Measurement (NCRP) requirements. Should a monitor report indicate an exposure of 125 mrem per quarter or 500 mrem per year or higher for a student, the following steps will be taken:

1. Notification to student of excessive dose
2. A conference between the student, Program Director and/or Clinical Coordinator will be held
3. An action plan will be determined to reduce future excessive exposure

Documentation will be forwarded to the Radiation Safety Officer and will be kept on file. An investigation into the reason the student received this dose will be conducted by the Program Director. Clinical schedule changes will occur if this would alleviate the problem.

## READMISSION POLICY

If a student wishes to reapply to the radiology program, they will be instructed to follow the admission process and submit appropriate documentation the same as first time applicants. The student's academic and performance records are reviewed prior to granting admission. During the withdrawal period, the applicant must have demonstrated continued academic ability, be viewed by the faculty as possessing an aptitude for radiologic technology and show evidence of commitment to the learning process.

The Admissions Committee determines the placement and conditions under which the student may reenter. In the case of a student who earns an "F" in a college course or Conemaugh School of Radiologic Technology course or failing clinical grade, eligibility for readmission is forfeited.

The School believes that often students who return to the program may have corrected previous academic performance or resolved personal difficulties. Their current enrollment reflects the quality of the student who pursues continued educational development.

Readmission is based on the availability of class openings, potential to complete the educational curriculum and demonstrates an aptitude for the profession. **One readmission is permitted.**

## REFERENCE REQUEST POLICY

Students and graduates may request a personal and/or professional reference. The individual must provide the name, address and a written request for release of information. All requests must be submitted in writing. The reference may be completed by the School or a member of the School's faculty.

## REFERRALS TO THE DIRECTOR FROM COURSE FACULTY POLICY

Referrals sent to the Director, School of Radiologic Technology, provide a means of communication, which address student difficulties concerning academic or non-academic matters. Students are encouraged to discuss with the Director any difficulties. The Director will initiate a student progress letter outlining areas, which need improvement and resources available for assistance. These letters will be given to the student as needed.

## REMEDIATION POLICY

The School provides assistance to aid the student in achieving Student Learning Outcomes and progress in the curriculum as planned. The requirement for the student to engage in remediation is initiated by the faculty at any point, in the radiologic technology courses. A Referral of Concern is sent from the course faculty to the Program Director. Within one week of notification to the student, an **Action Plan** is to be mutually developed between the student and the course instructor. The student completes a "**Self-Assessment**" of student habits, preparation for testing, theory knowledge, and test taking ability. From this assessment, the "**Identification of Needs**" will be determined and addressed.

The course instructor will provide guidance on study habits, test taking strategies, textbook resources, and the organization of information to enhance knowledge and clinical application. The student and course instructor will design a “***Plan of Action***”. The student will sign the ***Remediation Form*** and write a comment on attesting to follow through with the agreed upon plan. The original form is retained in the student file and a copy is given to the student. Successful evaluation of the Remediation Plan is indicated by the students’ academic performance, professional development, and program progression.

Students who need remediation must make an appointment with the course instructor. The remediation session must be completed outside of regularly scheduled didactic/clinical time.

Additional resources to enhance academic performance, clinical performance, and remediation are provided by the Recruiter/Administrative Assistant on study skills, organization, and test taking strategies. “Tips for Academic Success” are published in the Student Guide.

It is the student’s responsibility to read assigned textbook readings, clarify theory concepts that are unclear with course faculty, be attentive in test review, attend and take notes in class/tutorial, outline content from assignments, engage in critical thinking case studies/virtual excursions, complete worksheets and answer objectives from the course outline and textbook.

## **REPEAT POLICY**

In support of professional responsibility for provision of quality patient care and radiation protection, **all** radiographs must be approved by a qualified technologist, regardless of the student’s level of competency.

All unsatisfactory radiographs which require a repeated radiograph ***MUST*** be repeated in the presence of a qualified technologist, regardless of the student’s level of competency.

## **SCHOOL CLOSURE POLICY**

The School shall fulfill its promise to each accepted student: “Provide that student/students with the planned learning experience in accordance with the Standards for an Accredited Educational Program in Radiologic Sciences to prepare them to sit for the National Registry Exam”. Should the School be closed by Conemaugh’s Board of Trustees, the closure will not be made until all accepted students, who have met the requirements for completion of the two year program, have graduated.

Any institution who accepts students is responsible for fulfilling that contractual obligation, provided the student remains in good standing. Understanding this obligation, Conemaugh will provide the facilities, instructors, and learning environment as indicated in the current catalog.

## **SECURITY POLICY**

Students are given current information on Crime Statistics and Security policies yearly in compliance with the Student-Right-To Know and Campus Security Act.

The Johnstown Campus is protected by the Hospital Security Department.

Students may gain entry to the education areas after 5 pm (1700) by contacting Hospital security (534-9730).

## **SEMESTER BREAK POLICY**

Conemaugh School of Radiologic Technology has breaks between each semester. The time of the break varies per calendar year. The scheduled Semester Breaks will follow Pennsylvania Highlands Community College Academic Calendar Schedule which can be found at:

<https://www.pennhighlands.edu/admissions/registration/academic-calendar/>.

## **SHUTTLE SERVICE**

A shuttle service transports the students to and from designated parking lots to the Memorial Medical Center Johnstown Campus. Evening shift students need to call for shuttle service at extension 9730.

## **SMOKING POLICY**

Conemaugh is a smoke-free facility. Smoking and all use of tobacco products (cigarettes, cigars, chewing tobacco, snuff, pipes, biddies, etc...) is prohibited on all MMC owned or leased buildings, grounds, parking lots, vehicles, and sidewalks of the MMC campus and other properties. MMC wishes to convey to the public the importance of good health and well-being. Enforcement of this policy will be the responsibility of faculty and administrative faculty of the School. The security Department will assist in the observance of violations. A corrective action process will be initiated which can result in suspension pending dismissal from the program. For more detailed information, see MMC's **Smoke Free/Tobacco Free Policy**.

## **SOCIAL MEDIA POLICY**

Social Media is a powerful communication tool that may have a significant impact on personal, professional and organizational reputations. There are numerous medical resources available but are not limited to Twitter, Facebook, MySpace, You-Tube and LinkedIn. Students are liable for anything that is posted on a social networking site. Social media is a dialog, not a monologue. Know and follow fair use laws, copyright laws, code of ethics, HIPPA regulations and good conduct guidelines of being a professional and representative of Conemaugh Memorial Medical Center's Allied Health School and Conemaugh Memorial Medical Center. Posting of pictures should be flattering and what you would place in the newspaper. Do not provide any confidential

or proprietary information. Be respectful of your audience. You are not permitted to post material that is obscene, threatening, harassing, abusive, slanderous, hateful, embarrassing or unlawful. You are not permitted to utilize the Memorial Medical Center logo.

Privacy does not exist in social media.

Best Practices:

- Think twice before posting.
- Be respectful of your audience or potential audience.
- Photographs should represent how you want the public at large or future or future employer to view you as a person.
- Respect all laws.
- Do not use logos or images without permission.
- Protect confidential and proprietary information.
- Follow code of conduct guidelines.
- Try to add value to others.
- Identify your views as your own.
- Protect the institutional voice.
- Do not have the illusion that anything you do or say is private.

A situation that comes to the attention of the School will be reported to Corporate Compliance. A disciplinary decision will be made by the faculty or the Corporate Compliance Department of the Hospital.

## **STATEMENT OF CONFIDENTIALITY POLICY**

As a student enrolled in Conemaugh School of Radiologic Technology, the student agrees to uphold the patient's rights to privacy against disclosure of personally identifiable medical and social information. See Statement of Confidentiality of Information Policy.

## **STUDENT ANNUAL REVIEW POLICY**

The following topics are reviewed with the radiologic technology students at the start of the program and at the beginning of their second year, in the School of Radiologic Technology.

**POLICIES:**

1. MSDS – Contents and Location (Hazardous Materials)
2. Fire and Safety – RACE and PASS
3. Hospital Codes
4. Emergency Numbers
5. Infection Control
6. Utility Safety
7. Radiation Safety
8. MRI Safety
9. Hospital Mission Statement

10. School Mission Statement and Purpose
11. School Goals and Objectives
12. Campus Security Policy
13. Substance Abuse Policy
14. Program Policy Change – if applicable
15. Curriculum/Schedule Changes – if applicable
16. Tuition/Fee Changes – if applicable

## **STUDENT COMPETENCY POLICY**

The Student Radiographer is expected to complete an established number of competencies each semester to constitute his or her final clinical grade and progress through the program (**See Specific Semester Syllabus**). The Student Radiographer may attempt a competency examination after successful completion of a designated number of directly supervised exams referred to as a pre-competency (**See Pre-Competency and Competency Policy**). Each ARRT defined competency exam must meet a specific criteria in order to demonstrate the student's ability to perform the exam and demonstrate knowledge of the attempted procedure. (**See Pre-Competency and Competency Criteria List**). Competency evaluations may be performed during all shifts & weekend rotations. If the competency evaluation is successful, the student may perform the exam with indirect supervision at the supervising technologist's discretion.

## **STUDENT HEALTH SERVICES POLICY**

The Student Health Program is supervised by the Director of Employee Health with an emphasis on prevention and the maintenance of positive health habits.

1. Students should carry personal health insurance from the time of enrollment and throughout the program. Expenses incurred through illness or accident is the responsibility of the student
2. Students who are ill should not report to the school. The student should pursue health care with their physician or alternate health care provider.
3. Care for health problems that occur at home or on vacation is the responsibility of the student.
4. Students should report illness or injury.
  - a. At School – To the PD or CC immediately. If the situation warrants medical advisement, the PD/CC will consult the student health nurse.
  - b. Away From The School Area – (1) Students enrolled in Allied Health School should notify the Program Director prior to scheduled class/clinical time at (814) 534-9582. (2) Students enrolled in the School of Radiologic Technology should notify the Radiology Department at (814) 534-9595 no later than one hour before scheduled clinical practice.
5. Prenatal, dental care, orthopedic appliances, referrals made by Employee Health or the Dept of Emergency Medicine, etc., are the responsibility of the student.
6. Each student is notified of all scheduled health services, i.e. flu shots, ...
7. Students who are ill for 3 or more consecutive days are required to make an appointment Employee Health Office to be seen before returning to class or clinical practice.

8. Students who are readmitted to the program are required to report to the Student Health Nurse before returning to class or clinical practice, to update the clinical records.
9. Students/chronic health problems should seek the care of a personal physician.
10. Hepatitis B vaccine is available from the office of the Student Health Nurse.
11. A two-step PPD will be provided (as per policy) after admission to the program by the Student Health Nurse.
12. Students who have/ had a communicable disease which could place the student or others in jeopardy should report the illness to Emp. Health as well as to their personal physician. Restriction of activities relevant to that illness can be determined at that time. A student recovering from such a contagious illness should be seen at Employee Health prior to returning to classes/clinical.
13. Students are instructed in and must follow Standard Precautions.
14. For more specific information concerning exposure guidelines and duration of required leave of absences, refer to the Hospital Employee Health Policy.

## **STUDENT IDENTIFICATION POLICY**

All students must wear their name badge when on campus. The ID badge must be worn at collar level so it is visible. All name badges will be distributed by the School. They will possess the students name, picture and will designate that they are a student technologist in radiography. This will make the patients aware that students will be observing, assisting and performing examinations in the Radiology Department.

Students will be responsible for the ID badge. If it is lost or stolen, the student must immediately inform the Program Director. The student will be charged a fee for a new badge and will not be allowed in the clinical area until a new ID badge is obtained. *The fee is nonrefundable.* Corrective action will be taken for those students who are not wearing the ID badge when on campus.

## **STUDENT SUPERVISION POLICY**

It is the responsibility of the Institution and the School to protect the rights of patients, employees and students providing adequate supervision of all radiologic technology students.

### **STUDENT SUPERVISION PROCEDURE**

The students of Conemaugh School of Radiologic Technology program are under the supervision of the Program Director, School Faculty, and the Administrative Personnel of the Radiology Department.

Each student is under **DIRECT** supervision of the staff technologist to whom they are assigned during all clinical rotations. Direct supervision occurs until the student is successful in completing a competency evaluation for a specific examination. After a student demonstrates competency, the technologist is able to provide **INDIRECT** supervision of the student.

**DIRECT SUPERVISION** is defined by the *Standards* set forth by the JRCERT. The JRCERT defines DIRECT SUPERVISION as student supervision by a qualified radiographer who:

- Reviews the procedure in relation to student's achievement
- Evaluates the condition of the patient in relation to the student's knowledge
- Is physically present during the conduct of the procedure
- Reviews and approves the procedure and/or image

**INDIRECT SUPERVISION**, after a competency has been demonstrated, is defined as: "student supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement". "Immediately available" is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. For example, a qualified radiographer must be close enough to provide assistance should the student need immediate assistance with the patient and/or exam.

Students **MUST** be directly supervised during all surgical and mobile, including mobile fluoroscopy, procedures regardless of level of competency. A qualified radiographer must be present when performing pediatric examinations and all portable trauma radiography procedures.

Students **MUST** be directly supervised during any image/procedure that requires a repeat image. See "**Repeat Policy**".

## **STUDENT UTILIZATION POLICY**

It is the policy and practice of Conemaugh Hospital to ensure that the Radiologic Technology Students are not utilized within the Medical Imaging Department or the institution in place of paid employees.

Students are:

1. Not required to report to school on their scheduled day off and assist in the department when staff technologists call off.
2. Not required to stay after their scheduled clinical shift to assist in the department when there is an increase in the caseload or due to staff technologist call-offs.
3. Not required to start before their scheduled clinical shift to assist in the department when there is an increase in the caseload or due to staff technologist call-offs.
4. Not scheduled to be present on holidays and the weekends in conjunction with holidays. (Some are four-five day weekends. – See **Attachment A – Academic Schedule**)
5. Not scheduled to be present during winter vacation unless voluntarily making up missed clinical time.

## TELEPHONE USAGE POLICY

The department/school telephones are not to be used for routine personal conversations. They are business lines. A student may use them in the case of an emergency. No personal calls are to come to the department/school for the student unless it is an emergency.

## TERMINAL OUTCOMES

Below is a list of competencies that each student must accomplish in order to graduate. Under each competency are the methods used to determine if the student has mastered this task.

The graduate shall be able to:

1. Use oral and written medical terminology to communicate:

**Methods:**

- Successful review of a requisition with comprehension of the medical terms used while performing an examination or while being evaluated.
- Passing Competency evaluations.

2. Demonstrate knowledge of human structure and function:

**Methods:**

- Successful completion of the Anatomy and Physiology Courses.
- Successful location and identification of anatomy on images and on patients.
- Passing the Competency evaluations.

3. Demonstrate basic knowledge of radiographic pathology:

**Methods:**

- Successful completion of the Radiographic Pathology Course.
- Differentiation between abnormal/normal anatomy on radiographic images.
- Observation/evaluations done by the Program Director, Clinical Coordinator, Clinical Instructors or Staff Technologists.

4. Anticipate and provide basic patient care and comfort:

**Methods:**

- Successful completion of the Medical Ethics and Patient Care Course
- Simulations provided by the Medical Ethics and Patient Care Course Instructor to evaluate abilities.
- Observations made by the Program Director, Clinical Coordinator, Clinical Instructors or Staff Technologists.
- Completion of patient assessment competencies as required by ARRT.

5. Apply principles of body mechanics:

**Methods:**

- Completion of orientation session concerning the moving of patients.
- Simulations provided by the Program Director or Clinical Coordinator to evaluate abilities.

- Observations made by the Program Director, Clinical Coordinator, Clinical Instructors or Staff Technologists.
6. Perform basic mathematical functions:
- Methods:**
- Successful completion of those courses involving mathematical formulas (Radiographic Technique I & II; Physics I and II).
  - Manipulation of technical factors to obtain quality radiographs when special situations arise.
  - Simulated cases provided by the Program Director, Clinical Coordinator, Clinical Instructors or Staff Technologists.
7. Operate radiographic imaging equipment and accessory devices:
- Methods:**
- Successful operation of equipment while performing radiographic examinations under direct and indirect supervision.
  - Simulated cases provided by the Program Director or Clinical Coordinator during class instruction or competency evaluations.
  - Successful completion of competency evaluations.
  - Observations made by the Program Director, Clinical Coordinator, Clinical Instructors or Staff Technologists.
8. Position the patient and imaging systems to perform radiographic examinations/procedures:
- Methods:**
- Demonstrate successful positioning of the patient and imaging system under direct and indirect supervision.
  - Evaluation of the student's abilities during routine observations or competency evaluations.
  - Observations/evaluations made by Program Director, Clinical Coordinator, Clinical Instructors or Staff Technologists.
  - Successful completion of the competency evaluations.
9. Modify standard procedures to accommodate for patient condition and other variables:
- Methods:**
- Successful performance during an examination which required variations from the normal procedure.
  - Observations/evaluations by Program Director, Clinical Coordinator, Clinical Instructors or Staff Technologists.
  - Simulated cases provided by the Program Director, Clinical Coordinator, Clinical Instructors or Staff Technologists during class instruction or formal evaluations.
10. Image Process:
- Methods:**
- Successful completion of Radiographic Technique II and Physics II

- Successful image processing (includes CR/DR/Automatic Processing)
  - Observations by Program Director, Clinical Coordinator, Clinical Instructors or Staff Technologists.
11. Determine exposure factors to obtain diagnostic quality images with minimum radiation exposure:
- Methods:**
- Successful completion of didactic courses regarding exposure factors.
  - Simulate cases provided by the Program Director, Clinical Coordinator, Clinical Instructors or Staff Technologists.
  - Successful completion of competency evaluations.
  - Successful clinical performance while in school.
  - Observations/evaluations by Program Director, Clinical Coordinator, Clinical Instructors or Staff Technologists.
12. Adapt exposure factors to accommodate variations from the norm in order to achieve a quality radiographic image:
- Methods:**
- Simulated examinations provided by the Program Director, Clinical Coordinator, Clinical Instructors or Staff Technologists.
  - Effectively accomplish tasks while under direct or indirect supervision.
  - Observations/evaluations by Program Director, Clinical Coordinator, Clinical Instructors or Staff Technologists.
13. Practice radiation safety for the patient, self and others:
- Methods:**
- Successful completion of the program orientation course on radiation protection.
  - Successful completion of the Radiation Protection and Radiobiology Courses.
  - Observations made by the Program Director, Clinical Coordinator, Clinical Instructors or Staff Technologists.
  - Successful completion of competency evaluations.
  - Maintain occupational exposure within set limits.
14. Recognize emergency pt. conditions/ initiate first aid/basic life support procedures:
- Methods:**
- Completion of hospital administered CPR course.
  - Completion of Medical Ethics and Patient Care Objectives.
  - Successful completion of the Medical Ethics and Patient Care Course
  - Observations by the Program Director, Clinical Coordinator, Clinical Instructors or Staff Technologists.
15. Evaluate radiographic images for appropriate positioning and image quality:
- Methods:**
- Successful completion of Radiographic Positioning Courses.
  - Successful completion of the Competency Based System.

- Successful completion of Radiographic Technique Courses.
- Observations/evaluations by Program Director, Clinical Coordinator, Clinical Instructors or Staff Technologists.

16. Evaluate the performance of radiographic equipment:

**Methods:**

- Successful completion of Physics, Radiographic Technique/Electronic Imaging Systems and Quality Assurance/Quality Control Courses.
- Successful operation of equipment.
- Recognize abnormal equipment operation and report it to the appropriate person while on duty.

17. Demonstrate knowledge and skills relating to quality assurance:

**Methods:**

- Completion of Quality Assurance/Quality Control Course.
- Completion of Radiographic Technique Courses.

18. Exercise independent judgment and discretion in the technical performance of medical imaging procedures:

**Methods:**

- Simulated situations requiring variations in the set routines.
- Clinical performance on off-shifts which demands the student to put thought into obtaining an image of diagnostic quality. (Direct and indirect supervision)
- Clinical competency evaluations.
- Observations/evaluations by Program Director, Clinical Coordinator, Clinical Instructors or Staff Technologists.

19. Demonstrate professional attributes:

**Methods:**

- Satisfy the professional objectives listed in the Program Handbook.
- Performance documentation while in the program.
- Attendance documentation while in the program.
- Observations/evaluations made by the Program Director, Clinical Coordinator, Clinical Instructors, Departmental Administration, and Staff Technologists.

20. Apply multi-skill knowledge and techniques in venipuncture/electrocardiography:

**Methods:**

- Completion of Venipuncture Course
- Clinical simulations in venipuncture by course instructor to evaluate skills
- Completion of clinical rotations in Main Campus EKG and Off-site Clinics for EKG and venipuncture competence

## **TOTAL HOURS POLICY**

Total hours of scheduled didactic and clinical instruction will not exceed forty hours per week as stated in the Standards for an Accredited Educational Program in Radiologic Sciences set by the JRCERT. If a student radiographer voluntarily remains in the clinical area to assist a staff technologist after their scheduled time off, they should report this to the Program Director with written verification from the staff technologist. Compensatory time equal to the additional time spent in the clinical setting will be granted to the student upon request and is up to the discretion of the Program Director. This compensatory time must be taken before the completion of each semester unless modifications have been determined by the Program Director.

## **TRANSFER STUDENT POLICY**

The applicant must adhere to the admission procedures as all program candidates. Transfer credits are not utilized in the computation of the student overall grade point average. Transfer credits are not accepted for any radiologic technology course.

## **TRANSPORTATION POLICY**

For the student's commute to and from School, it is their responsibility to report to School on time. Excuses of not having transportation to School will not be permitted. This policy includes transportation to and from all off-campus sites. Student is responsible for their own form of transportation.

## **USE AND CARE OF SCHOOL EQUIPMENT AND FACILITIES POLICY**

1. All equipment and facilities are to be used properly, kept orderly and cleaned by the persons who use them.
2. Needed repairs are to be reported to the School immediately.
3. Students should remain with an appliance they are using.
4. Unwanted food is to be placed in garbage cans and not rinsed down the drains.
5. Students who intentionally mishandle equipment or furnishings are assessed a repair or replacement fee. Students are responsible for damages inflicted by their guests.

## **USE/POSSESSION OF FIREARMS POLICY**

Individuals performing in a student role are *not* permitted to carry a firearm, weapon or explosive device of any type. Violation of this policy could result in disciplinary action and/or dismissal from the program.

## **WITHDRAWAL FROM THE PROGRAM POLICY**

A student who decides to withdraw from the School of Radiologic Technology must meet with the Program Director. All withdrawals must be accompanied by a statement in writing to the Program Director of the program. The student is responsible for returning all hospital identification and radiation monitoring badges, parking tags and lead markers and any other hospital/school property to the Program Director.

**Attachment A:**

**CONEMAUGH SCHOOL OF RADIOLOGIC TECHNOLOGY**

**ACADEMIC SCHEDULE**

**FALL 2021 – SUMMER 2022**

**FALL 2021**

- August 23, 2021: Classes Begin
- September 6, 2021: Labor Day – All Students Off – Holiday\*
- October 11<sup>th</sup> & 12<sup>th</sup>, 2021: Fall Break – All Students Off
- November 23<sup>rd</sup> – 27<sup>th</sup>, 2021: Thanksgiving Break – All Students Off
- November 25, 2021: Thanksgiving Day – All Students Off – Holiday\*
- December 14, 2021: End of Classes

**SPRING 2022**

- January 17, 2022: Martin Luther King Jr. Day – All Students Off
- January 18, 2022: Classes Begin
- March 7<sup>th</sup> – 12<sup>th</sup>, 2022: Spring Break – All Students Off
- April 15<sup>th</sup> – 16<sup>th</sup>, 2022: Spring Holiday – All Students Off
- May 9, 2022: End of Classes
- May 14, 2022: Commencement

**SUMMER 2022:**

- May 23, 2022: Classes Begin
- May 30, 2022: Memorial Day – All Students Off – Holiday\*
- July 4, 2022: Independence Day – All Students Off – Holiday\*
- August 15, 2022: End of Classes

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

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

**Attachment B:**

**CONEMAUGH MEMORIAL MEDICAL CENTER  
SCHOOL OF RADIOLOGIC TECHNOLOGY  
2021-2022 COST SHEET**

Program Prerequisite: Basic Anatomy (3 credits)  
Application Fee \$35.00 Registration  
Fee \$150

Conemaugh School of Radiologic Technology  
Penn Highlands Community College (PHCC)

Cost/Credit  
\$267.00  
\$215.00

First Year	Second Year
<b>SEMESTER I - FALL</b>	<b>SEMESTER IV - FALL</b>
RAD 100 Intro to Rad Tech (3 cr) \$801.00	RAD 201 Physics II (3 cr) \$801.00
RAD 101 Patient Care (3 cr) \$801.00	RAD 202 Pathology (3 cr) \$801.00
RAD 104 Radiation Protection/ Radiobiology (3 cr) \$801.00	RAD 203 Clinical Education IV (6 cr) \$1,602.00
RAD 102 Clinical Education I (3 cr) \$801.00	ENG 220 Business Letter & Report Writing (3 cr PHCC) \$645.00
HSC 100 Medical Terminology (3 cr PHCC) \$645.00	HSC 123 Operational Health Informatics (3 cr PHCC) \$645.00
MAT 131 Intermediate Algebra (3 cr PHCC) \$645.00	
ACP 100 Academic & Career Planning (1 cr PHCC) \$215.00	
Semester I Tuition \$4,709.00	Semester IV Tuition \$4,494.00
Comprehensive Fees \$358.00	Comprehensive Fees \$440.00
Included Technology Fee for MAT 131 \$70.00	
<b>SEMESTER I TUITION AND FEES \$5,137.00</b>	<b>SEMESTER IV TUITION AND FEES \$4,934.00</b>
Estimated School Expenses (books, uniforms, and clinical equipment) \$1,205.00	Estimated School Expenses (books) \$108.00
<b>Total Semester I Estimated Costs \$6,342.00</b>	<b>Total Semester IV Estimated Costs \$5,042.00</b>
<b>SEMESTER II - SPRING</b>	<b>SEMESTER V - SPRING</b>
RAD 103 Positioning II (3 cr) \$801.00	RAD 204 Radiographic Technique II (2 cr) \$534.00
RAD 106 Radiographic Technique I (3 cr) \$801.00	RAD 205 Quality Assurance/ Quality Control (2 cr) \$534.00
RAD 105 Clinical Education II (4 cr) \$1,068.00	RAD 206 Clinical Education V (7 cr) \$1,869.00
ENG 110 English Composition (3 cr PHCC) \$645.00	RAD 207 Registry Review (2 cr) \$534.00
PHY 102 Concepts of Physics (3 cr PHCC) \$645.00	COM 120 Organizational Communications (3 cr PHCC) \$645.00
PHY 103 Concepts of Physics Lab (1 cr PHCC) \$215.00	PSY 130 Human Growth & Development (3 cr PHCC) \$645.00
Semester II Tuition \$4,175.00	Semester V Tuition \$4,761.00
Comprehensive Fees \$358.00	Comprehensive Fees \$440.00
<b>SEMESTER II TUITION AND FEES \$4,533.00</b>	Included Technology Fee for PSY 130 \$87.50
	<b>SEMESTER V TUITION AND FEES \$5,288.50</b>
Estimated School Expenses (books) \$388.00	
<b>Total Semester II Estimated Costs \$4,921.00</b>	Estimated School Expenses (books) \$184.00
	<b>Total Semester V Estimated Costs \$5,472.50</b>
<b>SEMESTER III - SUMMER</b>	<b>Total Second Year Tuition \$9,255.00</b>
RAD 107 Positioning III (3 cr) \$801.00	<b>Total Second Year Fees \$967.50</b>
RAD 108 Clinical Education III (4 cr) \$1,068.00	<b>Total Second Year Estimated Expenses Total \$292.00</b>
PSY 100 General Psychology (3 cr PHCC) \$645.00	<b>Second Year Estimated Costs \$10,514.50</b>
LIF 111 Health and Wellness (3 cr PHCC) \$645.00	<b>Total Program Tuition \$21,298.00</b>
	<b>Total Program Fees \$2,199.00</b>
Semester III Tuition \$3,159.00	<b>Total Program Tuition and Fees \$23,497.00</b>
Comprehensive Fees \$358.00	Estimated Additional Expenses \$2,001.00
Included Fee for PSY 100 \$87.50	<b>Total Estimated Program Costs \$25,498.00</b>
<b>SEMESTER III TUITION AND FEES \$3,604.50</b>	
Estimated School Expenses (books) \$116.00	<i>Tuition, fees, and expenses are subject to change.</i>
<b>Total Semester III Estimated Costs \$3,720.50</b>	<i>Housing, meals, and transportation are not included in expenses.</i>
<b>Total First Year Tuition \$12,043.00</b>	
<b>Total First Year Fees \$1,231.50</b>	
<b>Total First Year Estimated Expenses Total \$1,709.00</b>	
<b>First Year Estimated Costs \$14,983.50</b>	

Rev. 3/2021

**Attachment C:**

**CONEMAUGH SCHOOL OF RADIOLOGIC TECHNOLOGY  
CLASS/CLINICAL SCHEDULE  
CLASS OF 2021 - 2023**

**Program Pre-requisite College Credits: Basic Anatomy (3cr) - PHCC**

<b>FALL</b>	<b>SEMESTER I (AUGUST - DECEMBER)</b>
(1cr) ACP 100 Academic & Career Planning	(3cr) RAD 100 Intro To Radiologic Technology/Positioning I
(3cr) MAT 131 Intermediate Algebra	(3cr) RAD 101 Medical Ethics/Patient Care
(3cr) HSC 100 Medical Terminology	(3cr) RAD 104 Radiation Protection /Radiobiology
	(3cr) RAD 102 Clinical Education I (150 Hrs.) 1:1 Ratio 19 credits
<b>SPRING</b>	<b>SEMESTER II (JANUARY - MAY)</b>
(3cr) ENG 110 English Composition I	(3cr) RAD 103 Radiographic Positioning & Procedures II
(3cr) PHY 102 Concepts of Physics	(3cr) RAD 106 Radiographic Technique I
(1cr) PHY 103 Concepts of Physics Lab	(4cr) RAD 105 Clinical Education II (200 hrs.)
	1:1.5 Ratio 17 credits
<b>SUMMER</b>	<b>SEMESTER III (MAY - AUGUST)</b>
(3cr) LIF 111 Health & Wellness	(3cr) RAD 107 Radiographic Positioning & Procedures III
(3cr) PSY 100 General Psychology	(4cr) RAD 108 Clinical Education III (200 hrs.)
	1:3 Ratio 13 credits
<b>FALL</b>	<b>SEMESTER IV (AUGUST - DECEMBER)</b>
(3cr) HSC 123 Operational Health Informatics	(3cr) RAD 201 Physics II
(3cr) ENG 220 Business Letter and Report Writing	(3cr) RAD 202 Human Pathology
	(6cr) RAD 203 Clinical Education IV (300 hrs.) 1:4.2 Ratio 18 credits
<b>SPRING</b>	<b>SEMESTER V (JANUARY - MAY)</b>
(3cr) COM 120 Organizational Communication	(2cr) RAD 204 Radiographic Technique II/EIS
(3cr) PSY 130 Human Development Across the Life Span	(2cr) RAD 205 Quality Assurance/Quality Control
	(2cr) RAD 207 Registry Professional Review
	(7cr) RAD 206 Clinical Education V (350 hrs.) 1:4.2 Ratio 19 credits

PHCC Theory	465 Hours
PHCC Lab	45 Hours
Conemaugh Theory	450 Hours
Conemaugh Clinical	1200 Hours
<b>Total Program Hours</b>	<b>2160 Hours</b>

**Conemaugh School of Radiologic Technology  
Pennsylvania Highlands Community College**

15 Hours College Theory = 1 College credit
45 Hours College Lab = 1 College credit
15 Hours Rad Tech Theory = 1 credit
50 Hours Rad Tech Clinical = 1 credit

Conemaugh Credits: 54 credits	
PHCC Credits:	32 credits
<b>Total Program Credits:</b>	<b>86 Credits</b>

## Attachment D:

Original document:

[https://www.jrcert.org/sites/jrcert2/uploads/documents/Position\\_Statement\\_on\\_Mammography\\_Clinical\\_Rotations\\_With\\_2017\\_10go.pdf](https://www.jrcert.org/sites/jrcert2/uploads/documents/Position_Statement_on_Mammography_Clinical_Rotations_With_2017_10go.pdf)



### Position Statement on Mammography Clinical Rotations

Adopted by the JRCERT Board of Directors (April 2016)

The Joint Review Committee on Education in Radiologic Technology (JRCERT) **Standards for an Accredited Educational Program in Radiography** are designed to promote academic excellence, patient safety, and quality healthcare. The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

**Standard One - Objective 1.2** of the JRCERT Standards requires a program to document that it “provides equitable learning opportunities for all students.”

The JRCERT does not provide legal advice to program officials. Nevertheless, the JRCERT has received numerous inquiries regarding the placement of students in mammography clinical rotations. The JRCERT understands that there have been significant concerns regarding the interpretation of the JRCERT Standards regarding equitable learning opportunities for all students. As a point of clarification, the JRCERT notes that equitable means dealing fairly with all concerned. It does not necessarily mean equal.

The JRCERT has analyzed statistical data that indicates current imaging practices in mammography have resulted in minimal employment opportunities for males. Certification demographic data indicates that less than 1% of the approximately 50,000 technologists registered in mammography by the American Registry of Radiologic Technologists (ARRT) are males. Overwhelmingly, clinical site policies prohibit male students from participation in mammography rotations. Such participation is limited due to liability concerns, as well as consideration for the interests of the patient. These policies are established not only for mammography exams, but also for other gender-specific examinations performed by professionals who are the opposite gender of the patient.

With regard to mammography, the JRCERT has determined programs must make every effort to place a male student in a mammography clinical rotation if requested; however, programs will not be expected to attempt to override clinical site policies that restrict mammography rotations to female students. Male students should be advised that placement in a mammography rotation is not guaranteed and, in fact, would be very unlikely. To deny mammography educational experience to female students, however, would place those students at a disadvantage in the workforce where there is a demand for appropriately educated professionals to address the needs of patients. It is noted that the same clinical site policies that are in place during the mammography educational rotations are most likely applicable upon employment, thus limiting access for males to pursue careers in mammography.

The JRCERT reiterates that it is the responsibility of each clinical site to address any legal challenges related to a program’s inability to place male students in a mammography rotation. All students should be informed and educated about the various employment opportunities and potential barriers that may affect their ability to work in a particular clinical staff position.

4/8/16