

**UHC RADIOLOGIC TECHNOLOGY  
STUDENT HANDBOOK  
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## **HISTORY AND PROGRESS OF UNITED HOSPITAL CENTER**

United Hospital Center is the result of the merger of two well established Clarksburg hospitals, Union Protestant, which dates its beginning to 1898, and St. Mary's Hospital which was founded in 1901. The two institutions merged on August 24, 1970, to improve the health care delivery services, avoid duplication of services and control combined operating costs. At the time of merger, the bed capacity of the two hospitals was 322 beds.

St. Mary's was located on the corner of Washington Avenue and Chestnut Street, and was originally founded by a group of Clarksburg business and professional men as the Harrison County Hospital. The Sisters of St. Joseph purchased the hospital in 1905, and the name was changed to St. Mary's Hospital. Hospital additions followed in 1910, 1911 and 1942. St. Mary's Hospital School of Nursing, opening in 1905, was the first nationally accredited nursing school in West Virginia.

Union Protestant Hospital was started by Dr. A. K. Kessler in a frame building at what is now the corner of Washington Avenue and Water Street. It expanded into new downtown facilities on Washington Avenue in 1917 under the management of the Mason Hospital Company, and was purchased by the Union Protestant Hospital Company in 1933. New suburban facilities on Route 19, south of Clarksburg, were completed in 1960 and United Hospital Center was formed at the former location of Union Protestant Hospital. The complex included a Family Practice Center, a Physician's Office Building, United Transitional Care Facility, the E. Wayne Corrin Emergency Department, United Home Health, United Health Foundation, United Cancer Center, United Summit Center and the Health Connection.

On October 3, 2010, United Hospital Center relocated into a 681,440 ft<sup>2</sup>, eight level structure adjacent to Interstate 79 at Exit 124/Jerry Dove Drive. The new United Hospital Center includes 292 private inpatient rooms and 24 observation rooms, in addition to a nationally accredited and comprehensive cancer center, emergency department and invasive cardiology suites. The new United Hospital Center designed an environment that focuses on enhanced patient privacy and a high level of technology integration.

From its inception and through today, United Hospital Center has provided clinical and didactic support of educational programs including Certified Nurse Anesthetist, Registered and Licensed Practical Nursing, Radiologic Technology and Respiratory Therapy. The School of Radiologic Technology represents a merger of two successful, hospital-based radiologic technology training programs from St. Mary's and Union Protestant and has trained 332 radiologic technologists with a first attempt, registry pass rate of 98.4 percent. UHC School of Radiologic Technology has earned an excellent reputation within the community and graduates are heavily recruited by area healthcare providers.

To satisfy the demand for diagnostic medical sonographers, both regionally and nationally, United Hospital Center Diagnostic Medical Sonography Program was opened in July of 2000. This program is designed as an advanced discipline of study for graduates of an accredited educational program in Radiologic Technology. UHC Diagnostic Medical Sonography Program incorporates clinical and didactic experiences to prepare individuals for professional practice in general medical, obstetric/gynecologic and vascular sonography. Twenty-four sonography students have completed UHC DMS Program with 91 percent credentialed by the ARDMS.

# MISSION, VISION AND VALUES OF UNITED HOSPITAL CENTER

## 1) HOSPITAL MISSION PURPOSE:

The mission and purpose of United Hospital Center is to **enhance the health status of the citizens of North Central West Virginia** by pursuing spiritual, charitable, scientific, and educational goals in providing quality care and treatment without discrimination as to gender, race, color, religion, age, national origin, disabilities, or financial status.

## 1. VISION STATEMENT

“UHC will be the focal point of a high quality and cost-effective healthcare delivery system serving the citizens of North Central West Virginia through integration of home, physician office, outpatient, ambulatory, subacute and acute care settings, and professional and health promotion educational programs.”

This vision acknowledges the following key requirements for UHC’s future:

- 1) United Hospital center will be recognized as the community hospital of choice, which respects human life and enhances human dignity.
- 2) It is committed to high quality health and cost-effectiveness in response to both the external market place and its own internal values.
- 3) Its service area will include North Central West Virginia.
- 4) It will not be a “stand alone” entity, regionally or by provider type.
- 5) It no longer focuses only on on-campus acute inpatient and outpatient services.

## 2. VALUES STATEMENT

In recognition of the need for an organization’s employees and agents to clearly understand and comply with its value structure, particularly during times of substantial upheaval and change, UHC has adopted the following clear set of values:

- 1) Dedication to quality and cost effectiveness;
- 2) Maintenance of charity care;
- 3) Commitment to understanding and meeting the needs of the purchaser of healthcare;
- 4) Respect and care in our approach to every individual;
- 5) Commitment to community health enhancement;
- 6) Maintenance of our traditional presence as a healing service in the community, generating and nurturing holistic wellness;
- 7) Provision of access to health care for as many as possible.
- 8) Recognition that the delivery of healthcare depends upon many partnerships, particularly with physicians;
- 9) Dedication to the education of health care professionals;
- 10) Commitment to high personal standards of honesty and integrity of employees and representatives, and;
- 11) Dedication to proactive leadership in seeking to carry out the mission and purpose of UHC and compliance with its values.

# **Radiologic Technology Program**

## **Mission Statement:**

United Hospital Center, Inc.(UHCSRT) offers a well-structured and comprehensive program in Radiologic Technology designed to prepare individuals for professional practice in this healthcare specialty. Through integrated didactic and clinical education UHCSRT students and graduates are equipped to enhance the health status of citizens within north-central WV and the region.

## **Program Philosophy**

The philosophy of United Hospital Center School of Radiologic Technology is to provide an educational atmosphere that instills in students a desire for learning, excellence in clinical performance, and intellectual curiosity. The program is maintained with the highest standards of excellence. The faculty is committed to providing the student with basic and advanced knowledge in the art and science of radiologic technology, as well as developing in them a spirit of understanding and compassion for the patient.

The program provides the learning resources that enable students to attain both the problem-solving knowledge and the technical ability necessary to be competent radiologic technologists. We recognize our obligation to contribute to the development of the profession, therefore the School of Radiologic Technology continually pursues accreditation by the Joint Review Committee on Education in Radiologic Technology.

To maintain high academic standards of its students, the School of Radiologic Technology places emphasis on admission prerequisites, consistent grading practices, student evaluation of courses, programmatic self-evaluation, and post-graduate evaluation by alumni and their supervisors.

To ensure the continued integrity of our offerings, United Hospital Center School of Radiologic Technology regularly solicits feedback from various communities of interest. Information is gathered through quarterly student meetings and annual meetings of the clinical faculty and Assessment Committee.

It is the policy of United Hospital Center School of Radiologic Technology to provide equal opportunities to prospective and current students solely on the basis of individual quality and merit, and in full compliance with all federal and state laws.

## **ADMISSION CRITERIA/ TECHNICAL STANDARDS**

Adapted from the "Description of the Profession" for Radiologic Technology, as adopted in 1983 by the American College of Radiology, the American Medical Association, and the American Society of Radiologic Technologists, the radiographer, upon successful completion of the radiologic technology training program, shall be able to:

1. Apply knowledge of anatomy, physiology, positioning and radiographic technique to accurately demonstrate anatomical structures on a radiograph or other imaging receptor.
2. Determine exposure factors to achieve optimum radiographic techniques with minimum radiation exposure to the patient.
3. Evaluate radiographic images for appropriate positioning and image quality.
4. Apply the principles of radiation protection for the patient, self, and others.
5. Provide patient care and comfort, with high regard for patient rights and dignity.
6. Recognize emergency patient conditions and initiate life-saving first aid and basic life-support procedures.
7. Evaluate and maintain the performance of radiologic systems, know the safe limits of equipment operation, and report malfunctions to the proper authority.
8. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
9. Actively participate in radiologic quality assurance programs and continuing education programs.
10. Educate the patient as to the ordered procedure; instruct the patient in any needed precautions or preparation for the scheduled procedure, and provide other health information so that the patient understands and follows instructions to obtain optimum results.

Based upon the preceding professional description, students who enter this allied health field must have the potential to learn and effectively perform the tasks as stated. With this and other educational requirements in mind, the Technical Standards for the Radiologic Technology Program are as follows:

## I. EDUCATIONAL QUALIFICATIONS:

- A. The applicant must be a High School Graduate or have successfully completed a standard equivalency test.(GED)
- B. The applicant must have documented test results from the American College Test (ACT) or the Standardized Achievement Test (SAT).
- C. The applicant must complete an associates or higher degree from an ARRT-acceptable accredited college or university as a pre-requisite or co-requisite for graduation and certification eligibility.

After submitting all of the required educational materials to the Program Director for admission consideration, these documents will then be individually evaluated according to the Weighted Value Scale. Major academic areas which will be evaluated, in addition to those listed above, are:

- 1. Math and/or science related courses from high school or college including Biology, Human Anatomy and Physiology, Physics, Chemistry, Algebra I and II and Introduction to Computers.
- 2. Previous degrees and/or academic credits earned.

## II. MENTAL REQUIREMENTS

The radiographer must be able to:

- 1. Must have the ability to perform concentrated and complex mental activity with frequent involvement in complex and highly technical situations.
- 2. Must have the ability to work successfully under highly stressful conditions, and must be capable of adapting to varying workloads and work assignments on a constant basis.
- 3. Must have the ability to make sound, independent judgments based on scientific principles, and also be able to collaborate with other multi-disciplinary team members in an appropriate fashion.
- 4. Must have the ability to comprehend and perform oral and written instructions and procedures.
- 5. Must have effective reading and comprehension skills.
- 6. Must have strong communication skills, written and verbal.

7. Must have basic math and algebra skills to calculate radiation exposure factors.
8. Must possess basic understanding of physics.
9. Must be able to work weekends, and all shifts.
10. Must have ability to prioritize tasks.

### III. PHYSICAL REQUIREMENTS

The radiographer must be able to:

1. Perform frequent walking, standing, stooping, kneeling, reaching, pushing, pulling, lifting, grasping and feeling duties throughout the work shift.
2. Lift, move, and position patients of all weights, with varying amounts of assistance in a fair manner on a regular and recurring basis.
3. Hear within the normal range.
4. Read and write legibly in English.
5. Demonstrate visual acuity within normal range.
6. Perform heavy work: exerting in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
7. Perform Cardiopulmonary Resuscitation, therefore, the applicant must have sufficient use of all four limbs and be capable of maneuvering their body successfully enough to accomplish the task in a life-threatening situation.

### IV. ENVIRONMENTAL CONDITIONS

The radiologic technologist/student has the potential for exposure to:

1. Body fluids, human tissues, contagious diseases, sharps, and explosive gases.

2. Cleaning agents and disinfectants.
3. High stress and constant interruptions.
4. Electrical current.
5. Ionizing and non-ionizing radiation.
6. Toxic gas, fumes, and odors.



## **FACULTY DESCRIPTION**

The School of Radiologic Technology is served by one full-time Program Director, two full-time Clinical Instructors, and various adjunct faculty members to assist in the delivery of the didactic curriculum. The qualifications for each position are based on the Standards for an Accredited Educational Program in Radiography as published by the Joint Review Committee on Education in Radiologic Technology and may be found in Appendix A. The job responsibilities of program faculty help fulfill the program mission and goals and are described as follows:

### **Program Director :**

- Develops, implements, periodically evaluates and assures the effectiveness of an educational curriculum in radiologic technology;
- Participates in formulating the program budget;
- Assures the educational effectiveness of clinical activities;
- Demonstrates a commitment to professional development;
- Maintains current knowledge of the professional discipline and instructional methodologies;
- Organizes a plan for continual program development through programmatic self-evaluation
- Serves as a resource to management, staff and students;
- Participates in planning and implementation of educational activities for Diagnostic Service Department staff and students;
- Instructs multiple components of the curriculum, evaluates student performance;
- Maintains student personal, academic and financial records;
- Implements a plan for recruitment and admission of students, which is consistent and non-discriminatory.

### **Primary Clinical Instructor:**

- Correlates clinical and didactic education;
- Assists in planning program budget;
- Instructs multiple components of the curriculum, evaluates student performance;
- Participates in the recruitment and admission of students;
- Assures the educational effectiveness of clinical activities;
- Demonstrates a commitment to professional development;
- Maintains current knowledge of the professional discipline and instructional methodologies;
- Serves as a resource to management, staff and students;
- Participates in planning and implementation of educational activities for

- Diagnostic Service Department staff and students;
- Assists with programmatic self-evaluation
- Participates in periodic review of course evaluation summaries, and implements plans for revision, as needed

**Affiliate Clinical Instructor:**

- Assures the educational effectiveness of clinical activities;
- Serves as an institutional resource to students at the affiliate site;
- Performs mandatory and elective clinical competency evaluations;
- Evaluates student performance through daily evaluations, performance objectives and off-site clinical competency evaluations;
- Maintains educational resources at the affiliate site;
- Updates the Clinical Affiliate Handbook annually including provision of staff compliance regarding the Student Supervision and Repeat Policies.
- Ensures compliance with terms of the Affiliation Agreement

**Didactic faculty:**

- Delivers course content in an organized and effective manner;
- Performs periodic evaluation and review of student performance, and provides opportunity for remedial instruction
- Formulates reports of progress to Program Director;
- Demonstrates a commitment to professional development and continued competence;
- Maintains current knowledge of the professional discipline and instructional methodologies;
- Serves as a resource to management, program officials, staff and students;
- Participates in periodic review of course evaluation summaries, and implements plans for revision, as needed.
- Evaluate student clinical competence;
- Maintain competency in the professional discipline, instructional and evaluative techniques through continuing education.

## **FACULTY EVALUATION**

### **Didactic Faculty**

An Instructor/ Course Evaluation form is designed to assess the effectiveness of the didactic faculty, as well as the adequacy of the current textbook and overall usefulness of the course. Each radiography student is given the opportunity to anonymously complete an Instructor/ Course Evaluation form at the conclusion of each academic quarter. Program Faculty will summarize the responses, and this will serve as a basis for discussion and evaluation with didactic faculty.

### **Clinical Faculty**

A Clinical Instructor Evaluation Form is completed semi-annually by the students to evaluate the effectiveness off the Primary and Affiliate Clinical Instructors. Each radiography student is given the opportunity to anonymously complete the Clinical Instructor Evaluation Form and provide constructive feedback. The Program Director summarizes the responses, and uses the report of responses as a basis for discussion and evaluation with clinical faculty.

## **FACULTY DISMISSAL POLICY**

Faculty may be dismissed/replaced based on the following criteria:

- ◆ Failure to conform to the duties of clinical or didactic faculty as outlined in the job description.
- ◆ Other job requirements conflict with instructional requirements and accessibility.
- ◆ Performance is unsatisfactory in facilitating student competency achievement as determined by course evaluation, CI instructor evaluation and/or Program Director observation and evaluation.
- ◆ Resignation by faculty member.
- ◆ Display of unprofessional/unethical conduct in performance of instructional duties, or any action resulting in termination of employment by the sponsoring institution.

## **FACULTY DIRECTORY**

### 1. EDUCATION COORDINATOR / PROGRAM DIRECTOR

Rosemary Trupo, R.T.(R), M.B.A., RDMS

Mrs. Trupo became certified in Radiography by the American Registry of Radiologic Technologists in 1981. She was also certified in Abdominal and Obstetric Ultrasound by the American Registry of Diagnostic Medical Sonographers in 1987. She completed her Bachelor of Arts Degree from Fairmont State College in December of 1989, and a M.B.A. in Healthcare Administration from the University of Phoenix in April, 2006. She devotes full-time to the educational program and is responsible for the organization, administration, periodic review, continued development, and general policy and effectiveness of the program.

She instructs the following academic classes:

FUNDAMENTALS OF RADIOLOGIC SCIENCE & HEALTH CARE  
HUMAN STRUCTURE AND FUNCTION I and II  
MEDICAL ETHICS  
RADIATION PRODUCTION AND CHARACTERISTICS I and II  
RADIATION PHYSICS I and II  
RADIATION PROTECTION PRINCIPLES/ RADIBIOLOGY  
DIGITAL IMAGING/ CT  
SENIOR SEMINAR

### 2. RECOGNIZED CLINICAL INSTRUCTORS FOR UHC

Jane A. Bray, R.T. (R), B.S.

Lisa M. Knight, R.T. (R)

Jane Bray is a program alumnus, became certified in Radiography by the American Registry of Radiologic Technologists in 1994, and currently holds an unrestricted WV State License. She achieved an Associate of Applied Science Degree from Pierpont Community and Technical College in 2005, and a Bachelor of Science Degree in Allied Health Administration from Fairmont State University in December of 2012.

Lisa Knight is a program alumnus, became certified in Radiography by the American Registry of Radiologic Technologists in 1989, and currently holds an unrestricted WV State License.

Bray and Knight devote full-time to the educational program, and are responsible for delivery of clinical education and facilitating supervision at all clinical education settings.

As Recognized Clinical Instructors at UHC, Bray and Knight instruct the following academic classes:

FUNDAMENTALS OF RADIOLOGIC SCIENCE & HEALTH CARE  
RADIOGRAPHIC PROCEDURES I and II  
MEDICAL TERMINOLOGY FOR RAD TECH  
RADIOGRAPHIC IMAGE ANALYSIS AND PATHOLOGY I AND II  
PATIENT CARE  
SENIOR SEMINAR

### 3. AFFILIATE CLINICAL INSTRUCTORS

Affiliate Clinical Instructors have been designated to serve as extensions of the JRCERT Recognized Clinical Instructors at United Hospital Center and each clinical affiliate site.. Upon appointment, Affiliate Clinical Instructors receive individualized oral and written instructions from Bray or Knight regarding the Clinical Education Plan and most specifically, the clinical competency evaluation process. Affiliate Clinical Instructors complete clinical competency evaluations in the absence of program faculty or other JRCERT Recognized Clinical Instructors and serve at the will of the Program Director until such time that they are unavailable or deemed ineffective.

Stephanie Hardman, R.T. (R) – Recognized CI at FRMC

Christine Hartzell, R.T. (R) – CI at MedPointe

Amy Parker Hayes, R.T. (R) – CI at FRMC

Tisha Johnson, R.T. (R) –CI at UHC

Miranda Kane, R.T. (R) – Recognized CI at St. Joseph’s Hospital (Pending)

Debbie Martin, R.T. (R) – Recognized Affiliate CI at Medpointe

Meagan Maynard, R.T. (R) – CI at UHC

Tina Nicholson, R.T. (R) – CI at UHC (MOB)

Barbie Robey Davisson, R.T. (R) – Recognized CI at VAMC

Richard Simpson, R.T. (R) - Recognized CI at VAMC

Jessica Veltri, R.T. (R) – CI at UHC (OR)

### AFFILIATE CLINICAL INSTRUCTORS/ CLINICAL COMPETENCY TECHS

Stephanie Hardman is a program alumnus, became certified in Radiography by the American Registry of Radiologic Technologists in 1996 and in Mammography in 1998, and currently holds an unrestricted WV State License. Stephanie provides clinical oversight during student rotations at Fairmont Regional Medical Center.

Christine Hartzell is a program alumnus, became certified in Radiography by the American Registry of Radiologic Technologists in 1981, and currently holds an unrestricted WV State License. Christine (Chris) provides clinical oversight during student rotations at Medpointe.

Amy Parker Hayes is a program alumnus, became certified in Radiography by the American Registry of Radiologic Technologists in 2003, and currently holds an unrestricted WV State License. Amy provides clinical oversight during student rotations at Fairmont Regional Medical Center.

Tisha Johnson is a program alumnus, became certified in Radiography by the American Registry of Radiologic Technologists in 2004, and currently holds an unrestricted WV State License. Tisha provides clinical oversight during student rotations at United Hospital Center.

Miranda Kane is a program alumnus, became certified in Radiography by the American Registry of Radiologic Technologists in 1995, and currently holds an unrestricted WV State License. She achieved an Associate of Applied Science Degree from Pierpont Community and Technical College in 2008.

Debbie Martin is a program alumnus and is certified in Radiologic Technology and Mammography. Debbie currently holds an unrestricted WV State License and provides clinical oversight during student rotations at Medpointe.

Meagan Maynard is a program alumnus, became certified in Radiography by the American Registry of Radiologic Technologists in 2006, and currently holds an unrestricted WV State License. Meagan provides clinical oversight during student rotations at United Hospital Center.

Tina Nicholson provides clinical oversight during student rotations at United Hospital Center. Tina is a program alumnus, became certified in Radiography by the American Registry of Radiologic Technologists in 1990 and currently holds an unrestricted WV state license.

Barbie Robey Davisson is a program alumnus, became certified in Radiography by the American Registry of Radiologic Technologists in 1992, and currently holds an unrestricted WV State License. Barbie provides clinical oversight during student rotations at the VA Medical Center.

Richie Simpson is a program alumnus, became certified in Radiography by the American Registry of Radiologic Technologists in 2001, and currently holds an unrestricted WV State License. Richie provides clinical oversight during student rotations at the VA Medical Center.

Jessica Veltri is a program alumnus, became certified in Radiography by the American Registry of Radiologic Technologists in 2012, and currently holds an unrestricted WV State License. Jessica provides clinical oversight during student rotations at United Hospital Center.

4. DIDACTIC INSTRUCTOR:

Chris Harbert, R.T.(R)(N), B.S.

Harbert is a Supervisor for the Diagnostic Services Department of United Hospital Center and is a program alumnus, having completed radiologic technology training in 1993. Harbert completed a Baccalaureate Degree from Fairmont State University, became certified in Radiography and Nuclear Imaging by the American Registry of Radiologic Technologists and has an unrestricted WV state license.

Harbert co-instructs: RADIATION PHYSICS II

5. INTERVENTIONAL CLINICAL INSTRUCTOR:

April McCullough, R.T.(R),CVT

McCullough is an Interventional Technologist, United Hospital Center, and became certified by the American Registry of Radiologic Technologists in Radiography and in Cardiovascular-Interventional Technology.

McCullough co-instructs: NEUROINTERVENTIONAL PROCEDURES

6. INTERVENTIONAL CLINICAL INSTRUCTOR:

Lois Bailey, A.S., R.T. (R), CVT

Bailey is an Interventional Technologist, United Hospital Center, and became certified by the American Registry of Radiologic Technologists in Radiography and in Cardiovascular-Interventional Technology. Lois possesses an Associate Degree from Fairmont State College.

Bailey co-instructs: NEUROINTERVENTIONAL PROCEDURES

7. INTERVENTIONAL CLINICAL INSTRUCTOR:

Rob Strait, R.T. (R), CVT

Strait is an Interventional Technologist, United Hospital Center, and is certified by the American Registry of Radiologic Technologists in Radiography and Cardiovascular-Interventional Technology.

Strait co-instructs: NEUROINTERVENTIONAL PROCEDURES

8. INTERVENTIONAL CLINICAL INSTRUCTOR:

Annie Parsons, R.T. (R)

Parsons is an Interventional Technologist, United Hospital Center, and became certified by the American Registry of Radiologic Technologists in Radiography and in Cardiovascular-Interventional Technology.

Parsons co-instructs: NEUROINTERVENTIONAL PROCEDURES

9. COMPUTED TOMOGRAPHY CLINICAL INSTRUCTOR:

Draga Lindsey, R.T.(R), M. Ed.

Lindsey serves as a Supervisor for the Diagnostic Services Department of United Hospital Center. She is a graduate of WVUH Radiography Program and completed her Masters Degree in Education from West Virginia University. Lindsey was formerly employed as a CT Technologist for UHC for 18 years. Mrs. Lindsey is certified by the American Registry of Radiologic Technologists in Radiography.

Lindsey co-instructs: DIGITAL IMAGING/ CT



## TUITION POLICY

### Pierpont CTC Enrolled Students:

Tuition payments for students enrolled through Pierpont Community and Technical College will be made directly to PC&TC and will be equivalent to the current full-time tuition and fees. Any financial aid funds for which a student qualifies will be applied directly to the student account at PCTC to offset the cost of tuition and fees.

UHC Accounting Department will bill PCTC for tuition related to enrollment through the UHC Radiography Program, however the student is responsible for ensuring payment of student tuition by semester. The financial aid office of PCTC maintains full responsibility for student accounting and should be consulted regarding related issues. If you have any questions, please contact Financial Aid at (304) 367-4892, e-mail [FinancialAid@pierpont.edu](mailto:FinancialAid@pierpont.edu), or visit the Pierpont Student Services Center located at 248 Hardway Hall.

### Non-Pierpont CTC Enrolled Students:

Students entering the program having already achieved, at minimum, an Associate's Degree from an accredited college, United Hospital Center School of Radiologic Technology requires a student tuition of \$6000 for the twenty-four month program.

The tuition is payable in full at the onset of each curriculum calendar year, or may be paid in installments of \$1500 at the conclusion of each semester as follows:

Year One, Fall Semester:	June – December
Year One, Spring Semester:	January – May
Year Two, Fall Semester:	June – December
Year Two, Spring Semester:	January – May

Quarterly statements are mailed to all students by the UHC Accounting Department.

Tuition payments may be made at the cashier's office, United Hospital Center, which is open from 0730 – 1600 daily or remitted by mail. Personal or corporate checks, cash and/or money orders are acceptable for tuition payments. Documentation of payments will be credited by the Staff Accountant in the Finance Department; the Senior Accountant, Jaime Trotta, should be consulted when payment information is required at 681-342-3166. Students enrolled through Pierpont Community and Technical College are encouraged to monitor their tuition statements to resolve issues when a lack of tuition payment activity is observed.

The UHC/SRT tuition charge is reviewed annually through a joint effort of Program Officials and Hospital Administration.

**Quarterly or final grade transcripts and evaluations will be withheld for failure to pay tuition and other required fees, and will prohibit eligibility for the national certification examination.  
Tuition is non-refundable.**

## **STUDENT SCHOLARSHIPS**

United Hospital Center School of Radiologic Technology does not participate in Title IV Federal Financial Aid, therefore students enrolled exclusively with UHC are encouraged to seek independent financial assistance such as the Ann Bramer Scholarships, awarded annually by the United Hospital Center Auxiliary. Prerequisite information and applications are available from the program director each April.

Junior students may apply for the Robert M. Timmons Memorial Scholarship in the spring of the first year, which is described in detail within the Student Handbook.

Junior students are automatically considered for the Marsha Snively Memorial Scholarship in May of the first year. Information regarding this scholarship is described in detail within the Student Handbook.

Students enrolled through Pierpont Community and Technical College may be eligible for federal financial assistance and/or the WV PROMISE Scholarship by completing the FAFSA (PCTC school code: 040385). All required financial aid documentation must be completed as per the financial aid office of PCTC prior to disbursement of aid. All financial aid-related questions should be directed to PCTC at (800) 641-5678 opt 2 or 304-367-4892 or email [financialaid@pierpont.edu](mailto:financialaid@pierpont.edu)

Information about other scholarships including, but not limited to the WV Society of Radiologic Technologists Student Scholarship, Warren and Betty Burnside Scholarship and the WV Healthcare and Human Resource Association Scholarship is provided to students as it become available.

## Robert M. Timmons Memorial Scholarship

A scholarship has been established in memory of Robert M Timmons, B.S., R.T. by Mrs. Margaret Timmons and her children, Leska Foster and Craig Timmons. During commencement exercises each year, the scholarship will be awarded to a student radiographer upon completion of his/her first year of training. The recipient will be selected on the basis of academic and clinical performance, attendance and financial need, and will receive an award equal to the greater of \$400 or 80% of the investment earnings from the previous full calendar year.

This monetary award will be made payable to the student and United Hospital Center, and should be used for tuition. If the student has paid tuition, or is receiving tuition compensation from another source, than the money may be applied to the cost of uniforms or other expenses directly related to the course of study.

Applications for the Timmons Scholarship are available from the Program Director. Program officials shall determine the recipient of the Timmons Scholarship on the basis of the following criteria:

- Academic grade point average\* - 25%
- Clinical grade point average\* - 25%
- Attendance and punctuality\* - 25%
- Financial Need - 25%

\*Performance data through the first three academic quarters will be included. The maximum student score for all areas is 16.

Points will be awarded based upon the actual academic and clinical grade point averages using a 4.0 grading scale. For determination of financial need, applicants will be ranked based upon the EFC assigned on the current year Student Aid Report generated by the Free Application for Federal Student Aid (FAFSA). Applicants with EFC of 0 will receive 4 points, while those receiving higher EFC numbers will be assigned descending points. EFC numbers and the corresponding point values will fluctuate annually, but generally will be assigned as EFC of 0 = 4 points, EFC of 0001 – 1500 = 3 points; EFC of 1501 – 3000 = 2 points; EFC of 3001 – 4500 = 1 point; EFC 4501 – higher = 0 points. In the absence of a SAR, 0 points will be given for financial need.

Student attendance and occurrences of disability will also be a factor in determining the scholarship recipient. Four points will be given to a student with a total of 2 disability occurrences and/or tardies; 3 points for disability occurrences and tardy total of 3; 2 points for disability occurrences and tardy total of 4; 1 point for total of 5 disability occurrences and/or tardies. (For example, a student having 2 occurrences of disability and one tardy in the first three quarters will be awarded 3 points for attendance.)

A certificate and a monetary gift will be awarded. In the event that the tuition has been paid in full, the scholarship may be applied toward other school-related expenses.

## **Marsha K. Snively Memorial Scholarship**

The Marsha K. Snively Memorial Scholarship is a scholarship established by Medbrook Medical Associates, Inc., in memory of Marsha K. Snively, B.S., R.T. (M)., a respected, long-term employee of MedExpress (formerly Medbrook Medical Center).

This scholarship is an ongoing program available to radiography students who have completed their first year of training. Under the program, one scholarship for \$1,000 will be awarded annually for tuition/uniform assistance to a student who is entering their second year of training and possesses the two special character traits that Marsha exhibited – compassion and work ethic.

No application is needed as all students entering their second year of training are eligible. The initial selection of three students will be by a vote of all technologists employed by all clinical training sites. Ballots will be distributed accordingly, and all votes will be calculated by May 1<sup>st</sup>. These three students are interviewed and the selection of the scholarship recipient is made by a three member panel consisting of a member of MedExpress medical staff, a member of MedExpress's radiology staff and a member of the Snively family or their designee.

A certificate of achievement and a \$1,000 check written in the recipient's name, will be awarded to the chosen student during commencement exercises by a representative of MedExpress and the Snively family. The recipient's name will also be placed on a perpetual plaque placed within the Radiology Department at MedExpress.

## **STUDENT TEXTBOOK PURCHASING POLICY**

United Hospital Center School of Radiologic Technology makes available the Pro Forma Invoice System from Rittenhouse Book Distributors. Subscribers to this service receive a discount on the purchase price of their textbooks.

Rittenhouse provides an instructional letter and a program access code with which the student may choose the desired textbooks for online ordering or may call/mail textbook orders. Multiple payment options are available and shipping and handling charges are reduced. Upon receipt of payment, Rittenhouse will ship textbooks directly to the student's home. (Students utilizing Post Office Boxes for receipt of mail may be asked to provide a street address for the delivery of textbooks.) A student may elect to purchase one, some or all books from Rittenhouse or pursue from other resources, as long as the titles and editions meet faculty requirements.

The following is the list of required textbooks:

### **JUNIOR TEXTBOOKS:**

- |  |               |
|--|---------------|
| 1. Handbook of Anat./Phys. For R.T.                        | Mallett       |
| 2. Atlas of Radiographic Positioning, most current edition | Ballinger     |
| 3. Patient Care in Rad.                                    | Ehrlich       |
| 4. Principles of Rad. Imaging, most current edition        | Carlton/Adler |
| 5. Medical Terminology Workbook                            | Dean Vaughn   |

### **SENIOR TEXTBOOKS:**

1. Bushong, Radiologic Science Tech., most current edition
2. Statkiewitz-Sherer, Radiation Protection in Medical Radiography
3. Delmar, Radiographic Positioning and Procedures Workbook, Vol. 1

Additional textbooks may be required that are not available through Rittenhouse Distributors, or may be considered optional for student purchase. These purchases are made by Program Officials, and the student is required to reimburse the Program for such expense as it is incurred.

Students are counseled regarding the purchase of used textbooks from graduating students. Additionally, other purchasing sources, including internet web addresses, are provided for the students' convenience such as Amazon, Barnes and Noble, Half.com (a subsidiary of E-bay) and Borders.

# STUDENT DRESS CODE

## General Information:

1. Student radiographers will always appear professional when present at the hospitals for clinical and didactic education. Daily good grooming and conservative appearance are essential to the professional student.
2. No perfume, aftershave, scented body lotions, splashes, colognes or aftershaves are permitted.
3. Excessive make-up is discouraged.
4. Jewelry shall be limited to the following:
  - engagement and wedding rings may be worn;
  - only one ring per hand (excluding the above ring combination)
  - no ankle or wrist bracelets; wrist watches may be worn;
  - no necklaces;
  - no visible body piercing except lower ear lobes, with only two earrings per ear permitted. **NO hoop earrings—post or otherwise – will be permitted. NO stretching or gauging of the ears or other visible body parts. NO tongue piercing will be permitted.**
5. Fingernails will be clean and well-groomed. No colored fingernail polish is permitted; no fingernail jewelry is allowed.
6. Short, well-trimmed beards and/or mustaches may be worn by male students. Students without beards and/or mustaches must be clean-shaven.
7. Daily bathing and proper hygiene are of primary importance. Excessive body scents from colognes, body washes or body splashes, tobacco use or other products that result in patient comments will not be tolerated.
8. Hair will be neat and clean at all times. Extreme hair styles and colors are prohibited. Longer than shoulder length hair will be pulled back or up with conservative clips while performing patient procedures.
9. No thong, colored or patterned underwear under light colored pants or scrub uniforms.
10. Tattoos of a risqué, obscene or obnoxious nature must be covered.
11. Scrub uniform attire will be worn during all clinical and didactic assignments. Uniform apparel will be cleaned and pressed at all times; pant legs will be neatly hemmed with no rolling or cuffing of unfinished hems.
12. Abnormal body alterations must not be visible. (This might include, but is not limited to, scarification, branding, etc.)

13. Students must purchase scrub uniforms in hunter green and match the designated color card provided by UHC. The hunter green required by UHC corresponds to Hunter Green GHP by Landau and Hunter HUNW by Cherokee, but similar colors may be found with other uniform providers. Scrub tops and pants must be solid-colored and not include any piping or strip of another color. Scrub top styles must be sufficient in length to cover the midriff. As well, the waist lines of scrub pants styles must be high enough so as not to permit bared skin.
14. Scrub jackets may be worn in white or hunter green. Jersey jackets, sweaters or nylon sports jackets are not permitted.
15. White hose, knee highs or ankle-high socks may be worn – no crew socks that bare the ankles;
16. White leather, white rubber-soled shoes will be worn with all uniforms and will be cleaned and polished at all times.
  - No open-toe or canvas shoes
  - No high-top tennis shoes
17. Hunter green or white turtleneck or T-shirt may be worn under the scrub top, but must be clean, neat and with no visible imprint. Turtleneck or t-shirt color must exactly match the scrub top/pants color.
18. **Students must display their hospital I.D and radiation dosimeter at all times while in the clinics.** These must be worn in a prominent, upper chest or neck location.

## **PERSONAL TIME POLICY**

1. Sixteen hours will be allotted to each student per academic level, which may be taken at the student's discretion upon approval of Program faculty.
2. These days are not cumulative. Sixteen hours may be taken each academic level. Failure to utilize personal time during the first academic level will result in the loss of this time.
3. Personal time may be taken in whole days or fractions thereof, with the smallest unit of scheduled time being one (1) hour.
4. Requests for Personal time must be presented in writing, and three days advance notice is requested unless waived by program faculty.
5. Students are discouraged from using Personal time on didactic instructional days. The student is responsible for all class assignments missed as a result of expended Personal time. Any test missed must be made up on the first day that the student returns to school.
6. Personal time is discouraged during weekend, evening or advanced modality clinical assignments. Requests for personal time during these limited and valuable clinical assignments will only be granted for special circumstances as deemed appropriate by program faculty.



## **VACATION POLICY**

1. Radiologic technology students receive 9 weeks of vacation during the 24 month training period.

### **Junior Students:**

A one-week Fall break is scheduled in September corresponding to the mid-term of the first semester. A two week Christmas/winter break is scheduled in late December and early January. A two-week summer break is scheduled during the 2<sup>nd</sup> and 3<sup>rd</sup> week of June.

### **Senior Students:**

A one-week Fall break is scheduled in September corresponding to the mid-term of the first semester. A two week Christmas/winter break is scheduled in late December and early January. A one-week Spring break is scheduled in March.

2. Additionally, students are scheduled off on the Friday following Thanksgiving Day.
3. No didactic assignments will be scheduled during vacations.

## **HOLIDAY POLICY**

United Hospital Center School of Radiologic Technology recognizes the following eight holidays:

- New Year's Day
- Good Friday
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day (and the Friday following Thanksgiving)
- Christmas Day

Clinical and didactic assignments will be suspended on all holidays for all students.

## **DISABILITY LEAVE POLICY**

1. Seventy-two hours of disability leave will be allotted each student per year in the program to be used only when the student is unable to report to school because they are ill.
2. Disability leave will not be granted during vacation, for scheduled days off, or for any holiday recognized by the School of Radiologic Technology. Disability leave will not be granted for scheduled medical or dental appointments. Such appointments should be arranged on days off, if possible. In the event of extenuating circumstances, the student should coordinate arrangements through the Program Director or Clinical Instructors.
3. In the event of illness, the student will contact the Program Director or Clinical Instructors no later than thirty minutes before their scheduled report time.
  - a. In the absence of a Program official, an imaging administrator at the appropriate clinical site should be notified.
  - b. If the student fails to make proper notification as required, disciplinary action will be taken.
4. The student is responsible for all didactic assignments missed. Any test missed due to disability must be completed by the second day after returning to school, unless waived by the course instructor.
5. If the student should exceed the allotted amount of disability leave, time in excess of the allotted time will be made up after completion of the original formal course of education. This time will be assigned in the clinical rotation area that was missed.
6. A student will be considered as misusing disability leave, when expending more than **FOUR occurrences** of disability per year. An occurrence of disability involves a single or consecutive days of disability, not to exceed the allocated maximum of seventy-two hours of total disability leave per year.
7. Progressive disciplinary action will be applied when students are felt to be abusing disability time. The guidelines for disciplinary action are as follows:

a. 3-4 occurrences of disability	Verbal Counseling/Written Reprimand
b. 5 occurrences of disability	Suspension From Program
c. 6 occurrences of disability	Dismissal From Program

The Program Director or Clinical Instructors may use discretion in applying disciplinary actions. Appropriate proof of disability may be required to prevent abuse of this policy.

# United Hospital Center

## Radiologic Technology Program

### LEAVE OF ABSENCE POLICY

A leave of absence is defined as an authorized absence from the program for an extended period of time as outlined below. All leave of absence requests must be presented in writing by the student to the Education Coordinator as far in advance as possible. Approval of the request will depend on the reason for the request.

1. Leaves of absence may be considered for the following reasons:
  - Military- for enlistment during national emergencies
  - Health including PREGNANCY - provided the student may be expected to return to the program at the end of the leave
  - Extenuating personal circumstances
2. All leaves must be approved by the Education Coordinator.
3. Unusual circumstances which merit extending the leave must be submitted in writing to the Education Coordinator. Two weeks advance notice is requested, if possible.
4. Failure to return at the expiration of the leave will result in immediate dismissal from the program.
5. Students who have taken a leave of absence, will have to make up missed clinical and didactic assignments in order to satisfy all graduation requirements.
6. The program is under no obligation to offer didactic or clinical education beyond the published instructional schedule.

## 7. Pregnancy Defined:

A current or prospective student who is pregnant may, at her discretion, contact the Program Director or Clinical Instructor to declare her pregnancy. At this time, an appointment for consultation with the Radiation Safety Officer will be made. Documentation of this consultation shall be completed and filed in the student's personal file in the office of the Program Director, with a copy provided to the Radiation Safety Officer.

After a current or prospective student has disclosed her pregnancy, the Radiation Safety Officer shall:

- ✓ Review her occupational exposure dose history;
- ✓ Instruct the student regarding hazards of radiation exposure to the fetus, and methods for reducing exposure;
- ✓ Obtain a dosimeter for the student to wear at waist level to monitor fetal dose;
- ✓ Make recommendations regarding any amendments to the plan for clinical education, including possible alterations in clinical rotations, or shift assignments.

The purpose of these activities is to ensure that the dose to the fetus does not exceed 500 mrem during the course of the pregnancy, and does not vary substantially above a uniform monthly dose rate.

When a student who has been accepted into the program, discloses her pregnancy before the starting date in June, she may enter and participate as long as her physician deems it safe, and provides supporting notification to the Program Director.

Any declared pregnant student will be required to complete all clinical and didactic assignments in order to satisfy graduation requirements. It is likely that program completion may require an extension beyond the published twenty- four month length.

Students who have been accepted in the Program, but declare a pregnancy before beginning or at any time in the first academic quarter may also elect to defer entrance until the following June with no additional requirements.

Any student may withdraw the declaration of pregnancy at any time by written communication to the Radiation Safety Officer or program faculty, and any restrictions will be retracted.

**UNITED HOSPITAL CENTER  
SCHOOL OF RADIOLOGIC TECHNOLOGY**

**FORM FOR DECLARING PREGNANCY**

This form letter is provided for your convenience. To make your written declaration of pregnancy, you may fill in the blanks in this form letter, or you may write your own letter.

---

DECLARATION OF PREGNANCY

To: James W. Israel, M.S., DABR  
Radiation Safety Officer

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

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisievert) unless that dose has already been exceeded between the time of conception and the submitting of this letter. I also understand that meeting the lower dose limit may require a change in job or job responsibilities during my pregnancy.

\_\_\_\_\_  
(Your signature)

\_\_\_\_\_  
(Your name printed)

\_\_\_\_\_  
(Date)

## FETAL EXPOSURE COUNSELING FORM

In accordance with the NRC's regulations at 10CFR.1208, "dose to an Embryo/Fetus," I, \_\_\_\_\_, am declaring that I am pregnant. I believe that I became pregnant in \_\_\_\_\_ (month/year).

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 milliSievert) (unless that dose has already been exceeded between the time of conception and submitting this letter). I also understand that meeting the lower dose limit may require a change in my educational program responsibilities during my pregnancy.

I do hereby acknowledge participation in consultation with the Radiation Safety Officer.

Please indicate below (√) that each item was discussed during this consultation:

\_\_\_\_\_ Estimated conception date, and the specific radio-sensitivities of the developing fetus;

\_\_\_\_\_ Occupational exposure dose history;

\_\_\_\_\_ Methods for reducing exposure;

\_\_\_\_\_ Obtaining an additional film badge to be worn at waist level to monitor fetal dose;

\_\_\_\_\_ Possible revisions to the clinical education plan, including program completion dates;

\_\_\_\_\_ My intended course of action, as indicated below:

\_\_\_\_\_ fully participate in clinical plan with no alterations.

\_\_\_\_\_ refrain from participation in clinical rotations in the following areas: **(check all that apply)**

\_\_\_surgical and portable

\_\_\_fluoroscopy

\_\_\_interventional

\_\_\_other, please indicate

\_\_\_\_\_ Any questions or concerns that were expressed related to the declared pregnancy.

---

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Radiation Safety Officer Signature

\_\_\_\_\_  
Date

## 2015-2016 Curriculum Calendar

### 2015 Semester One

Monday June 22 ..... First Day of UHC RT Classes  
Tuesday & Wednesday June 23 & 24 ..... Clinical Affiliate Tours: VAMC, FRMC, SJ  
Friday, July 3..... Independence Day Holiday,  
..... No Classes/Clinicals  
Friday August 14..... Last Day to Register for PCTC Gen Ed Classes  
Monday, August 17 ..... PCTC Gen Ed Classes Begin  
Monday, September 7 ..... Labor Day, No Classes  
Monday – Friday, September 21-25..... Mid-Term Break, No Classes/Clinicals  
Thursday – Saturday, October 8 – 10 ..... WVSRT Annual Conference  
Monday, Oct 19 – Thursday, Nov 12 ..... Priority Scheduling for PCTC Spring 2016  
Thursday Oct 22- Thursday Nov 12 ..... Current Students Scheduling for Spring 2016  
Thursday - Sunday, November 26-29..... Thanksgiving Recess, No Classes/Clinicals  
Saturday - Sunday, December 19–January 3 Christmas Holiday & Winter Break

### 2016 Semester Two

Monday, January 4 ..... Classes/Clinical Resume  
Friday, January 15..... Last Day to Register/Add PCTC Gen Eds  
Monday, January 18 ..... Martin Luther King Day, No PCTC Classes  
Tuesday, January 19..... PCTC Gen Ed Classes Begin  
Monday – Friday, March 14-18 ..... Spring Break, No PCTC Classes  
Friday- Sunday, March 25-27 ..... Spring Holiday, No UHC and PCTC Classes  
Monday, March 28 – Thursday, April 21 ..... Advanced Scheduling for PCTC Fall 2016  
Thursday March 31 – Thursday, April 21 .... Current Student Scheduling PCTC Fall 2016  
Friday, April 1 ..... Begin Friday (Junior) Classes  
**Monday May 2 .....Applications for May 2016 Graduation Due**  
Friday, May 6 ..... End Friday (Junior) Classes  
Friday, May 13 ..... Senior Graduation Day  
Saturday, May 14..... Senior Commencement – 7:00 pm,  
..... BHS Auditorium  
Monday, May 16..... Begin Clinic Only Rotations  
Saturday – Sunday, June 4-19 ..... Summer Break

## JUNIOR STUDENT ~ INSTRUCTIONAL SCHEDULE

**Didactic instruction for junior students is conducted from 0730 – 1230 on Mondays and Wednesdays in the Xray Classroom.**

**Clinical rotations are conducted on the remaining days, as indicated below:**

<b>UHC Assignments:</b>	<b>Site</b>	<b>Tu</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
Fluoroscopy	<b>U5</b>	0700 - 1530	0700 - 1530	0700 - 1530		
Fluoroscopy	<b>U4</b>	0800 - 1630	0800 - 1630	0800 - 1630		
Urography/Routine	<b>U2</b>	0630 - 1500	0630 - 1500	0630 - 1500		
Chest	<b>U1</b>	0700 - 1530	0700 - 1530	0700 - 1530		
Emergency Room	<b>U-ER</b>	0700 - 1530	0700 - 1530	0630 - 1230		
Rad General	<b>MOB</b>	0800 - 1630	0800 - 1630	0800 - 1630		
Rad General	<b>XT1</b>	0800 - 1630	0800 - 1630	0800 - 1630		
Rad General	<b>XT2</b>	0800 - 1630	0800 - 1630	0800 - 1630		
Rad General	<b>MPT</b>	0800 - 1630	0800 - 1630	0800 - 1630		
Operating Room	<b>OR1</b>	0800 - 1630	0800 - 1630	0800 - 1630		
Operating Room	<b>OR2</b>	0930 - 1800	0930 - 1800	0930 - 1800		
Evening Shift	<b>U-E</b>	1230 - 2100	1230 - 2100	1230 - 2100		
Weekend A (UHC only)	<b>A</b>				0630 - 1500	0630 - 1500
<b>FRMC Assignments:</b>						
Fluoroscopy	<b>FRMC</b>	0700 - 1530	0700 - 1530	0700 - 1530		
Rad General	<b>FRMC</b>	0700 - 1530	0700 - 1530	0700 - 1530		
Computed Tomography	<b>F-CT</b>	0700 - 1530	0700 - 1530	0700 - 1530		
Evening Shift	<b>F-E</b>	1230 - 2100	1230 - 2100	1230 - 2100		
<b>VAMC Assignments:</b>	<b>VA1/VA2</b>	0700 - 1530	0700 - 1530	0700 - 1530		
<b>SJ Assignment (rad gen):</b>	<b>SJ</b>	0700- 1730	0700-1730			

An asterisk \* is used on the clinical schedules to denote SJ rotations that are reduced in length to 8 hours from a typical 10 hour shift. Also, Friday OR shifts may revert to early shifts including 6:30 – 3 based upon the number of senior and junior students assigned to OR each Friday.



## SENIOR STUDENT ~ INSTRUCTIONAL SCHEDULE

**Didactic instruction for senior students is conducted from 0730 – 1230 on Tuesdays and Thursdays in the Xray Classroom.**

**Clinical rotations are conducted on the remaining days, as indicated below:**

<b>UHC Assignments:</b>	<b>Site</b>	<b>M</b>	<b>W</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
Fluoroscopy	<b>U5</b>	0700 - 1530	0700 - 1530	0700 - 1530		
Fluoroscopy	<b>U4</b>	0800 - 1630	0800 - 1630	0800 - 1630		
Urography/Routine	<b>U3</b>	0700 - 1530	0700 - 1530	0700 - 1530		
Urography/Routine	<b>U2</b>	0630 - 1500	0630 - 1500	0630 - 1500		
Rad General	<b>XT</b>	0800 - 1630	0800 - 1630	0800 - 1630		
Emergency Room	<b>ER</b>	0700 - 1530	0700 - 1530	1230 - 1830		
Rad General	<b>MOB</b>	0800 - 1630	0800 - 1630	0800 - 1630		
Operating Room	<b>OR</b>	0800 - 1630	0800 - 1630	0630 - 1500		
Evening Shift	<b>U-E</b>	1230 - 2100	1230 - 2100	1500 - 2330		
Radiation Oncology	<b>RO</b>	0800 - 1600	0800 - 1600	0800 - 1600		
Nuclear Imaging	<b>NUC</b>	0600 - 1430	0600 - 1430	0530 - 1400		
Ultrasound/Echocardiography	<b>US</b>	0700 - 1530	0700 - 1530	0700 - 1530		
Interventional/Cardiac Cath Lab	<b>SPEC</b>	0900 - 1730	0900 - 1730	0900 - 1730		
Computed Tomography	<b>U-CT</b>	1230 - 2100	1230 - 2100	1230 - 2100		
Magnetic Resonance Imaging	<b>MRI</b>	0700 - 1530	0700 - 1530	0700 - 1530		
Weekend Dayshift	<b>U-A</b>				0630 – 1500	0630 - 1500
Weekend Evening	<b>U-E</b>				1500 - 2330	1230 - 2100
Weekend - CT Evening	<b>U-CT</b>				1230 - 2100	1230 - 2100
<b>FRMC Assignments:</b>						
Rad Gen/Fluoroscopy	<b>FRMC</b>	0700 - 1530	0700 - 1530	0700 - 1530		
Computed Tomography	<b>F-CT</b>	0700 - 1530	0700 - 1530	0700 - 1530		
<b>VAMC Assignments:</b>	<b>VA1/VA2</b>	0700 - 1530	0700 - 1530	0700 - 1530		
Computed Tomography	<b>V-CT</b>	0800 - 1630	0800 - 1630	0800 - 1630		
<b>SJ Assignment (Rad General):</b>	<b>SJ</b>	0700- 1730	0700-1730			
<b>MPT Assignment (Rad General):</b>	<b>MPT</b>	0800 – 1630	0800 - 1630	0800 - 1630		

# CURRICULUM

## JUNIOR YEAR 2015-2016

### Fall Semester

<u>PC&amp;TC COURSE #</u>	<u>COURSE NAME</u>	Credit Hours	Clock Hours
RADI 1100	FUNDAMENTALS OF RAD SCI	1	20
RADI 1120	HUMAN STRUCTURE I	3	75
RADI 1130	MED TERM FOR RAD TECH	1	20
RADI 1150	RAD PROCEDURES I	3	75
RADI 1160	IMAGE PRODUCTION & CHAR. I	2	40
RADI 2290	CLINICAL EXPERIENCE I	4	536
		<b>14</b>	

### Spring Semester

<u>PC&amp;TC COURSE #</u>	<u>COURSE NAME</u>	Credit Hours	Clock Hours
RADI 1110	PATIENT CARE	2	32
RADI 1121	HUMAN STRUCTURE II	3	56
RADI 1151	RAD PROCEDURES II	3	80
RADI 1161	IMAGE PRODUCTION & CHAR. II	2	58
RADI 2291	CLINICAL EXPERIENCE II	4	529
		<b>14</b>	

TOTAL DIDACTIC HOURS 470 (31%)

TOTAL CLINICAL HOURS (MAXIMUM) 1065 (69%)

TOTAL 1535 HOURS

### OFF-SHIFT HOURS\*

EVENING SHIFT (UHC-E / FRMC-E)	4 HOURS
WEEKEND SHIFTS – (UHC)	<u>48 HOURS</u>
TOTAL OFF SHIFT	52 HOURS (4.8 %)

\*JRCERT CONSIDERS OFF SHIFT TO BE ANY WEEKEND OR AFTER 7 pm, M-F.

# CURRICULUM

## SENIOR YEAR 2015-2016

<b>Fall Semester</b>		<b>Credit Hours</b>	<b>Clock Hours</b>
RADI2200	ADVANCED IMAGING MODALITIES	1	15
RADI 2220	NEURO-INTERVENTIONAL PROCEDURES	1	15
RADI 2230	RADIATION PHYSICS I	2	35
RADI 2240	RADIATION PROTECTION AND RADIOBIOLOGY	3	80
RADI2210	IMAGE ANALYSIS/PATHOLOGY I	3	90
RADI2292	CLINICAL EXPERIENCE III	4	568
		<b>14</b>	

<b>Spring Semester</b>		<b>Credit Hours</b>	<b>Clock Hours</b>
RADI 1140	MEDICAL ETHICS	1	26
RADI 2231	RADIATION PHYSICS II	2	45
RADI 2211	IMAGE ANALYSIS /PATHOLOGY II	2	45
RADI 2237	DIGITAL IMAGING & COMPUTERIZED TOMOGRAPHY	3	50
RADI 2284	RADIOGRAPHY SEMINAR	1	14
RADI 2293	CLINICAL EXPERIENCE IV	4	424
		<b>13</b>	

TOTAL DIDACTIC HOURS 415 (29%)

TOTAL CLINICAL HOURS (MAXIMUM) 992 (71%)

TOTAL 1407 HOURS

**OFF-SHIFT HOURS:\***

EVENING SHIFT (UHC-E)	25.5 HOURS
WEEKEND SHIFTS – (UHC)	<u>48.0 HOURS</u>
TOTAL OFF SHIFT	73.5 HOURS (3%)

\*JRCERT CONSIDERS OFF SHIFT TO BE ANY WEEKEND OR AFTER 7 pm, M-F.

## GRADING SYSTEM/ GRADE REQUIREMENTS

Grading in the School of Radiologic Technology is as follows:

100 – 95	----	A
94 – 87	----	B
86 – 80	----	C
79 – 0	----	F

Students are required to score letter grades of A, B or C in each **academic** course per semester.

Students are required to score letter grades of A or B in Clinical Experience I, II, III and IV of each semester. For students not enrolled via PCTC, students must maintain a semester clinical grade average equivalent to an A or B.

Counseling and remediation will be provided if a student's performance at mid-term in any area of the curriculum is below the required academic course grade point average of 80% or the clinical component grade point average of 87%

Failure to raise the academic or clinical grade average, as required, by the end of the semester is grounds for dismissal from the program.

PCTC Enrollees:

Letter grades only are reflected for radiography courses taken through PC&T. These grades will be reported at the conclusion of each of four semesters and are available from the website or registrar.

## **PART TIME STUDENT POLICY**

**United Hospital Center School of Radiologic Technology does NOT offer a part-time student classification for students applying to the program. The components of the didactic and clinical education are very structured and integrated; therefore a part-time student classification would be detrimental to the goals and objectives of the program.**

## **ADVANCED PLACEMENT POLICY**

**United Hospital Center School of Radiologic Technology does NOT offer an advanced placement classification for students applying to the program. The components of the didactic and clinical education are very structured and integrated; therefore an advanced placement classification would be detrimental to the goals and objectives of the program.**

## **TRANSFER POLICY**

**United Hospital Center School of Radiologic Technology does NOT offer transfer options for students applying to the program. The components of the didactic and clinical education are very structured and integrated; therefore a transfer student classification would be detrimental to the goals and objectives of the program.**

## GRADUATION REQUIREMENTS

A student must complete all aspects of the training program in order to receive verification of completion from the Program Director and qualify for participation in the ARRT credentialing examination including:

- Satisfactory completion of all performance objectives, clinical daily evaluations, clinical competency and/or simulated competency evaluations
- Satisfactory completion of each Radiologic Technology didactic course and clinical component, cumulative didactic grade point average  $\geq$  80% and cumulative clinical grade point average  $\geq$  87%.
- Completion of required clock hours as published on sign-in sheets, and other attendance records.
- Meeting all financial obligations to United Hospital Center (and Pierpont Community and Technical College, when applicable).
- Demonstration of a sound moral character as described by the professional code of ethics, and attested to by evaluations.
- Satisfactory completion of an Associate's Degree or higher prior to entry or concurrent with program completion from an institution that is accredited through a mechanism acceptable by the ARRT to ensure certification eligibility including:
  - Middle States Commission on Higher Education: Delaware, District of Columbia, Florida, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, U.S. Virgin Islands
  - New England Association of Schools and Colleges: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
  - North Central Association of Colleges and Schools: Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin, Wyoming
  - Northwest Commission on Colleges and Universities: Alaska, Idaho, Montana, Nevada, Oregon, Utah, Washington
  - Southern Association of Colleges and Schools: Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia
  - Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges (ACCJC) and Senior College Commission (SCC): California, Hawaii

## **I. SCHEDULING OF CLINICAL EDUCATION ROTATIONS**

In keeping with the program mission to prepare the student technologist, upon graduation, to assume the duties and responsibilities of a staff technologist at entry level competency, the program faculty assigns the student to appropriate clinical education rotations at five sites including Fairmont Regional Medical Center, Louis A. Johnson VA Medical Center, Medpointe, St. Joseph's Hospital and United Hospital Center. These include routine radiographic/fluoroscopic, surgical and portable imaging procedures, support services, advanced imaging modalities, evening and weekend shifts.

The School of Radiologic Technology integrates didactic education with clinical education so as not to exceed a forty-hour academic week. The clinical education rotation schedule is arranged to allow for the students logical progression through the clinical education component of the program and to avoid unnecessary repetition. The distribution of the students total clinical education rotation experience reflects a balance of variety and volume of radiographic procedures and equipment, in accordance with the Standards for an Accredited Educational Program in Radiologic Sciences.

Clinical rotation schedules are displayed in the Diagnostic Services Departments of United Hospital Center and all affiliate clinical sites, program classroom, faculty offices, advanced modality clinical rotation sites, and are issued to each student. Any request for changes of the clinical rotation schedule must be presented, in writing, for approval by program officials. Once approved, it is the responsibility of the student initiating the schedule change, to reflect the change on clinical rotation schedules located in all clinical sites impacted by the change.

Students are expected to report promptly at designated times to the assigned clinical rotation site. They must remain in their assigned clinical site and may not leave the area, or department without permission of the supervising registered technologist, or program faculty representative.

Junior Student Clinical Rotation Schedule includes the following:

UHC –1 Chest	3 weeks
UHC – 2 Tomography	2 weeks
UHC – 4 Fluoroscopy	3 weeks
UHC – 5 Fluoroscopy	3 weeks
UHC – Emergency Room (ER) X-ray	3 weeks
UHC – OR1	3 weeks
UHC- OR2	3 weeks
UHC – Express Test (XT) 1	3 weeks
UHC – Express Test (XT) 2	2 weeks
UHC – MOB	3 weeks
UHC – Medpointe	1 week
UHC – Evening	1 week
VA 1 – Rad/Fluoro	3 weeks
VA 2 – Rad/Fluoro	3 weeks
FRM 1 – Rad/Fluoro	3 weeks
FRM 2 – Rad/Fluoro	2 weeks
FRM - CT	1 week
FRM - Evening	1 week
ST. JOSEPH’S - General	3 weeks
CLINICAL ONLY	3 weeks
<b>TOTAL</b>	<b>48 weeks</b>



Senior Student Clinical Rotation Schedule includes the following:

UHC –2 Tomography	2 weeks
UHC – 4 Fluoroscopy	3 weeks
UHC – 5 Fluoroscopy	3 weeks
UHC – Emergency Room (ER) Xray	3 weeks
UHC – OR	3 weeks
UHC – Express Test (XT)	2 week
UHC – MOB	2 weeks
UHC- Medpointe – General	1 week
UHC – Evening Shift	3 weeks
UHC – Special Procedures	1week
UHC – Nuclear Imaging	1 week
UHC – Radiation Oncology	1 week
UHC – Computed Tomography	2 weeks
UHC – Ultrasound/ Echocardiography	1 week
UHC- MRI	1 week
FRMC – Rad/Fluoro	3 weeks
FRMC CT	1 week
VAMC General	3 weeks
VAMC Fluoroscopy	2 weeks
VAMC CT	2 weeks
St. Joseph’s - General	2 weeks
Optional	1 week
<b>TOTAL</b>	<b>43 weeks</b>

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable. Students wishing to review their educational records must contact the campus official in charge of the office in which the records are located. Students may not inspect records to which they have waived their rights of inspection and review.

Within the institution of UHC, only those acting in the student's educational interest are allowed access to student education records. These include faculty, personnel in the offices of Accounting, Radiation Safety, Human Resources, Associate Health and similar personnel at institutions with whom UHC holds consortium agreements and/or Affiliation Agreements.

At its discretion the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, field of study, dates of attendance, certificate and awards received, the most recent previous educational agency or institution attended by the student, and participation in officially recognized activities. Students may withhold directory information by notifying the Student Services Center in writing.

UHC may disclose academic information to parents of students by having parents establish the student's dependency as defined by the Internal Revenue Code of 1954, Section 152. Dependency status may be established by the presentation of a certified copy of the parents' most recent federal income tax form listing the student as a dependent.

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

The Family Education Rights and Privacy Act is a federal law that protects the privacy of student records, both financial and academic. For the student's protection, FERPA limits the release of student records without the student's expressed, written consent; however, it also give the student's parents/guardians the right to review those records if the parents/guardians claim the student as a dependent on their Federal Income Tax Refund.

United Hospital Center School of Radiologic Technology complies with FERPA and provides that:

1. All radiologic technology students have the right to inspect and review their education records in the office of the School of Radiologic Technology.
2. A reasonable time must be allowed following a written request to view the student's records.
3. Radiologic Technology students may designate third parties that may have access or disclosure of their education records.
4. Students have the right to file complaints concerning alleged failure by the School of Radiologic Technology to comply with FERPA requirements.
5. Students have the right to a hearing to challenge the contents of his or her records and an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein.
6. Students have the right to response from the School to reasonable requests for explanations and interpretations of the records.
7. Students have the right to obtain copies of their education records.
8. The school must have written consent from the student to release or disclose education records containing personally identifiable information to third parties.
9. Any questions concerning this Act should be directed to the Program Director of the School of Radiologic Technology.

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Rosemary Trupo, M.B.A., R.T.(R), RDMS  
Education Coordinator

See Appendix I – Buckley Amendment

## GRIEVANCE POLICY (DUE PROCESS)

United Hospital Center School of Radiologic Technology (UHCSRT) recognizes the student's right to express their grievances, and to seek solutions for disagreements arising from program relationships, conditions, practices, or differences that normally arise, as well as to resolve questions about interpretation or application of operational policies.

By taking appropriate action to conform with this policy and procedure, program officials will demonstrate to you that problems, complaints, and grievances can be exposed without affecting student position. There shall be no punishment resulting from such exposure, and resorting to this procedure shall not affect your security in the program.

The UHCSRT grievance policy and procedure is not intended to be adversarial or confrontational in nature, but rather it is meant to be conciliatory and problem solving. Therefore, no participant will have a right to: legal representation, audio or video tapes of proceedings, or confronting and cross-examining witnesses, except members of the Review Board, whom reserve the right at any time to interview any individual(s) alleged to have relevant information concerning the grievance.

### GRIEVANCE PROCEDURE

#### **Step One**

In order to minimize the possibility of misunderstanding, students are required to discuss any problem or complaint with the Program Director or Clinical Instructor within five days of the occurrence of the problem creating the grievance. The student filing the grievance will have the option of choosing a representative from a student appointed grievance board comprised of Diagnostic Imaging Associates. The chosen representative will accompany the student through the grievance procedure. The Program Director or Clinical Instructor will investigate and obtain all pertinent and factual information, and provide a solution or written explanation within seven calendar days, explaining any reasons for the decision. In most cases, grievances can be settled at this level with mutual satisfaction to all concerned.

#### **Step Two**

If the student is not satisfied with the results following Step One, the grievance may be submitted in writing to the Diagnostic Services Department Manager within seven calendar days after receiving the written response from the Program Director or Clinical Instructor. The Manager will request a meeting of the student, Program Faculty, and Medical Advisor(s) within seven calendar days after the grievance has been received. This committee will review all facts involved in the grievance, and the Department Manager will issue a written opinion to the student within seven calendar days of the meeting date.

### **Step Three**

If the student is not satisfied with the results following Step Two, a request may be submitted in writing to the Vice-President of the Human Resource Department that the grievance be placed before the Review Board for final review. This request must be received within seven days following receipt of the Step Two response. The Vice-President, or his/her designee will act as coordinator, recorder and fact finder during the Step Three proceedings, and will assemble a Review Board to conduct a grievance hearing within seven calendar days following receipt of the request. The five-member panel will include two management and two non-management members of the Associate Advisory Board not affiliated with the Diagnostic Services Department, and the Human Resource Vice-President or designee. The Review Board will conduct a hearing with the student and Program Faculty, and apply existing UHC School of Radiologic Technology rules, regulations and pertinent information necessary in formulating a decision. A majority decision will constitute the findings and recommendations of the Review Board.

The Human Resource Vice-President, or designee, shall prepare a written response reflecting the majority decision. All participating review board members will sign and acknowledge the majority decision, which will be forwarded to the grievant within ten calendar days of the grievance hearing. The decision will be binding, and is the final step in the UHCSRT grievance procedure.

### **Additional Notes:**

If at any time during the grievance procedure, the necessary participants are unavailable, the five or ten calendar day rule may be waived by the Human Resource Vice President or designee.

The Joint Review Committee on Education in Radiologic Technology exists as a liaison for radiography students to provide insight in matters program policy and procedures that may be construed as noncompliant with the Standards of an Accredited Educational Program in Radiologic Sciences. Inquiries may be directed to:

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

# Radiologic Technology Program Policy

## Student Health and Safety

**BASIC PURPOSE:** To promote the health and safety for the students, patients and general public.

**Student admission into UHC School of Radiologic Technology is predicated on the successful completion of the following student health services performed by agents of UHC and at no cost to the potential student.**

- |    |  |
|----|--|
| 1. | Employee Health Screening including serum testing and urinalysis     |
| 2. | Hepatitis B Series and titers  |
| 3. | Mumps, Rubella and Rubeola Titers                                    |
| 4. | Varicella (chicken pox) Titers                                       |
| 5. | Physical Exam (performed by a Family Medicine Physician or Resident) |

**Additional testing provided to the student following admission may include:**

- |    |   |
|----|---|
| 1. | Seasonal Influenza Vaccination(s)   |
| 2. | TDAP (adult dose of Tetanus/Diphtheria Toxoids, and Acellular Pertussiss) |

Students may be required to obtain additional vaccinations at their own expense following evaluation of health records by the UHC Associate Health Coordinator.

UHC Radiologic Technology Students may pursue medical care for any educationally-related injury or illness by registering in the Emergency Department at their own expense.

Students requiring hospitalization at United Hospital Center or any of its clinical affiliates will be charged the regular rate of admission.

Neither the program nor the institution provides health insurance for students. Students are responsible for the cost of their own medical care including injuries that occur during clinical or didactic assignments.

UHC Radiologic Technology students admitted via a college or university are encouraged to check with the enrolling institution about health services and coverage that may be provided.

The undersigned acknowledges understanding of the student health stipulations above.

STUDENT SIGNATURE:	DATE:
PROGRAM DIRECTOR SIGNATURE:	DATE:
CLINICAL INSTRUCTOR SIGNATURE:	DATE:
CLINICAL INSTRUCTOR SIGNATURE:	DATE:

## ALCOHOL AND SUBSTANCE ABUSE POLICY

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### **Policy:**

The use, manufacture, distribution, dispensing, sale or being under the influence of unauthorized drugs by UHC radiography students while on hospital premises, or while engaging in program-related activities is expressly prohibited. UHC School of Radiologic Technology may, at its discretion, impose discipline, up to and including dismissal, for a violation of this policy. UHC School of Radiologic Technology encourages sound treatment efforts, and where feasible and subject to the limitations described herein, will assist students striving to overcome substance abuse.

### **Purpose:**

Due to the accessibility of controlled substances at UHC, and UHC School of Radiologic Technology's vital interest in maintaining the safety and well-being of its patients, as well as providing a safe and healthy work environment that is free from drug-related misconduct, this substance abuse and drug-testing policy is being implemented.

### **When Testing Will Occur:**

UHC School of Radiologic Technology may request that a drug test and evaluation be performed at the program's expense in the following circumstances:

- When a reasonable basis exists to believe that a student has engaged in drug usage; or
- When a student's clinical responsibility involves public safety or the safety of others; or
- As a condition of continued enrollment *or re-enrollment* after an incident of drug usage.

### **How Testing Will Be Performed:**

1. Testing will be coordinated through the Human Resource Department, and specimens collected by the UHC laboratory, when possible.
2. The student will be identified using a photo I.D. and shall sign a consent or release form.
3. The student must sign a medication form listing all prescription or over-the-counter medications in use or recently in use by the student.
4. The student shall provide a specimen for testing at a designated site, following a collection by a person of the same sex. Mechanisms may be established to insure the validity of the sample, such as blinding, etc., and shall be sealed and labeled immediately under the surveillance of the student and collector. The sample shall be refrigerated until testing, and only appropriate personnel shall have access. Any

specimen that is identified as positive during the initial testing, must be confirmed using gas chromatography/mass spectrometry (GC/MS).

### **How Will Program Respond To Test Results:**

If the results of testing and investigation demonstrate that a student in the UHC School of Radiologic Technology is experiencing a substance abuse problem, then action will be taken following discussion by the Program Director, Clinical Instructor, Diagnostic Imaging Manager, and Human Resource Department Manager. As medical consultation is required, the Medical Director to the School of Radiologic Technology may be contacted. Specific disciplinary action may include suspension, or dismissal, but recommendations will be made on an independent basis. The student's level within the training program will be considered, along with information regarding possible treatment options.

If after investigation it is determined that the student was not involved in drug usage, all documentation relating to the incident will be purged from the student file, however results of testing and investigation will be maintained in the student's health file in the Human Resource Department.

### **Additional Procedural Information:**

- A. For the purpose of this policy, a drug is defined as any of the following:
- Any over-the counter medication or prescribed medication which adversely affects clinical performance or is abused or not used as intended.
  - Any illegal medication or substance or any alcoholic beverage.
  - Any substance causing adverse psychological behavior.
- B. Reasonable suspicion of drug usage shall include, but not necessarily be limited to the following:
- Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug; or
  - A pattern of abnormal conduct or erratic behavior, including personality and behavior changes and job performance changes; or
  - Arrest or conviction for a drug-related offense, or the identification of a student as the focus of a criminal investigation into illegal drug use, possession or trafficking; or
  - Information provided either by reliable and credible sources or independently corroborated; or



- Newly discovered evidence that a student has tampered with a previous drug test; or
  - Failure to submit to drug testing when any of the criteria listed above are present.
- C. UHC radiography students are required to notify the Program Director or Clinical Instructor if, when reporting for clinical duties or in the course of their clinical rotations, the use of any drug may adversely affect their performance.
- D. Any UHC associate or student who has a reasonable basis to believe that another UHC associate or student is involved in drug usage should:
- Notify an available program official;
  - Secure any evidence in a safe location;
  - Gather documentation or obtain a statement from any individual who has observed or reported relevant incidents which corroborate reasonable suspicion of drug usage.
  - With the concurrence of the Manager of Human Resources, request that the student accompany the program official to a site to be designated by the program official for evaluation and/or appropriate testing. The student will have one hour to comply with the request and produce the requested sample. Failure to comply with the above time limits will result in a presumptive positive result for the substance(s) in question, and will result in dismissal of the student.

**Special Situations:**

- Should a student refuse to cooperate with an investigation, and choose to withdraw from the program, an entry will be made into the student's file with an appropriate notation of the refusal.
- Any student convicted (by plea or otherwise) under a criminal drug statute of a violation must notify the Program Director or Clinical Instructor within five calendar days of the conviction. As required by law, these convictions will be reported to the American Registry of Radiologic Technologists and can affect the student's eligibility for the certification examination.

## **RADIATION SAFETY PRACTICES**

**Policy:** Adhere to radiation safety rules and procedures to maintain minimum radiation exposure to the patient, visitor, associate and student.

**Purpose:** To follow established guidelines to achieve the objective of maintaining radiation exposure to as low as reasonably achievable (ALARA) for all people.

### **Procedure for protection of patients and visitors:**

- Collimation will be used at all times, and the smallest possible field will be exposed and will not exceed the size of the image receptor. Evidence of proper collimation and/or shielding should appear on all radiographs.
- Exposure factors will be used to obtain maximum diagnostic information with minimal radiation exposure to the patient.
- Inform the radiologist of possible duplication of exams to reduce patient exposure.
- Patients who are of reproductive age will be protected through the use of gonadal shielding to prevent interaction with the primary beam; the only exception to the use of gonadal shielding is when it would obstruct visualization of structures of interest or when the risk of disease transmission outweighs the benefit as in some mobile imaging.
- Females of childbearing age must always be questioned regarding the possibility of pregnancy and appropriate shielding should be utilized. The radiologist should be consulted prior to performing any diagnostic imaging procedure requiring radiation exposure if a patient is in the first trimester. Approval for the procedure must be given by the radiologist.
- No one will be allowed in the radiographic room or a patient's room during the performance of radiologic procedures except the patient. If the patient must be held or assisted during an exposure, this individual must wear leaded aprons and gloves of at least .5 mm lead equivalency.
- Doors to the radiographic rooms are to be closed during radiographic exposures.
- Fluoroscopic radiation cumulative timer will be set for maximum 5 minutes exposure time at the beginning of each procedure, and reset only after it has completely run out of time.

**Procedure for protection of associates and students:**

- **Dosimeters will be worn by all persons occupationally exposed to radiation. These badges will be worn on the front of the body at collar level, and outside of a lead apron during fluoroscopic procedures.**
- Radiographers and students should always stand in the lead-lined control booth during an exposure.
- While performing portable procedures, lead aprons must be worn by all hospital personnel who must remain in the room during the exposure. All other associates and visitors not needed in the room, must leave prior to the exposure.
- Radiographers and students will always wear lead aprons when assisting the radiologist during fluoroscopy.
- Any student who has been verified by her attending physician and has declared a pregnancy, must follow the Pregnancy Policy of the Long Term Disability Policy found within the Student Handbook.
- Bimonthly written reports of occupational radiation dose are available, upon request from the Program Director and as required by the Nuclear Regulatory Commission.
- The Radiation Safety Officer shall review reports of the results of occupational dose monitoring. For a reading that is higher than 10% of the limits described in paragraph 20.1201 of Title 10 of the Code of Federal Regulations (NRC Reg.), (which are identical to those in paragraph 6.5 of the state regulations) he/she will consider whether that reading is reasonable considering the student's related clinical assignments. This action would be undertaken at a dose of 0.5 rem or 5.0 mSV for students over 18 years of age.

Students under age 18 years are considered minors and are limited to an annual dose that is only 10% of the adult limit, thus attention would be given when the minor student dose exceeded at 0.05 rem or 0.5 mSV.

For a reading that is higher than 30% of the previously described dose limits a more thorough investigation will be conducted.

For the protection of all parties, the radiographers and students will always identify the correct patient by checking the identification band, or other mechanisms, before the performance of any radiologic procedure.

 **UNITED HOSPITAL CENTER****POLICY ON HARASSMENT IN THE EDUCATIONAL SETTING****POLICY:**

The UHC School of Radiologic Technology (UHCSRT) considers verbal or physical harassment of its students and applicants for any reason to be totally unacceptable. It will not be tolerated. Harassment in the educational setting on the basis of any status protected by a civil rights statute is considered unlawful. Conduct, whether intentional or unintentional, which results in discriminatory harassment will subject the harasser to disciplinary action, up to and including dismissal.

**PURPOSE:**

The purpose of this UHCSRT policy is to set forth UHCSRT's position condemning harassment in the educational setting and to explain the process that will be implemented to carry out this policy.

Prohibited harassment includes, but is not limited to, the following conduct:

- a. Deliberate, repeated and/or unsolicited verbal comments or gestures based on, but not limited to, race, religion, gender (sex), national origin, age, disability, veteran or familial status, which cause discomfort or humiliation, unreasonably interfere with an individual's educational performance, or create an offensive educational environment.
- b. Displaying derogatory posters, cartoon drawings, or any other inappropriate subject matter, or telling jokes which stereotype or ridicule persons based on any of the categories listed above.
- c. Physical actions such as unwanted touching, pushing of another person, impeding or blocking a person's movement, or any physical interference with another person's normal educational or movement.
- d. Sexual harassment – Sexual harassment is defined by the EEOC as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, or conduct directed toward an individual on the basis of gender when:
  - a. Submission to such conduct is either made explicitly or implicitly a term or condition of an individual's admission/program affiliation.
  - b. Submission to or rejection of such conduct by an individual is used as the basis for admission decisions affecting such individual; or
  - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile or offensive educational environment.

## Complaint Procedure

Because it is the policy of UHCSRT to provide all students and faculty with an educational environment free from any form of harassment, UHCSRT encourages the prompt reporting of harassment if it occurs. To ensure that the educational environment at the UHC School of Radiologic Technology is free from prohibited harassment, any person who is subjected to such harassment, or any person who has knowledge that another student is being subjected to such harassment, must report this immediately to the Program Director, Clinical Instructor or Diagnostic Services Department Manager.

- a. A thorough and full investigation of the matter will be conducted by the Vice President of Human Resources/designee, and may involve, where appropriate, management and/or legal counsel and other relevant persons.
- b. The investigation will be completed and a written report prepared as soon as possible after the complaint has been reported. This will generally, unless extenuating circumstances exist, be done within three weeks of the date the complaint is filed. All claims of harassment will be inquired into and/or investigated with appropriate consideration for confidentiality. Reasonable confidentiality will be maintained; however, any investigation will require limited disclosures of the charge made and certain other important information on a strict need-to-know basis.
- c. UHCSRT will respect the rights of the persons reporting the incident as well as the rights of the person(s) accused of the harassment throughout the inquiry, investigation and disciplinary actions, if any, as appropriate. All reported incidents will trigger an inquiry.
- d. All parties involved in the inquiry or investigation of harassment allegations will be warned against taking any actions which may be perceived as retaliation. Persons found to engage in retaliation (i.e., examples of retaliation might include but are not limited to physical actions, threats, alterations of clinical assignments, change in communication, and/or interpersonal relationships, etc.), shall be subject to disciplinary action, which may include immediate termination or dismissal. Any allegation of retaliation will be taken just as seriously as the underlying harassment complaint.

In the event of reported incidents of alleged harassment, the Policy and Procedures of UHC as the sponsoring institution will be followed including the involvement of Harassment Liaisons, the VP of Human Resources and General Counsel, as deemed necessary.

**Further details regarding REPORTING INCIDENTS OF ALLEGED harassment is available, upon request from UHCSRT faculty.**

## **BLOOD – BORNE PATHOGEN EXPOSURE POLICY**

In accordance with the occupational safety and health administration standards addressing occupational exposure to blood-borne pathogens, United Hospital Center School of Radiologic Technology will provide the following to students:

1. A written exposure control plan which can be found on the UHC intranet or in the office of the Safety Manager.
2. Hepatitis-B vaccination series at no cost.
3. Annual education in universal precautions including documentation requirements for all clinical sites.
4. Use of Globally Harmonized System (GHS) labels to identify potential hazards at all clinical sites.
5. Personnel protective equipment including gowns, goggles, gloves, etc. at no charge to student at all clinical sites.
4. Maintenance of confidential records for students receiving occupational exposure.

Any education or training in the implementation of OSHA standards will be a joint effort between program faculty, Infection Control and the Safety Department manager. Additionally, radiologic technology faculty and students will cooperate in training efforts at all clinical affiliates.

## **COMMUNICABLE DISEASE POLICY**

A student shall be determined as infected or infectious if he/she has any of the following:

1. Nausea, vomiting, and/or diarrhea
2. Fever
3. Skin conditions such as boils, carbuncles, scabies, and/or infectious rash on hands.
4. A diagnosed communicable disease such as TB, hepatitis, measles, etc.
5. Positive culture findings.

A student with the above conditions will be reviewed by the Associate Health Nurse Practitioner, personal family physician or E.D. nurse or physician and if it is determined that the student does have a communicable disease, that student will be sent home.

When a student has been removed from attending the Program by the Associate Health Nurse Practitioner or a designee and proof documented that it was a hospital acquired infection, the student will remain home and will only return to the training program following negative test(s) and clearance with the Associate Health Nurse Practitioner or a designee.

Student should refer to Personal or Disability Leave Policy, or Leave of Absence Policy for additional information about length of time off and responsibilities regarding missed clinic/didactic assignments.

## **STUDENT ASSISTANCE PROGRAM**

United Hospital Center School of Radiologic Technology (UHCSRT) recognizes that a wide variety of non-work related problems may adversely affect a student's performance. These problems may include: emotional or behavioral problems, marital or family problems, financial problems, and drug or alcohol problems. While in most cases a student will seek help and resolve these problems on his/her own, in some cases the student may need assistance in finding the appropriate source of help. Whenever these problems affect work performance and the student is unable to resolve them, UHCSRT believes it is in the best interest of the student and of UHCSRT to offer such assistance. This assistance is made available through the Student Assistance Program (SAP).

While every effort will be made to assist students in finding appropriate help and in improving the student's job performance, the SAP does not replace nor supersede UHCSRT's Disciplinary Policy, UHCSRT's Alcohol & Substance Abuse Policy, nor UHCSRT's right to dismiss or suspend a student whose misconduct is of a serious nature.

### **GUIDELINES:**

1. In the case of student initiated participation in SAP no information will be shared between the SAP provider and program faculty without written consent from the student.
2. In the case of a faculty mandatory referral (see Alcohol and Substance Abuse Policy) in which participation in SAP is a requirement affecting the student's status, the student will be asked to sign a release allowing the SAP Coordinator to be notified by the SAP provider as to whether or not the student is meeting treatment requirements.
3. All decisions regarding program status will be determined by UHCSRT Policy and Procedures. Continued affiliation will be based on performance as always. Participation in the SAP is completely voluntary; however, there are those cases in which participation in the SAP may be a requirement for continued affiliation. (See Alcohol and Substance Abuse policy.)
4. Initial assessment by the SAP coordinator will be at no cost. However, the student is responsible for any costs by SAP providers that are not reimbursable by her/his health insurance.
5. Students will be made aware of the SAP through new student orientation, during the Student Handbook review during Fundamentals of Rad Science class, and through other normal channels of communication.
6. Program faculty will work with SAP Coordinators (Toni Williams and/or Rev. James Morley) in the use of SAP.



**PROCEDURE:**

1. **STUDENT INITIATED:** Students may seek the assistance of SAP for themselves by contacting one of the SAP Coordinators directly. They may do this without involving program faculty; however, in the course of performance related counseling the faculty will be responsible for informing students of the availability and benefits of SAP.
2. **FACULTY MANDATED REFERRAL:** The faculty, after consultation with his/her manager/vice president and a SAP coordinator may make a mandatory referral to SAP. A mandatory referral requires that the student participate in treatment or in such appropriate services as recommended by the SAP provider. A mandatory referral would be substance abuse or chemical dependency in compliance with the Alcohol and Substance Abuse policy.
3. SAP coordinators will be responsible for:
  - a. Assisting students in selecting appropriate resources for assistance.
  - b. Consulting with program faculty in the appropriate utilization of the SAP.
4. SAP Coordinators will be:
  - a. The Associate Health Coordinator –Toni Williams (ext. 1658; [williamstoni@uhcwv.org](mailto:williamstoni@uhcwv.org))
  - b. The Director of Chaplaincy Services - James Morley (ext. 1735; [morleyj@uhcwv.org](mailto:morleyj@uhcwv.org))