

# RMH School of Radiologic Technology

## Student Handbook
## 2026/2027

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# Program Information

Since 1966, the Sentara RMH School of Radiologic Technology has been accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and is certified to operate in the Commonwealth of Virginia by the State Council of Higher Education (SCHEV). Our school is operated and sponsored by Sentara RMH Medical Center in Harrisonburg, Virginia, a member of the Sentara Healthcare System. Sentara is a 125-year-old not-for-profit system.

## Program Overview

The Sentara RMH School of Radiologic Technology Program is a 21-month program that is designed to prepare students to be radiologic technologists. The program offers students an opportunity to develop an allied health career as well as gain valuable general education instruction. The JRCERT requires that all students complete the program within 150% of their original admission date. The curriculum incorporates a combination of clinical and didactic learning experiences in a hospital setting. Following the completion of this 21-month course of study, students are awarded a certificate in Radiologic Technology from Sentara RMH Radiology School. Upon completion of the program requirements, students can apply to the American Registry of Radiologic Technologists (ARRT) to take the national comprehensive exam.

## Accreditation

The JRCERT is the accrediting agency for Radiography.
JRCERT
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-2901

The School of Radiologic Technology at Sentara RMH has been awarded an 8-year accreditation until 2030 by the JRCERT. (www.jrcert.org)

The Sentara RMH School of Radiologic Technology has been certified to operate in the Commonwealth of Virginia by SCHEV.
SCHEV
Phone: 804-225-2600
www.schev.edu
PPE@schev.edu

Sentara Hospitals are accredited by Det Norske Veritas Healthcare, Inc.
Det Norske Veritas Healthcare, Inc.
400 Ravello Drive
Katy, TX 77449
Phone: 281-396-1000

The Radiology School consistently strives to exceed the minimum requirements for compliance with all JRCERT and SCHEV standards. If a student has cause for concern that the program may not be in compliance with any standard(s), they are encouraged to report the allegation, in writing, to the program director. The report must be submitted within ten academic days of the event of alleged non-compliance. The program director will work with the student and any other involved program member to clarify or resolve the issue of alleged non-compliance. If a

satisfactory resolution cannot be attained, the student is encouraged to report the alleged issue of non-compliance directly to JRCERT and/or SCHEV as a last resort. See Grievance policy.

## Program Assessment and Governance

The students' input in the program's governance is extremely valuable. There will be several areas of the program operations that will be evaluated during the students' educational experience. Suggestions for improving the program are through assessment surveys, in class or personal discussions, and class meetings.

Students also help in the decision-making responsibilities by serving as class representatives on the program's Strengths, Weakness, Opportunities, and Threats (SWOT) committee.

## Mission Statement

The mission of the Sentara RMH Radiography Program is to prepare students with the highest educational experiences to become successful entry-level radiographers demonstrating outstanding levels of professionalism, academic and clinical competence in serving their patients, community, and the profession.

## Program Goals and Outcomes

### Goal 1: Students will be clinically competent.

Student learning outcomes:

- Students will position patients properly.
- Students will practice radiation protection.
- Students will select appropriate technical factors.

### Goal 2: Students will show professionalism.

Student learning outcomes:

- Students will exhibit professional behaviors.
- Students will determine the importance of professional development.

### Goal 3: Students will communicate effectively.

Student learning outcomes:

- Students will use effective oral communication skills.
- Students will use written communication skills.

### Goal 4: Students will utilize critical thinking skills.

Student learning outcomes:

- Students will manipulate technical factors for non-routine examinations.
- Students will be able to adjust to non-routine situations.

## Program Effectiveness Data (PED)

The program effectiveness data for our program may be found on our website:
https://www.sentara.com/Assets/Pdf/Locations/Schools/84102024_Program-Effectiveness-Data-Template-with_Calculation2017-2021.pdf

PED can also be found on the JRCERT website:
https://www.jrcert.org/programs/sentara-rmh-medical-center/

## Program Personnel

Russell Crank, MS, RT(R), Program Director
Carla Williams, BS, RT(R)(M), Clinical Coordinator
Amber Rinker, BS, RT(R), Clinical Instructor
Elizabeth Estep, BS, RT(R), Clinical Instructor
Paula Erickson, BS, RT(R), Clinical Instructor (AH)

## School's Hours of Operation

The program director and/or clinical instructors are available to the student daily Monday through Friday from 6:00AM to 4:30PM. General didactic hours are from 6:00AM to 3:00PM. Clinical hours are from 7:00AM to 4:00PM. Trauma hours are from 3:00PM to 10:00PM. Students have access to faculty home/cell/work telephone and email.
The program is a full-time program and does not offer part-time and evening classes.

## Application Deadline

Application deadline for applying to the program is December 1. All application information can be found online and downloaded.

# General Information for Students/Prospective Students

## Non-Discriminatory Policy

Sentara seeks to select qualified applicants without regard to race, color, religion, age, sex, marital status, gender identity and expression, sexual orientation, pregnancy, childbirth or related medical conditions, including lactation, military status, genetic information, national origin, disability, or any other legally protected status, providing the applicant is qualified to perform the essential functions of the job with or without reasonable accommodation.

## Americans with Disabilities Act (ADA)

The American Disability Act (ADA) is to protect students who may have special needs and will be provided with reasonable accommodations to help them achieve their academic goals.

Disclosure is strictly voluntary; therefore, a student with a disability has the legal responsibility to request any necessary accommodation within a timely manner with appropriate current documentation to the School of Radiologic Technology.

When the needs of the student have been identified, they will need to meet with the program director, instructors, and human resources to determine what level of accommodation will be considered when asking for accommodation.

## Financial Assistance

Sentara RMH School of Radiologic Technology does not participate in state or federal financial assistance. Financial assistance is available for qualified applicants through colleges for courses taken there. Please contact the Financial Aid Department at those institutions for further information. Online sites such as www.fastweb.com and www.finaid.org provide information on scholarships and student loans. Students who apply to these sites are cautioned to do so responsibly.

## Scholarships

The Martha S. Showalter scholarship and The Catherine O. and Lyall O. Steger, Jr. Scholarships are available to second year students. Scholarship amounts will vary from year to year.

## Housing

Each student is responsible for his/her own accommodation.

## Students Educated in Foreign Countries

Applicants with an international degree are required to submit proof that their foreign transcripts have been evaluated by an ARRT approved organization. Please contact the ARRT for an official list of approved credential evaluation services. This official evaluation must be submitted in lieu of the official foreign transcripts.

## HIPPA/Confidentiality

The Health Insurance Portability and Accountability Act (HIPPA) and confidentiality will be practiced at all times. This is reviewed during orientation and throughout the program. Any violation of this policy will lead to disciplinary actions or dismissal from the program.
Professional Organizations (ASRT, VSRT)

Each student is strongly encouraged to join the available professional organizations. Membership gives the student exposure to the profession and the latest technical advancements, information of continuing education opportunities and employment opportunities nationally as well as locally.

## Orientation

Orientation is held in the spring prior to the start of the program. Attendance is required since most of the material covered is necessary for the student to be allowed to participate in clinical experiences at the health facility. It includes orientation to the program and the health facilities. Rules, regulations, and policies of each facility and the program are presented.

## BLS Certification

Students are required to obtain basic life support (BLS) certification from the American Heart Association. This training must be adult, infant, and child CPR plus automatic external defibrillation (AED). Record of certification must be presented to program officials by the start of the program. Two-year certification is preferred.

## Mandatory Background Check/Drug Screening

All students accepted into the program will be subject to a drug screening and criminal background check. The criminal background check and drug screen are at the student's expense. If a student fails a drug screen and/or criminal background check, the student/applicant will be terminated from the program. All misdemeanor or felony offenses require ARRT pre-approval regardless of when they occurred. Contact the ARRT (www.arrt.org) if you have any questions. Response time from the ARRT could take up to 8 weeks and may incur a fee.

Drug screenings may be performed at any time during enrollment. If a felony or suspension during the program occurs, the ARRT must be notified at the time to determine the student's eligibility to set for the ARRT Registry Exam.

## Textbooks

Textbooks are purchased semesterly and yearly by the students. Textbooks can be picked up at the BRCC Bookstore. Students will be notified when the textbooks have arrived. A date will be set by the faculty stating when the student is expected to have the required books in class. The student is expected to purchase new textbooks. If the student has the opportunity to purchase used textbooks, these must be approved by a faculty member.

## Professional Liability Insurance

A major focus of any medical profession must be patient safety. Students are responsible for their own acts; therefore, it is strongly suggested all students carry liability insurance.

## Articulation Agreement with St. Joseph's College

Sentara RMH School of Radiologic Technology has an articulation agreement with St. Joseph's College (Online Program). This online program will allow credit for classes taken through the Sentara RMH School of Radiologic Technology. These credits may be applied toward a BS degree. Information regarding this agreement may be obtained through the Program Director or by contacting St. Joseph's College at info@sjcme.edu.

## Radiation Protection

Students are to always practice ALARA standards. When doing portables or fluoroscopic procedures, students must wear lead aprons. A student shall not hold patients or IR for general procedures.

## Student Radiation Monitoring

To help ensure that the student is working in a safe environment, the amount of radiation received will be monitored and is in compliance with Nuclear Regulatory and state laws. A radiation dosimeter device will be issued to each student prior to starting clinicals.

It is the responsibility of the student to always wear the assigned dosimeter while in the clinical setting. The student must use caution as not to lose or damage the monitoring device. The G1 (total body) monitoring device is to be worn on the collar near the neck. When wearing a lead apron, it is to be worn on the outside of the apron. The monitoring device will be placed in a holder which must always face forward for an accurate reading. Quarterly the clinical instructor will collect the used monitoring devices and issue new monitoring devices. The readings from the monitoring devices will be recorded in the student's permanent record at Sentara RMH and will be reviewed quarterly by the radiation safety officer. Students whose report indicates that their exposure exceeds **ALARA I** will receive a written notification and will be required to meet with the radiation safety officer to review the radiation safety practices. Students whose radiation monitor report exceeds **ALARA II** will meet with the radiation safety officer and the program director. The incident may require investigation and follow-up actions. Upon recommendation of the radiation safety officer, the student may be removed from the clinical setting for a specified period of time. Any time missed in the clinic must be made up prior to graduation.

### ALARA Investigational Levels

| | (mrems/calendar quarter) | |
|---|---|---|
| Area Exposed | Level I | Level II |
| Whole Body | 125 | 375 |
| Extremities/Skin | 1250 | 3750 |
| Lens of the eye | 375 | 1125 |

The program will maintain and monitor student radiation data. This information must be made available to students within 30 days following receipt of data. Students are required to review and initial monthly reports. Each student is issued a badge number to protect their privacy. A student who has forgotten or misplaced their radiation badge will not be allowed in clinical until their badge is retrieved, or a temporary badge is issued.

Proper care of dosimeter is discussed with students prior to clinical.

After graduation, the permanent record of radiation dose will be placed with the departmental administrator. To obtain a copy of these records, the student must request the information to be released.

## Drug & Alcohol Policy

Sentara RMH is a drug/alcohol free workplace. Students who are suspected of substance/alcohol usage while enrolled in the program will be required to report immediately for drug/alcohol testing. The student will be required to pay for testing services. Refusal to undergo

testing will result in immediate dismissal from the program. Students are given the drug/alcohol policy.

## Pregnancy Policy

It is the discretion of the student to inform the program director of her pregnancy. This must be a written notice of voluntary declaration. If the student chooses not to inform the program director of her pregnancy, then existing standard radiation protection guidelines shall be followed.

If formally informed of the pregnancy, the program director shall contact the radiation safety officer.

A student shall acquire, if not already obtained, a written declaration of pregnancy, which shall include the estimated date of conception. This written declaration shall be signed and dated.

An educational pregnancy packet will be given to the declared pregnant student, which includes this pregnancy policy and a copy of Nuclear Regulatory Guide 8.13, entitled “Prenatal Radiation Exposure.”

A fetal dosimetry monitoring device will be ordered. The student will wear this monitoring device on her abdomen. She will receive instructions regarding proper use of monitoring devices.

An informal conference will be scheduled with the radiation safety officer to review Nuclear Regulatory Guide 8.13 and she will have the opportunity to discuss any questions or concerns that she may have.

After reading Nuclear Regulatory Guide 8.13, the student has the following options regarding status in the program. She may elect to 1) take up to one year leave of absence from the program. This leave may be extended for an additional year if requested by the student. The student may only receive one extension. After that the student will need to re-apply to the program for admission. The student will be given consideration of courses completed previously. 2) The student may elect to participate in a modified clinical experience, with the understanding that all clinical expectations will need to be completed before the student will be allowed to graduate. 3) The student may elect to participate in the classroom portion only during the pregnancy with the understanding that all clinical requirements must be met to satisfy graduation requirements. 4) The student has the option of withdrawing from the program, or 5) have the option for continuance in the program without modification.

If the student declares her pregnancy, she will need to provide a statement from her physician concerning her ability to safely function in the program.

The student has the option to voluntarily withdraw the declaration of pregnancy at any time in writing to the program director.

It is both the procedure and practice of this program to offer maximum radiation protection to the student; SRMH will assist both the mother and the fetus to minimize radiation exposure during pregnancy, in accordance with the ALARA concept.

## Dress Code – Classroom and Clinical

The student must always wear a solid black scrub top and pants. A solid black, white, or gray shirt may be worn under the black scrubs. The solid shirt cannot have any logos or designs. A solid black scrub jacket is also acceptable to be worn over traditional scrub tops.

- The uniform is to be kept clean, neat, and pressed.
- Shoes are to complement black scrubs and to be kept clean. If shoes are not black or white, they will need to be approved by faculty. Footwear shall be solid surface made of non-absorbent and non-perforated materials (no nylon or canvas material). In keeping with OSHA standards, shows in patient care areas must be closed toed and no holes on top. Staff has overall approval.
- Solid white or black socks may be worn to match the color of scrubs.
- Hair shall be clean, well groomed, controlled, and appropriate for the job.
    - Extreme hairstyles and colors are not acceptable. (No purple, blue, glitter, bold, etc.) A hair ribbon/bow may be worn to complement attire.
    - Moustaches and beards shall be neat and groomed. Facial hair may not inhibit N95 respirator for those positions requiring fit testing.
- Jewelry is to be simple and limited to present no safety hazards for the patient or self. Hazardous jewelry would include dangling necklaces and earrings. Facial piercings are limited to one single small stud in the nose. Tongue piercing and excessive ear adornments are not permitted. Ear “gauging” is not permitted.
- Students must not wear fragrances due to the increasing number of allergies.
- The student is expected to practice good hygiene. Fingernails and to be clean and groomed and nail polish is to be a moderate color. No artificial nails are allowed, and fingernails can be no longer than ¼ inch length. No neon color polish. Make-up must be professional and must not attract undue attention.
- Clothing must not reveal the navel, breast, or bottom. Denim clothing, camouflage, jeans, t-shirts, tank or tube tops, are not permitted.
- Tattoos or body art will be permitted in the workplace except in the following situations:
    - Where it could be deemed offensive or controversial to co-workers, customers, patients, vendors, or others in the workplace based on racial, sexual, religious, political affiliation, ethnic, or other characteristics or attributes of a sensitive or legally protected nature. (i.e., Tattoos depicting violence, nudity, illegal substances, weapons, etc.)
    - Excessive tattoos and body art on legs, neck, face, and arms such as full or half sleeves will be required to be covered.
    - If it is determined by Leadership that a tattoo or body art may present such a conflict, the employee will be asked to cover the tattoo or body art with the appropriate uniform, clothing, or material (i.e., bandage or other dressing) unless such covering creates a safety or infection prevention and control concern.

Sentara RMH must ensure a consistent, professional image for our patients and customers. The student is reminded that our patients or visitors may potentially be offended by certain fashion statements; therefore, the faculty reserves the right to determine what is appropriate on a case-by-case basis. A student who does not adhere to the above dress code will be given one warning. With the second incident, the student will be asked to leave the clinical setting and return only when wearing the appropriate attire. All missed clinical time will be made up at the discretion of the clinical instructor.

## Cell Phones

All cell phones shall not be visible and shall be turned off during class/clinical hours to avoid becoming a distraction. This includes no texting or checking of emails on phones during these periods. This is only permissible during scheduled classroom or clinical breaks in designated areas. Cell phones shall not be used to record images of patients, patient/customer information, Sentara employee images or Sentara proprietary information.

## Attendance

The 21-month program consists of five consecutive semesters. The sequence begins in the fall of each year. Scheduled college holidays and semester breaks will be observed unless otherwise scheduled to meet designated clinical didactic objectives. The student will be scheduled to no more than 40 hours (maximum of 10 hours/day) clinical/didactic instruction per week.

Students shall attend and be on time for all scheduled course-related activities. All occurrences of absence and tardiness are tracked and documented for classroom, skills lab, and clinical. Students must contact the Program Coordinator/Faculty in the event of absence and/or tardiness.

## Scheduled Absences (Planned)

If you know in advance that you will be unable to attend class/clinical, faculty should be notified 24 hours in advance.

## Unscheduled Absences (Unplanned)

When you are absent from class/clinical without giving 24-hour notice to faculty (i.e., woke up sick). Faculty must be notified prior to the start of class/clinical assignment that day.

Failure to follow proper procedure for notifying the school will result in an unexcused absence.

Attendance of all RAD classes is mandatory. Only one section of each RAD course is offered yearly so it is imperative that missed days are kept to a minimum as it is difficult for the student to catch up on the course material. The student is required to call the instructor if they are going to be absent from the class. Attendance to all examinations is required. A student mission over 20% of classes for didactic course(s) can be withdrawn from the program by the instructor/program director unless prior arrangements are made.

Absences exceeding a two-week consecutive length of time, regardless of the cause, will require the student to request a leave of absence (LOA) for the remainder of the course. The student must follow the LOA policy for requests and returns. A student who exceeds the allowable maximum time and does not request a LOA will be dismissed from the course/program.

Clinical experience attendance is mandatory. The student is required to check in and out for all clinical experiences at all facilities. Each clinical course has a required number of competencies, which must be met before a clinical grade can be given. Any absences, other than illness or emergency situations, must have prior approval of the faculty. Failure to obtain prior approval may result in disciplinary action being taken.

Any missed assignments are the student's responsibility. Missed tests/quizzes must be made up within two days or will result in a 0 (zero) after returning to school.

Time missed resulting in a student having less than zero hours will require the student to be put on probation until time is made up.

Make up time will be scheduled at the discretion of the instructor/program director. Make up time will not be scheduled during holidays.

## Unexcused Absences

An unexcused absence has occurred when the student fails to notify the faculty of an absence.

1. First occurrence; a documented verbal warning will be given to the student.
2. Second occurrence; a written warning will be given to the student.
3. Third occurrence; students will be suspended for two days with personal time deducted and a final written letter issued.
4. Fourth occurrence; students will be dismissed from the program.

## Hours

A student in the program will be scheduled for up to and not to exceed 40 hours per week or a maximum of 10 hours per day in the classroom/clinical setting. (JRCERT) General hours for clinical assignments are daylight hours with some evening assignments required.

## Punctuality

The student is expected to be punctual and prepared for all scheduled class and clinical sessions. Students should arrive at the clinical site and classroom ten to fifteen minutes prior to the scheduled time and report to their assigned area on time.

## Tardiness

A grace period of ten minutes will be allowed before the student is considered late; however, the student is expected to be on time. For those people who do come after ten minutes and are therefore considered late, the following progressive discipline will take place:

- 1st Occurrence: Stay after the same day the equivalent amount of time tardy.
- 2nd Occurrence: Stay after the same day the equivalent amount of time tardy.
- 3rd Occurrence: In writing, describe an action plan that will identify the steps to ensure this will not occur again and make up the equivalent time tardy as designated by the school clinical coordinator and program director.
- 4th Occurrence: Make up a half day. The student will be given the choice to make up a half day on the following Saturday or Sunday or after graduation.
- 5th Occurrence: Make up a full day. The student will be given the choice to make up a full day on the following Saturday or Sunday or after graduation. The student is put on probation and the administrative director of the department will be notified of action taken.
- 6th Occurrence: The student will be suspended for two days at the time that tardiness occurs. (This will require the student to take personal time.)
- 7th Occurrence: The student will meet with faculty and administrative director of the department to discuss possible dismissal from the program.

## Personal Leave Time/Sick Time

The student is given 50 hours of personal leave time to be used during the 21-months of clinical experience. The time can be used for vacation, sick leave, emergencies, or for other approved

personal time. Personal time is to be scheduled 24 hours in advance, except in the case of an illness or emergency, the student is to contact program personnel as soon as possible. If no one can be reached, a message is to be left on the voicemail of program personnel. If a student calls in sick, then they must take the whole day. A student whose absenteeism due to illness exceeds two consecutive days is required to obtain a written excuse from their primary care physician. The student is required to report any exposures to communicable diseases. The student is responsible for all missed work.

## Military Leave

Military leave is a leave of absence for any student placed on active duty for two weeks or more. The LOA may be initiated by either the student or the school to assist the student. Students must submit documentation/orders regarding the return to active duty to the program director. When the student is ready to return from leave, he/she must contact the program director to arrange for re-entry. Prior to reinstatement into the radiology school, the student must meet with the program director to determine the impact of their absence, their ability to resume study, and placement into the program. The student may be required to demonstrate clinical competency prior to returning to the program. If the student is required to repeat courses previously taken, there will be no tuition charged for those courses.

## Injuries or Illness

Injuries that require an extended absenteeism will be handled in the same fashion as leave of absence.

## Funerals

Students will be granted three days of excused absence for funerals of their immediate family (parent, spouse, sibling, child, grandparents, and in-laws). Program requirements must still be met upon return.

## Jury Duty

A student that is called upon for jury duty must provide documentation to the program director. Program requirements must still be met upon return. Time missed will not count against them.

## Holidays

The following holidays will be observed: Easter, Independence Day, Labor Day, Thanksgiving Day, Memorial Day, Christmas, and New Year's.

## Adverse Weather Conditions

The school will cancel or delay clinical and classes when Blue Ridge Community College closes/cancels/delays classes as follows:

- BRCC closed – School of Radiologic Technology closed.
- BRCC delayed – School of Radiologic Technology starts at the same time as BRCC. If BRCC opens after 11:00AM, class and daylight clinical rotations are cancelled for the day. Trauma rotations will be as scheduled.

If BRCC is not closed and because of the wide variety of driving conditions that may exist, each student should evaluate driving conditions and driving ability to determine if safe arrival at school if possible. If the student determines that driving conditions are hazardous, they may take personal time.

Sentara RMH School of Radiologic Technology faculty have the ultimate decision to cancel/delay clinicals and class due to weather conditions at their discretion. Announcements from school faculty are provided via text message.

## Working While in the Program

The School of Radiologic Technology is physically, emotionally, and academically demanding. If employment is interfering with meeting the objectives of the program, faculty may recommend that a student with a heavy work schedule modify their working commitments. **The student is responsible for assuring that their individual work schedule does not conflict with clinical and didactic commitments. The program will NOT adjust the clinical or didactic schedules to accommodate the students work or personal schedule.**

## Study Time While in Program

Any free time between classes should be used efficiently. The student while at the Radiology School is expected to use their time to study, complete paperwork, and catch up on other school related work, or other duties associated with the school. The school is preparing the student for the working world by observing hours like actual working conditions and not to be treated as free time to address other subject matters not related to school activities.

## Student Counseling/Advisement

The staff of the educational program will provide necessary counseling for students. Counseling/advisement will be documented, and a copy of the document will be given to the student and a copy will be placed in their permanent file. Counseling sessions will take place with a minimum of two faculty members. Advising will always be held confidential and conducted in a positive and constructive fashion. Regular evaluation sessions are scheduled each semester to cover strength, opportunities for growth, and progress of the program. Voluntary counseling is encouraged whenever the student feels the need for it. If faculty thinks the student would benefit from professional counseling, the faculty will recommend the student to seek professional counseling. Any fees for professional counseling will be the responsibility of the student.

## Faculty Accessibility

Faculty office hours will be posted each semester or by appointment. Faculty can be reached at any time by phone, cell phone, text, or email.

## Grading

Grades in all RAD courses must be a “C” or better. The student must obtain a grade of a “C” or higher in all required courses. If the student obtains any grade below a “C” in any RAD classes, this will result in the student’s dismissal from the program. RAD courses are only taught once per year, which eliminates the possibility of retaking the course before the next session begins.

### Grading System (RAD courses)

| Points | Percentage | Grades |
|---|---|---|
| 4 | 94-100 Excellent | A |
| 3 | 86-93 Above Average | B |
| 2 | 78-85 Average | C |
| 1 | 70-77 Failure | D |
| 0 | 0-69 Failure | F |
| P | Pass | |

| | | |
|---|---|---|
| F | Fail | |
| W | Withdrawal | |

Students are given their grades at the end of each semester during their student conference.

## Cheating Statement

Cheating is but not limited to any violation of the Honor Code. This will result in an automatic “F” for the course and dismissal from the program.

## Surprise Labs

SRMH School of Radiologic Technology utilizes surprise labs to ensure that students can perform exams they have “comped” on, prepped for graduation, and are prepared to enter the work force as a radiologic technologist.

Each student will have four (4) surprise labs per semester during their second year for a total of eight (8) between RAD 215 and RAD 233. The student must pass each surprise lab with a 94 or above to be considered passing. Any grade below a 94 is considered a failed surprise lab.

Students will be given a surprise lab on something they have already completed a competency on. If a student receives below a 94 on a surprise lab, the SRMH School of Radiologic Technology has deemed the student not to be proficient in the exam that they have previously demonstrated competency and the following steps will be taken to make sure the student becomes proficient:

- The student and clinical instructor will review the errors made during the surprise lab.
- The student will lose their competency check.
- The student is required to write a paper explaining the correct way to do the procedure within one (1) week.
- The student will simulate the procedure for one of the clinical instructors within one (1) week; simulation of all the projections MUST occur prior to the student performing the exam on a patient for competency.
- The student MUST perform the failed competency on another patient to get re-comped on the exam; any competency check that is failed/removed from the student’s competency ledger CANNOT be simulated and MUST be performed on another actual patient.

A student will not graduate from this program without meeting all program requirements and all surprise lab policies listed above. Failure to meet these requirements will result in delayed graduation until the student is able to meet all guidelines.

## Grounds for Dismissal

The grounds for dismissal are listed below:

- Failing grades in radiology (RAD) courses.
- Insubordination
- Unauthorized possession, use or distribution of drugs and/or alcohol on hospital property, at the clinical facility or clinical facility property, as part of the school’s activities, or reporting to school under the influence of intoxicants or drugs, legal or illegal.
- Unsatisfactory clinical performance.
- Unprofessional, unethical, or immoral conduct.
- Cheating in related or professional courses.
- If Sentara RMH Medical Center refuses to allow a student on hospital property for violations such as theft or misconduct, the student will not be allowed to continue.

- Calling in sick during normal school hours with the intention to work a job would be considered undesirable behavior.
- Failure to follow appropriate radiation protection safety policies.
- Sleeping in the clinical area.
- Use of profane or abusive language or engaging in heated arguments.
- Violation of honor code, organizational, facility or school policy, procedure, or practice.

If a student is dismissed from the program due to unsatisfactory grades or clinical performance, they must re-apply to the program. If a student is granted re-admittance and is dismissed from the program a second time due to unsatisfactory grades or poor clinical performance, they will not be eligible to re-apply. Any student that is dismissed for disciplinary reasons other than unsatisfactory grades or clinical performance will not be eligible to re-apply to the program.

## Readmission to Program

Prior to being granted readmission status, the student will be required to schedule a conference with the program faculty to document resolution of problem areas identified as the reason causing the student to leave. The following applies to readmission status:

- Readmission is not guaranteed.
- Students must be in good standing when leaving the program.
- Readmission is on a space available basis (number of seats available).
- Students may be readmitted only once.
- Readmission is limited to a one-year window.

## Academic Appeal and Grievance Process

The program respects the students' right to grieve or appeal decisions, which may seem unfair. Students are to use the grievance procedures to bring complaints to the attention of the school. The student and person (s) involved must make every effort to resolve complaints as quickly as possible once they are identified.

Decisions made by faculty or staff are considered final unless the student files an appeal. When a student believes a decision has been determined incorrectly or a disciplinary action in inappropriate, the student must: (1) file a written report (appeal) with either the instructor or the program director, identifying specific reason (s) for the appeal. This appeal must be filed within 10 days (all days will be considered business days) of posting of the course grade or notification of a disciplinary action. The program official will have 10 days to reach a decision. (2) If the matter is not resolved to the satisfaction of the student, an appeal may be made to the Administrative Director of Imaging within 10 days. The Administrative Director of Imaging will have 10 days to render a decision on the matter. (3) If this decision is not satisfactory to the student, a final appeal may be made, within 10-day timeframe, to the Vice President of Clinical and Support Services. A decision by this individual will be made within 10 days. This final appeal is considered to have been made to an entity independent of the program, whose decision will be considered final. No other options of appeal will be offered within the program.

In the event that the program is not in compliance with one or more of the JRCERT standards, you may contact the State Council of Higher Education or JRCERT.

**SCHEV**
PPE@schev.edu
www.schev.edu

**JRCERT**
Chief Executive Officer
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Email: mail@jrcert.org

## Complaint Procedure

The radiology school will address any complaints apart from those that require invoking the grievance procedure. The school will determine if a pattern of complaint exists that could negatively affect the quality of the educational program (e.g., cleanliness of the classroom). A student complaint must be made in writing and submitted to the radiology school instructors. Submitted complaints will be recorded in a complaint log for documentation. The radiology school shall determine what solution can be implemented to solve the complaint. The student will not be subject to adverse actions by any school officials because of initiating a complaint.

## Employment and Career Advising

The school does not guarantee job placement to graduates upon program completion or upon graduation. The school will provide a list of job opportunities in the surrounding areas. The school will assist students with career advising and obtaining employment as both a student and a graduate. Students/graduates will be informed of hiring events and other activities that promote relationships with local employers. Prior to graduation, students attend a resume building and interview skills class.

## Interviews – Employment

The student can be excused one day from clinical for employment interviews and will not be required to make up the time.

## Interviews – Continuing Education (Schools/Programs)

The student will be excused from clinical to attend two interviews for educational programs and will not be required to make up the missed time providing all graduation competencies are met by the graduation date.

## Radiography Tuition & Fees

| | | |
|---|---|---|
| Tuition | $2,000.00/semester | $10,000.00 Total Tuition |
| Application Fee* | $25.00 | |
| CPR (estimate)* | $55.00 | |
| Textbooks (estimate)** | $800.00 | |
| Uniforms (estimate)** | $200.00 | |
| Health Screening (estimate)* | $200.00 | Cost could vary due to insurance |
| Drug Screening/Background Check* | $82.00 | |
| Registry Review (estimate)* | $300.00 | |
| ARRT Registry Exam* | $225.00 | |
| TOTAL | $11,887.00 | (estimated cost of program) |

*All fees are nonrefundable
**Refunds determined by vendor

## Tuition Payment

Tuition will be charged in the amount of $2000.00 per semester (5 semesters) for a total of $10,000.00 for the 21-month program. Upon acceptance to the program, you are required to place a non-refundable deposit of $100.00 to confirm your intention to enter the program. The deposit will be credited toward the first semester tuition fee of $2000.00. Semesterly tuition due dates can be found on the school calendar. Checks should be made payable to Sentara RMH

Medical Center Radiology School. Changes to the tuition will be announced by January 1st for new incoming students.

## Tuition Refund

If a student withdraws from the program, a refund may be requested. Notice of withdrawal should be submitted in writing to the program director.
The refund policy is as follows:

- A student who enters the school but withdraws or is terminated during the first quartile (25%) of the semester shall be entitled to a minimum refund amounting to 50% of the cost of the semester.
- A student who withdraws or is terminated during the second quartile (more than 25%, but less than or equal to 49%) of the semester shall be entitled to a minimum refund amounting to 25% of the cost of the semester.
- A student who withdraws or is terminated after 50% of the semester is completed (more than 50%) shall not be entitled to a refund.

The student applicant may cancel their enrollment by written notice at any time prior to the first-class day of the session for which the application was made. When cancellation is requested under these circumstances, the school will refund all tuition paid by students, less a maximum tuition fee of 15% of the stated cost of the course or program or $100.00, whichever is less. A student applicant will be considered a student the first day of class.

The school is required to submit refunds to individuals who have terminated their status as students within 45 days after receipt of a written request or the date the student last attended classes, whichever is sooner.

## Student Seminars

In the last semester of the program, second year students are required to attend a review seminar. Transportation and expenses of the seminar is the responsibility of each student.

## Harassment/Workplace Anti-violence

The school is committed to providing a safe and secure workplace and an environment free from physical violence, threats, and intimidation.

Sentara Healthcare is proud to be an equal opportunity employer and is committed to maintaining a respectful work environment. We believe that everyone who provides care of services at any Sentara Healthcare facility has a right to an environment free of all forms of harassment, discrimination, exploitation, or intimidation.

In keeping with our culture, Sentara Healthcare does not tolerate or condone any form of unlawful discrimination or harassment. We prohibit the unfair treatment of any person or group, including on the basis of protected characteristics, including but not limited to race, color, religion, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, childbirth or related medical conditions including lactation, age, military status, national origin, genetic information, disability or any other basis protected by applicable state or federal laws or regulations. While not an exclusive list, such behaviors could be considered harassment in violation of this policy and not consistent with our Sentara Healthcare commitments.

**Workplace harassment** occurs when an employee suffers unwanted conduct based on his/her personal characteristics, affiliation, or membership within a particular group. In addition, the

employee had to endure the conduct to keep their job, or the conduct was so severe and pervasive it created a hostile work environment. Examples of harassing behaviors include:

- Degrading or humiliating comments, jokes, stereotypes, innuendos, or slurs
- Display or distribution of any written materials that ridicules, denigrates, insults, or shows hostility or disrespect toward an individual or group based on a protected classification.
- Intimidation, threats of violence, or any conduct that unreasonably interferes with an employee's ability to do their job or to feel safe in the work environment.

**Sexual Harassment** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when:

- Touching, rubbing, grabbing, groping, kissing, or violating an individual's personal space
- Unwanted communication of a sexual nature, regardless of delivery method, including sexually suggestive and/or offensive text messages, emails, social media postings, or voicemails
- Suggestive or insulting sounds or comments, whistling, leering, or stalking
- Unwelcomed sexual advances, request for sexual favors, or other verbal, visual, or physical conduct of a sexual nature where:
    - The conduct has the purpose or effect of creating an unreasonable interference with an individual's work performance or otherwise creates an intimidating, hostile, or offensive work environment.
    - Submission to such conduct is made explicitly or inexplicitly a term or condition of employment or is used as a basis for an employment decision (quid pro quo or "this for that")

Courteous, mutually respectful, pleasant, non-coercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered harassment or sexual harassment.

All forms of harassment are considered Critical Violations of the Sentara Healthcare Code of Conduct. Any individual found to have engaged in behaviors that constitute harassment under this policy will be subject to corrective action up to and including dismissal.

**Complaint Procedure:** A student who believes they have been subjected to harassment is encouraged to confront the harasser directly about stopping the offensive conduct. If the student is not comfortable confronting the harasser directly, or if doing so does not stop the conduct, the student should immediately notify any program staff, program director, or imaging director. All complaints and investigations regarding harassment are confidential to the extent possible, and information is disclosed strictly on a need-to-know basis. Sentara Healthcare will explore all appropriate solutions to remedy the situation, including with individuals not employed by Sentara Healthcare.

**Non-retaliation:** Sentara Healthcare supports an environment free from retaliation and will not tolerate retaliation against any student who brings forth a concern, asks a clarifying question, or participates in an investigation in good faith. Retaliation against a student for making a good faith complaint of harassment will result in disciplinary action. Students who believe they have been the subject of such retaliation, or who believe they have knowledge of such retaliation, should immediately contact any program staff.

## Transfer Policy

Radiologic technology programs are not required to accept transfer students. Students transferring from a JRCERT approved program will be evaluated on a case-by-case basis. If a student wishes to transfer to a different program, it is at the discretion of the receiving institution which credits will be accepted from the Sentara RMH School of Radiologic Technology.

## Recording Devices

No recording devices are allowed in class without permission from the instructor. Recording devices in clinical areas are prohibited.

## Student Records

Student records are confidential and maintained by the Sentara RMH School of Radiologic Technology. Students are required to report promptly any personal data changes: name, address, e-mail address, telephone number, etc. Student records, tests, and clinical folders containing grades or evaluations are locked in the instructor's offices. Access to these folders must be gained from an instructor to ensure student confidentiality. Permanent records are kept in fireproof locked cabinets at the school. Students may request in writing to obtain a copy of their academic and financial records at any time.

**Records on alumni/graduates:** A student's permanent file is kept for five years after their graduation date. The permanent file will include complete application, transcripts, completed clinical competencies, enrollment agreement, and health records. The permanent record will be maintained onsite in locked fireproof file cabinets. After five years the file is then reduced. After five years, the SRMH School of Radiologic Technology transcript and application are retained in the files and electronically on the shared network database (with electronic backup). The remainder of the record is shredded.

## Records Agreement

The School of Radiologic Technology at Sentara RMH does herewith certify that in the event the school should close, student records will be maintained by Sentara RMH Imaging Services and will be stored at a Sentara RMH Hospital owned facility.

## FERPA – Family Educational Rights & Privacy Act of 1974

FERPA is a federal law that protects the privacy of student education records. Once a student reaches 18 years of age, the student becomes eligible, and all rights formerly given to the parents transfer to the student.

The Sentara RMH School of Radiologic Technology adheres to all FERPA guidelines. Students are given a copy of the guidelines to inform them of their rights and responsibilities as a student.

## Lockers

Students will be assigned a locker at the school during the first week of classes. The student is responsible for purchasing a lock. Sentara RMH assumes no responsibility for the loss of valuables from the lockers.

## Social Media

All students need to use caution when using any social media platforms. Posting of confidential information relative to clinical sites, technologists, patients, faculty, and classmates is considered an ethical breach of confidentiality and is in direct violation of HIPAA standards. Legal actions can be taken when inappropriate content has been posted and confidentiality has been compromised. Failure to comply will result in disciplinary action which may include dismissal from the program.

## State Licensure

The graduate is responsible for applying for state licensure, where applicable, after the results of the ARRT examination are released. Each state will have specific rules for licensure.

## Student Benefits/Resources

There are many benefits that the students are offered. Benefits and/or resources are as follows:

- Academic Counseling
- Computer/Internet Access
- Participation in all hospital celebrations
- Cafeteria discounts
- Influenza/COVID-19 vaccines
- Job Preparedness Coaching
- Non-energized Laboratory with various positioning, imaging, and exposure aids
- Energized Portable and C-Arm equipment
- Radiographic Film Library
- Dedicated Classroom
- Student Lounge
- Scholarships
- Libraries
    - Sentara RMH Medical Library
    - Sentara RMH School of Radiologic Technology Library

Benefits are subject to change at any time.

## Energized Laboratory Policy

A student will not make any radiographic exposure of any kind without the supervision of a readily available ARRT certified instructor. The only exposures made in the laboratory setting will be on phantoms. Under no circumstance will human tissue be intentionally exposed to ionizing x-radiation in an energized lab. The x-ray machines will only be turned on during laboratory sessions. Under no circumstances will the students be exposed to radiation during lab. Students are not allowed to hold image receptors or phantoms during exposures. Positioning aids will be used on the phantoms to maintain positioning requirements, allowing the students to remain behind a lead barrier during all exposures. During the laboratory session, students must adhere to the following procedures:

- Wear OSL badge.
- Utilize individual markers for every exposure.
- Must remain behind lead barrier during all exposures.
- Utilize the appropriate techniques for ALARA.
- Practice radiation shielding.
- Follow all radiation protection policies.

If the student does not adhere to the above policies, a student will receive an initial warning, second offense the student will be placed on probation, and a third offense will result in dismissal from the program.

## Health and Safety Requirements

The following guidelines govern health insurance and injuries for a student enrolled in a hospital-sponsored school (laboratory & radiology):

- A student is not eligible for worker's compensation coverage. The student that is also a hospital employee should refer to the Hospital's Personnel Policy and Procedures.
- The student will not be included in, or eligible to join, the hospital health plan. The student is encouraged to have health insurance coverage on their own or through their parents or spouses. The student will be responsible for the cost for any treatment, evaluation, testing, therapy, care, and other services.

The following guidelines apply to pre-enrollment health screening exams:

- Once tentatively accepted for enrollment, the student will be responsible for the cost of a health screening exam.
- Pre-enrollment screening will include, but not limited to:
  - Laboratory Work (Varicella, Rubella, Mumps, IGRA TB Blood Test)
  - Medical History
  - Physical
  - Vital Signs & Statistics
  - Visual Acuity
  - Immunizations – Hepatitis B Series, Influenza, and COVID-19 are required. Tetanus immunization is required if not received within past 10 years.
  - Urine Drug Screening
  - Background Check

The findings of the screening exam will indicate that (a) a student can perform the essential functions of the educational program, (b) a student can perform the established technical standards, and (c) a student's participation or performance will not jeopardize the health or safety of others. Failure to meet the above criteria will result in dismissal from the program.

Emergency Provision – If at any time a student becomes ill or injured, he/she should report to the program staff. If medical care is needed, the student has the choice of being seen in the emergency room by the emergency room physician or by their own physician of choice. (The student is responsible for student health care.)

## Technical Standards

### Essential Functions and Standards for Successful Performance

To successfully complete the classroom and clinical components of the program, the student must, either independently **or with reasonable accommodation**, be able to perform all the following essential standards and functions of a registered radiographer.

- **Speech:** Establish interpersonal rapport and communicate verbally and in writing with clients, physicians, peers, family members, and the health care team from a variety of social, emotional, cultural, and intellectual backgrounds.
- **Hearing/Auditory:** Able (with corrective devices) to sufficiently detect and respond to verbal communication/instruction and acoustic signals on medical devices and equipment from six to ten feet; use the telephone; function when the use of a surgical mask is required for protection of the patient and/or hospital personnel.
- **Vision/Reading:** Visual acuity (with corrective lenses) sufficient to identify and distinguish colors; see/read handwritten orders and any other handwritten or printed

data such as review orders, requisitions, and reports; provide safety of clients' condition by clearly viewing monitors and other equipment to correctly interpret data; and to evaluate radiographic quality.

- **Writing:** Ability to organize thoughts and present them clearly and logically in writing either in classroom or clinical setting.
- **Mobility:** Stand and/or walk for extended amounts of time in laboratory or clinical setting; bend, squat, kneel, lift, move or push heavy equipment (mobile x-ray machine, patient in wheelchair/stretcher/hospital bed, image receptors and x-ray accessories); assist in lifting or moving clients of all age groups and weights; work with arms fully extended overhead; wear required heavy protective lead aprons during some radiographic procedures. Lift up to 50 pounds.
- **Manual Dexterity:** Demonstrate eye/hand coordination sufficient to manipulate x-ray equipment or hospital equipment; ability to use hands for grasping, pushing, pulling, and fine manipulation; tactile ability sufficient for physical assessment and manipulation of equipment.
- **Student Conduct:** Students must adhere to the codes of confidentiality; conform to appropriate standards of dress, appearance, language, and public behavior; demonstrate professional demeanor and behavior; perform all aspects of work in an ethical manner in relation to peers, faculty, staff, and patients; show respect for individuals of different age, ethnic background, religion, and/or sexual orientation.

# Clinical Education

The purpose of clinical education in Radiologic Technology is to allow the student to apply theoretical principles of radiography, patient care, and radiographic procedures to practical experience. The clinical phase of the program is designed to reflect and correlate with the classroom and laboratory coursework. The goal of the program is to produce a qualified entry level technologist who is versatile and can adapt to any given situation or environment. The student will have the status of a learner and will not take the place of the staff radiographer.

After a procedure is presented in the classroom, it is demonstrated in the laboratory. The student will do a return demonstration followed by a simulation of the procedure. In the clinical setting, the student observes the actual procedure and participates in the procedure under direct supervision. The clinical instructors evaluate the student's clinical competencies. Upon successful completion of a competency evaluation of the procedure, the student is allowed to perform the procedure with indirect supervision.

The importance of well utilized clinical time cannot be stressed enough. It is expected that any low volume time will be used for discussing problems, procedures and cases with the technologist or clinical instructor, practicing simulated radiographic procedures, or completing laboratory requirements for competency-based evaluations.

The program director and/or clinical instructors are available to the student daily from 6:00AM to 4:30PM. On the trauma rotation, the lead technologist is available to the student. The clinical instructors in cooperation with the supervising technologist assign clinical rotations.

For emergency situations, students have access to faculty home/cell telephone numbers.

## Clinical Facilities

The Imaging Services Department at Sentara RMH offers students experience in and exposure to all aspects of radiography and medical imaging. Students have the opportunity to observe all modalities of medical imaging and radiation therapy. Clinical sites include:

- Sentara RMH Medical Center
- Sentara RMH East Market Street Health Center
- Sentara East Rockingham Medical Center
- Augusta Health

## Identification Badges

Identification badges will be issued by Sentara RMH Security to each student. Badges must be displayed above the waist, so they are easily visible while in the clinical setting. If a student loses their badge, a replacement badge must be obtained from Security for a fee payable by the student. All badges must be returned to the school upon graduation or dismissal.

## Clinical Rotations

Students are assigned to clinical rotations starting in October of their first semester. If the assigned clinical area is not doing radiographic procedures, the student may assist in other areas in the clinical setting. If the student leaves the assigned clinical area, the student must inform the technologist or clinical instructor.

Clinical rotation schedules are issued to each student prior to the beginning of each semester and will be displayed at each clinical site, faculty office, and in the classroom. All students will

have equal opportunity to rotate through each site and modality. A student request for any changes in the clinical rotation schedule must be approved by program faculty.

### First Year Student Clinical Rotations:

Students are assigned to clinical areas two days per week on Tuesdays and Thursdays. Clinical assignments during the first year include:

- Transport*
- Radiology Nursing*
- Radiology Reception*
- Fluoroscopy
- Surgery
- Portables
- General Radiography

*Clinical rotation in first year only.

### Second Year Student Clinical Rotations

The students will rotate three to five days per week through the same clinical rotations with the addition of the following rotations:

- Trauma
- Sonography
- Nuclear Medicine
- Radiation Therapy
- Mammography
- MRI
- CT
- PET
- Interventional Radiology
- Heart Catheterization
- Echo Sonography/PVL

## Record Keeping

Each student is required to keep an accurate record of the examinations he/she observes, participates in, or performs under indirect/direct supervision.

## Student Expectations in the Clinical Setting

The students are responsible for helping maintain a clean, well-stocked environment, which includes the radiographic rooms, waiting rooms, hallways, and office areas.
All students are expected to report promptly at designated times to their assigned clinical rotation site and must remain in their assigned clinical site unless permission is given by the supervising registered technologist, or program faculty.

The student is required to follow all institutional and departmental policies, procedures, regulations, and rules. Gum chewing, whistling, loud behavior, and eating are not allowed in clinical areas. There are designated areas within the building for eating. Departmental telephones are not to be used for personal calls. Personal calls are to be made during breaks. Cell phones are not allowed in clinical areas.

Students are never permitted to except gratuities from patients.

## Breaks

While in the clinical setting, the student will be given a 15-minute break and a 30-minute meal break. The student is required to take breaks/lunch at the same time as their supervising technologist. The meal break may be off the hospital grounds; however, the 15-minute break must be within the institution. Students may not skip their lunch break to leave early at the end of the day.

## Evening Clinical Rotations

During the 4th and 5th semesters, student clinical experience includes two weeks of evening (trauma) clinical rotations per semester for each student. The trauma rotations may be scheduled at Sentara RMH or Augusta Health from 3:00PM – 10:00PM during the week, Monday – Friday. Students are always supervised by a Registered Radiologic Technologist. If adverse weather conditions occur, the student should follow the Adverse Weather/Snow Policy. Trauma rotations in the 4th and 5th semester must be made up.

## Unscheduled Clinical Hours (Voluntary Hours)

This policy is for additional clinical hours that are not scheduled. Additional clinical hours are permitted in the final semester to complete clinical competencies on rare and infrequent procedures that are required for graduation.

Every student has the opportunity to volunteer for additional clinical hours if they are needed to complete required clinical competencies for graduation.

The following steps are required to ensure that clinical staff are aware of students in the clinical setting during unscheduled clinical hours and that all policies/procedures regarding 1:1 student to technologist ratio and direct/indirect/repeat supervision are followed.

- Students provide their contact information and competencies needed available to technologist.
- Technologists contact students if listed procedures are ordered on a patient.
- Students contact clinical instructors to make them aware that they are entering the clinical setting for competency.
- Onsite technologist signs students in on log sheet.
- Students perform procedures and follow all normal policies and procedures for the clinical setting.
- Students complete log sheet and competency paperwork.
- Technologist complete competency paperwork and signs student out on log sheet when completed.
- Students will contact clinical instructors when leaving clinical site after completing competency.
- Students will turn in log sheets and competency to instructors the following class/clinical day.

## Travel

Students are responsible for transportation and costs to and from all clinical sites. Sentara RMH offers **NO** coverage when traveling in a personal automobile, a fellow student's and/or an instructor's automobile when in route to an education related activity. Students are also responsible for transportation and costs to and from seminar and school related functions.

## Student as Hospital Employee

Students who choose to work for Sentara RMH and/or AH outside of school hours are welcomed but must not interfere with the duties of the school. When working as an employee, the student may not do competencies, evaluations, and objectives that count toward school. Students must have a Hospital ID and may not use school identification.

## Supervision of Students in Clinical Areas

### Direct and Indirect Supervision

Until the student achieves the required competency in a given area or on a given examination, all clinical experience will be directly supervised by radiologic technologists. A clinical competency list is located at all clinical sites.

Direct Supervision is:

- The radiologic technologist reviews the request in relationship to the student's achievements and abilities.
- The radiologic technologist evaluates the patient's condition in relation to the student's achievements and abilities.
- The radiologic technologist is present during the conduct of the examination.
- The radiologic technologist reviews positioning and technical factors prior to exposure.
- The radiologic technologist's markers must be on the radiograph along with the student's marker.
- The radiologic technologist reviews and approves the finished images.

Students shall not take the responsibility or the place of staff technologists. After demonstrating competency, the student may be permitted to perform procedures with indirect supervision. **Repeating radiographs will be done only in the presence of a radiologic technologist. All repeated radiographs are to be documented by the student and initialed by the technologist.**

Indirect supervision is defined as the supervision provided by a radiologic technologist immediately available to assist the student at any level of achievement.

Immediately available is defined as a radiologic technologist is in the department or on the floor/wing and can be summoned immediately for assistance.

With indirect supervision, the requisition and patient are to be evaluated by a radiologic technologist. The radiologic technologist decides whether the student is capable of doing the exam or procedure with indirect supervision.

Upon completion of the exam or procedure, all radiographs must be reviewed and approved by a radiologic technologist before the patient leaves.

Students are not to go on portables or to surgery by themselves nor are they to be left in the radiography department alone.

Students shall not hold patients during exposure.

Students are responsible to adhere to this policy. Clinical instructors are responsible to see that it is enforced.

Failure to adhere to this policy not only jeopardizes liability insurance coverage for the students, but all will result in disciplinary action to the student.

Disciplinary action for failure to adhere to Direct/Indirect/Repeat Policy is as follows:

- 1st Violation: Written warning
- 2nd Violation: Probation till the end of program
- 3rd Violation: Dismissal from program

## Unsafe Behavior

Unsafe clinical behavior is demonstrated when the student:

- Violates and threatens the physical safety of the patient (fails to provide proper restraints or constraints).
- Violates or threatens the psychological safety of the patient (verbal abuse).
- Uses incorrect nursing procedures (failure to report an incident/bad judgments repeatedly).
- Assumes improper independence in actions or decisions.
- Fails to accept moral or legal responsibility for own actions, violating professional integrity (covers up own errors; violates patient confidentiality).
- Fails to follow established safety rules.
- Violation of any regulations, rules, or procedures set by the clinical site.
- Violates any part of the “Patient Bill of Rights”.
- Failure to follow ALARA principles in radiation protection.

A student who demonstrates UNSAFE behavior(s) in clinical performance may be asked to leave the clinical setting.

## Mammography Policy

All students will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place each student in a mammography clinical rotation if requested; however, the program is not able to override clinical setting policies that restrict clinical experience in mammography to students. It will also not override patient decision making about whether they consent to a student participating in their care. Placement in a mammography rotation is therefore not guaranteed. The policy regarding student clinical rotations in mammography is supported by a position statement on breast imaging clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its October 2021 meeting. The JRCERT position statement is included as Addendum A to the program’s policy and is also available on the JRCERT website, www.jrcert.org.

## Magnetic Resonance Safety Screening Protocol

**Policy:** All students enrolled in Sentara RMH’s Radiologic Technology Program are required to be properly screened prior to starting clinical rotations and their entrance into the Magnetic Resonance (MR) environment for practicum assignments.

**Procedure:** The MR system produces a very strong magnetic field that may be hazardous to individuals entering the MR scanner room where the magnet is located if they have certain metallic, electronic, magnetic or mechanical implants, devices or objects. Therefore, prior to the assigned observational practicum rotations in the Magnetic Resonance (MR) environment, all students will be required to attend a MRI informational lecture by a MRI technologist and must complete the Sentara RMH Magnetic Resonance History/Screening form for Students. The student will sign the form acknowledging the screening process had occurred. The form will be

reviewed by a MRI technologist who will sign the form as well verifying that they had reviewed the information provided by the student. Each student's form is reviewed with them the first day of their rotation in MRI to verify no changes have occurred. The signed form will be retained in the student's permanent file.

A student answering "yes" to any of the questions on the form will result in a conversation between program faculty and MRI technologist to determine whether the student's entrance into the MRI scanner could be potentially harmful to the student. If it is determined that there are not any potentially harmful effects, the student will be allowed to enter. If it is determined that the issue could potentially be harmful to the student, he/she will not be allowed to enter the MRI scanner room but will have to remain in the control room and observe through the control room window. The student will still be allowed to actively participate in the examination as deemed appropriate by the MRI technologist.

Any student that is allowed to enter the MRI scanner room will be required to remove ALL metallic objects including hearing aids, dentures, partial plates, keys, beepers, cell phones, eyeglasses, hair pins, barrettes, jewelry, body piercing jewelry, watch safety pins, paperclips, money clips, credit cards, bank cards, magnetic strip cards, coins, pens, clothing with metal fasteners and clothing with metal treads prior to entering the room.

Prior to beginning clinical rotations and again prior to participating in the MRI practicum assignment during the Summer I semester, all students will be required to attend an educational presentation on MRI safety prepared and delivered by an MRI technologist. Students would have been presented with information regarding the basic physics and safety of MRI during RAD 111 and RAD 112 course during the prior Fall I and Spring I semesters.

No student will be permitted to restrain a patient during the completion of an exam.

# Clinical Grading

## Clinical Grading

The semester clinical radiography grade will be determined by the following criteria:

- Professionalism – this relates to the student's attitude, behavior, and personal habits. It is a very important part of participation within the health care field.
- Clinical Objective Worksheets – Clinical objective worksheets given to the student serve a dual purpose of informing the student exactly what is expected of them and to assure that the student has received all the necessary information.
- Competency Base Evaluations (CBE's) – The student is required to complete a specific number of CBE's to insure continuous progress in the clinical setting. The clinical instructors will perform laboratory spot check evaluations until graduation. Once a student has completed a CBD on an examination or procedure, the student is allowed to perform that examination or procedure with indirect supervision.
- Staff Evaluations – the supervising staff in each area will make an evaluation of the student's performance.
- Tech Evaluations – the students evaluate the technologist they are assigned to on a weekly basis.
- Final Examination – See RAD 290 Syllabus. (This is only for the final semester)

See grading worksheets on the following pages:

# Sentara RMH School of Radiologic Technology

## Clinical Grading

## RAD 130 & RAD 131

### Clinical Paperwork – 33%

**All paperwork must be turned in within 2 weeks of your last day of the rotation/week.
Log Sheet
Tech Evaluation of Student
Student Evaluation of Tech
Summary

Each time you don't have your paperwork turned in within the 2 week time frame you will receive an
X. This is how your grade will reflect…
2-3 – Xs – 86/B
4 – Xs – 78/C
5 or more – Xs – 70/D and you are put on probation

### Clinical Evaluations – 33%

Clinical evaluations will now be based upon points. We will average each evaluation for your final
grade for this portion of your clinical grade.
20-24 points – 100
16-19 points – 94
8-15 points – 86
5-7 points – 78
4 and below – 70

### Clinical Instructor Evaluation – 33%

See sheet

Sentara

# Sentara RMH School of Radiologic Technology

## Clinical Grading

## RAD 231 & RAD 232

### Clinical Paperwork – 25%

**All paperwork must be turned in within 2 weeks of your last day of the rotation/week.

Log Sheet
Tech Evaluation of Student
Student Evaluation of Tech
Summary

Each time you don't have your paperwork turned in within the 2 week time frame you will receive an X. This is how your grade will reflect…

2-3 – Xs – 86/B
4 – Xs – 78/C
5 or more – Xs – 70/D and you are put on probation

### Clinical Evaluations – 25%

Clinical evaluations will now be based upon points. We will average each evaluation for your final grade for this portion of your clinical grade.

24-27 points – 100
18-23 points – 94
9-17 points – 86
6-8 points – 78
5 and below – 70

Competency Based Evaluation – 25%

Complete required number of competencies per semester – 100/A
1-2 incomplete competencies – 86/B
3-4 incomplete competencies – 78/C
5 or more incomplete competencies – 70/D

### Clinical Instructor Evaluation – 25%

See sheet

Sentara

# Sentara RMH School of Radiologic Technology

## Clinical Grading

## RAD 290

### Written Clinical Exam – 20%

### Clinical Paperwork – 20%

**All paperwork must be turned in within 2 weeks of your last day of the rotation/week.

Log Sheet
Tech Evaluation of Student
Student Evaluation of Tech
Summary

Each time you don't have your paperwork turned in within the 2 week time frame you will receive an X. This is how your grade will reflect…

2-3 – Xs – 86/B
4 – Xs – 78/C
5 or more - Xs – 70/D and you are put on probation

### Clinical Evaluations – 20%

Clinical evaluations will now be based upon points. We will average each evaluation for your final grade for this portion of your clinical grade.
24-27 points – 100
18-23 points – 94
9-17 points – 86
6-8 points – 78
5 and below – 70
Competency Based Evaluation – 20%
Complete required number of competencies per semester – 100/A
1-2 incomplete competencies – 86/B
3-4 incomplete competencies – 78/C
5 or more incomplete competencies – 70/D

### Clinical Instructor Evaluation – 20%

See sheet

# Clinical Objective and Evaluations

## Clinical Performance Objectives

The student will:

- Use proper oral and written medical communication.
- Demonstrate knowledge of human structure, function, and pathology.
- Anticipate and provide basic patient care and comfort.
- Apply principles of body mechanics.
- Perform basic mathematical functions.
- Operate radiographic imaging equipment and accessory devices.
- Position the patient and imaging system in performing radiographic examination procedures.
- Modify standard positioning and procedures to accommodate patient condition and other variables.
- Produce quality diagnostic images.
- Determine exposure factors to obtain diagnostic quality radiographs with minimum radiation exposure.
- Adapt exposure factors for various patient conditions, equipment, accessories, and contrast media to maintain appropriate radiographic quality.
- Practice radiation protection for the patient, self, and others.
- Recognize emergency patient conditions and initiate first aid and basic life support procedures.
- Evaluate radiographic images for appropriate positioning and image quality.
- Evaluate the performance of radiographic systems, know the safe limits of equipment operation, and report malfunctions to the proper authority.
- Demonstrate knowledge and skills relating to quality assurance.
- Exercise independent judgement and discretion in the technical performance of medical imaging procedures.
- Become familiar with reception procedures and the routine schedule of the department.
- Know the proper order in which multiple procedures on a patient should be performed.
- Have all radiographs approved by a supervisor or radiologist before the patient is released.
- Be truthful in matters concerning assignments and relationships with the supervising personnel.
- Exhibit professional attitude towards patients and other personnel.
- Repeat radiographs only with direct supervision.
- Perform clinical competency-based examinations.
- Evaluate and appropriately handle a variety of adverse patient conditions.
- Gain experience with multiple trauma procedures.
- Develop time management skills.
- The student will identify the patient by at least two means of identification prior to performing the examination.

## Procedure Objectives

For routine examinations listed for the Clinical Radiography courses, the student will complete radiographic procedures using the following format:
The student will:

- List the usual indications for the examination.

- Describe the anatomy visualized.
- Describe patient positioning including central rays.
- Select the proper settings of CR/DR technical factors and adjust the patient conditions.
- Describe patient preparation if applicable.
- If applicable, identify the contrast media used, the dosage, method of administration, contraindications, and alternatives.
- Name possible accessories that may be used.
- State the technical factors and reason for using them.
- Explain possible technical adjustments that may be required.
- Describe alternative in positioning to accommodate the patient's inability to be positioned in the normal fashion.
- Identify respiratory requirements.

## Work Performance and Attitude Objectives

The student will:

- Perform all duties and assignments to the best of his/her ability as directed by his/her supervisor.
- Perform procedures taught in the classroom.
- Repeat radiographs only in the presence of a technologist.
- Follow all instructions promptly and efficiently.
- Maintain a courteous attitude toward all the members of the departmental staff.
- Always treat the patient courteously. The patient is to always be the focus and is to be handled gently and carefully.
- Help to maintain the safety of the entire department.
- Not smoke, eat, chew gum, or engage in talking and loitering in the clinical setting.
- Not instruct another student or approve another student's work.
- Direct any problems or questions concerning any procedure to a supervisor before any radiographs are taken to prevent unnecessary exposures.
- Provide appropriate radiation protection methods for both patient and practitioner.
- Perform any task asked of him/her within his/her ability.
- Cone or collimate for all exposures.
- Place their identification market on all radiographs.
- Properly identify required information on all radiographs.
- Not take reports from the radiologist without approval.

## Emergency and Trauma Rotation Objectives

The student will:

- Have the opportunity to perform procedures in emergency situations and under adverse conditions.
- Learn to adapt procedures and equipment to obtain radiographs in dealing with universal situations.
- Provide patient care to emergency victims.
- Be supervised by other than program personnel.
- Have the opportunity to gain independence and confidence.

## Surgical Objectives

The student will:

- Properly dress for the surgical suite.
- List five types of surgical procedures requiring radiology.

- Properly identify the sterile area in the operating room.
- Identify and give the function of the following in the operating room:
  - Surgeon
  - Anesthesiologist/anesthetist
  - Scrub nurse
  - Circulating nurse
- Prepare the portable machine for surgery.
- Set up the portable machine for a procedure.
- Properly set the technical factors on the portable machine for a surgical procedure.
- Practice proper sterile technique.
- Operate the C-Arm during a surgical and Pain Clinic procedure.
- Produce quality images.
- Explain the difference between closed reduction and open reduction.
- List 3 types of surgical procedures done requiring the C-Arm.
- Properly position patient for a urological procedure including computer set up.
- Describe the use and purpose of the C-Arm in surgical procedures.
- Give the reason for a sponge search and explain the mechanics of the procedure.
- Describe how the breathing of a patient is controlled for an exposure during a surgical procedure.
- Actively participate in three C-Arm procedures and 5 other types of OR procedures.

Sentara

# Clinical Competency Requirements

## SENTARA RMH School of Radiologic Technology

## Clinical Competency Requirements

The Sentara RMH Radiography Program requires students to demonstrate competency in all 39 of the mandatory radiological procedures. 32 of the 39 mandatory procedure competencies must be demonstrated on patients. The remaining 7 procedures may be simulations. The Sentara RMH Radiography Program requires the students to demonstrate competency in all 26 of the elective radiological procedures. 15 of the 25 procedures must be demonstrated on patients. The other 10 may be simulated.

| Radiologic Procedure | Mandatory or Elective | Date Completed | Patient or Simulated | Competence Verified By | Grade |
|---|---|---|---|---|---|
| **Chest and Thorax** | | | | | |
| Chest Routine | M | | | | |
| Chest AP (Wheelchair or Stretcher) | M | | | | |
| Ribs | M | | | | |
| Chest Lateral Decubitus | E | | | | |
| Sternum | E | | | | |
| SC Joints | E | | | | |
| **Upper Extremity** | | | | | |
| Thumb/Finger | M | | | | |
| Hand | M | | | | |
| Wrist | M | | | | |
| Navicular | E | | | | |
| Forearm | M | | | | |
| Elbow | M | | | | |
| Humerus | M | | | | |
| Shoulder (Axillary) | M | | | | |
| Trauma: Shoulder (Scapular Y, Trans-thoracic) * | E | | | | |
| Clavicle | E | | | | |
| Scapula | E | | | | |
| AC Joints | E | | | | |
| Trauma: Upper Extremity (Non-shoulder) * | M | | | | |
| **Lower Extremity** | | | | | |
| Foot | M | | | | |
| Ankle | M | | | | |
| Knee | M | | | | |
| Tibia-Fibula | M | | | | |
| Femur | M | | | | |
| Trauma: Lower Extremity* | M | | | | |
| Patella | E | | | | |
| Calcaneus (Os-Calcis) | E | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Toe | M | | | | |
| **Cranium** | | | | | |
| Skull | E | | | | |
| Paranasal Sinuses | E | | | | |
| Facial Bones/Orbits | E | | | | |
| Nasal Bones | E | | | | |
| Mandible | E | | | | |
| Zygomatic Arches | E | | | | |
| **Spine and Pelvis** | | | | | |
| Cervical Spine/Soft Tissue Neck | M | | | | |
| Cross Table Lateral Spine | M | | | | |
| Thoracic Spine | M | | | | |
| Lumbosacral Spine | M | | | | |
| Pelvis | M | | | | |
| Hip | M | | | | |
| Cross Table Lateral Hip | M | | | | |
| Sacrum and Coccyx | E | | | | |
| Scoliosis Series | E | | | | |
| **Abdomen** | | | | | |
| Abdomen Supine (KUB) | M | | | | |
| Abdomen Upright | M | | | | |
| Abdomen Decubitus | E | | | | |
| Fluoroscopy Studies | | | | | |
| Upper GI Series | E | | | | |
| Air Contrast / Regular Enema | E | | | | |
| Small Bowel Series | E | | | | |
| Esophagus | E | | | | |
| **Surgical Studies** | | | | | |
| C-Arm Procedure (orthopedic) | M | | | | |
| C-Arm Procedure(non-orthopedic) | E | | | | |
| C-Arm Procedure | E | | | | |
| **Portable Studies** | | | | | |
| Chest | M | | | | |
| Abdomen | M | | | | |
| Orthopedic | M | | | | |
| **Pediatrics (age 6 or younger)** | | | | | |
| Chest Routine | M | | | | |
| Upper Extremity | M | | | | |
| Lower Extremity | M | | | | |
| Abdomen | M | | | | |
| Portable Study (Infant Chest Newborn) | M | | | | |
| **Geriatric Patient (age 65 or older)** | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Chest Routine | M | | | | |
| Upper Extremity | M | | | | |
| Lower Extremity | M | | | | |

* Trauma is considered a serious injury or shock to the body. Modifications may include variations in positioning, minimal movement of body part, etc.

| **General Patient Care**<br>(The activities should be performed on patients; however, simulation is acceptable if the state or institutional regulations prohibit candidates from performing the procedures on patients.) | **Date Completed** | **Patient or Simulated** | **Competence Verified By** | **Grade** |
|---|---|---|---|---|
| CPR / AED | | | | |
| Vital signs (blood pressure, pulse, respiration, temperature, pulse oximetry) | | | | |
| Sterile and aseptic technique | | | | |
| Venipuncture | | | | |
| Transfer of patient | | | | |
| Care of patient medical equipment (e.g. oxygen tank, IV tubing) | | | | |

# Program Expectations/Professionalism of the Student During Clinical & Didactic Settings

## Clinical Setting Expectations & Professionalism

Students not adhering to the following expectations may be asked to leave the clinical area and face discipline actions.
The student must:

- Learn the proper use and operation of equipment and department protocols. Examples: Identifying patients by two means of identification, transporting patients, proper record keeping and identification of images, practicing ALARA, and remembering everyone is your customer and should be treated with respect.
- The student should practice positioning when they have down time. When performing mandatory labs, the student should be practicing their positioning or studying. You have not passed your registry as of date and should take every opportunity to study.
- Prepare prior to the clinical experience by reviewing radiographic procedures and protocol routinely performed in the assigned area. Different areas or locations may have different routines and the student should be able to adapt.
- Arrive promptly for clinical experience. Be enthusiastic.
- Attend clinical only when healthy; do not come if sick.
- Communicate professionally with patients, peers, staff, physicians, and faculty. No non-verbal (facial expressions, hand jesters, etc.), or verbal nonproductive comments (disrespectful comments, discussing personal issues, etc.).
- Assume responsibility for providing safe and effective patient care. Treat every patient as if they were a member of your family. Remember confidentiality.
- No chewing gum, eating, or drinking in core area or in front of patients.
- Communicate with the patients and their families in a respectful, nonjudgmental manner. Everyone is not required to be nice to you.
- Practice the Code of Ethics of the ARRT.
- Adhere to the dress code for radiography students as stated in the handbook. Dressed to impressed and take pride in your appearance.
- Assume responsibility for providing evaluation forms to the appropriate individuals and follow through on their completion. Do not try and blame others for your mistakes.
- Accurately record clinical exams and competencies as required for current rotation.
- Complete all assignments in a timely fashion.
- No cell phones on floor.
- Take the lead with requests and exams. Never tell your technologist “I’m checked off, I don’t need that procedure.” The student needs to perform every procedure before they graduate. Volunteer to get the patient, help prepare and clean room.
- Do not bring illegal drugs, alcohol, or weapons on school or clinical grounds.
- Use your markers on every image. Identify all images.
- If you have a problem, please see your instructors. We prefer to handle little problems before they become big ones. The student can talk to faculty at any time.
- Protect patient’s right to privacy.
- No sleeping in clinical areas.

## Didactic Setting Expectations & Professionalism

Students not adhering to the following expectations may be asked to leave the didactic setting and face discipline actions.
The student must:

- Do **not** ask to leave early. If you are dismissed early, consider this a bonus.
- Students are expected to be on time for class and ready to learn.
- Students are expected to be prepared for class.
- Students are expected to complete assignments on time. Late assignments may not be accepted or may result in a lower score. Nonperformance of assignments is not productive to learning and will result in an incomplete. Any missed tests or quizzes will be made up at the faculty discretion.
- Students should demonstrate respect for self, fellow classmates, and instructors.
- Limit talking and distracting noises. If a student is asked to quit talking and continues, that student will be asked to leave and take personal time. We will not have distractions to others who want to learn. Paying attention to the material being presented becomes impossible if you are talking.
- If you are sleepy in class, take a quick break or you will be ask to leave.
- Accept and give constructive feedback.
- Be open and accepting of others' ideas – no laughing or putting others down.
- Refrain from working on assignments for other courses during class time. The course being taught should be the one you are paying attention to. This is disrespectful and frustrating to the instructor who is trying to teach.
- Demonstrate a willingness to learn.
- No cell phones, computers, or other electronic devices on while class is being taught.
- Keep the noise level reasonable. No screaming, yelling, or other outbursts. Remember, you are sharing your area with other hospital personnel.
- Dress according as stated in the handbook. Take pride in your appearance.
- Do not bring illegal drugs, alcohol, or weapons on school or clinical grounds.
- If you need additional help, please see your instructors for help. We have an open-door policy.
- Study, study, study! Avoid outside distractions and don't get behind. If there is down time between classes, you are expected to make the most of your time by practicing positioning or studying materials related to the program.
- Work each day to improve your skills in your profession. Use your educational opportunity wisely.

## ARRT Code of Ethics

Students are expected to abide by the ARRT Code of Ethics. A complete list of the Code of Ethics can be found at https://www.arrt.org.

## Honor Code

As an academic institution, we are committed to being ethical and honest in all academic and clinical work.

**Honor Code Violations:** The Honor Code states that students will always act in an honorable and ethical manner. Honor Code violations are considered actions in which a student lies, cheats, steals, gains an unfair advantage over another student, or tolerates this behavior by another student.

**Examples of Honor Code Violations:** It is not possible to describe every type of behavior which is dishonorable, thus the following list is not exhaustive but is intended to give examples of behavior that may constitute an honor code violation.

- Cheating or plagiarism on exams, assignments, research, or projects.
- Collaborating on an exam or assignment when specifically forbidden to do so.
- Failing to follow instructions for an assignment, quiz, examination, or project despite having knowledge that such conduct would lead to an unfair advantage.
- Keeping test booklets that were to be turned in unless permission is given by the school.
- Studying from prior years' examination after forbidden to do so. The unauthorized giving, receiving, or soliciting of information on assignments, quizzes, examinations, or projects.
- Providing a false excuse for not taking a test or completing an assignment.
- Providing a false excuse for an absence during academic or clinical activities.
- Destroying or removing study materials made available to all students.
- Falsifying, in oral or written reports, work or tests performed on patients.
- Turning in only high scoring clinical rotation evaluations to the faculty.
- Discussing a potential Honor Code violation with anyone other than the school faculty.
- Deliberate failure to sign the class Honor Code.
- Failure to report a potential Honor Code violation.
- Violating any established Sentara/Radiology School policies.

## Student Bill of Rights and Responsibilities

These are the expressed rights of all students:

1. Students should be encouraged to develop the capacity for critical judgement and engage in sustained and independent search for truth. Students should be accepting of different beliefs, values, and lifestyles. Non-judgmental.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom; students should exercise their freedom with responsibility.
3. Each institution has a duty to develop policies and procedures that provide and safeguard the student's freedom to learn.
4. Under no circumstances should a student be barred from admission to a particular institution on the basis or race, color, gender, sexual orientation, disability, age, veteran status, national origin, creed, or political affiliation.
5. Students should be free to take reasoned exception to the data or view offered in any course of study and to reserve judgement about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards or academic and clinical performance established for each course in which they are enrolled.
7. Information about student views, beliefs, and political affiliations, which instructors acquire in the course of their work, should be considered confidential and not released without the knowledge or consent of the student.
8. The student should have the right to have a responsible voice in the determination of their curriculum.
9. Institutions should have a carefully considered policy as to the information that should be a part of a student's permanent educational record and as to the conditions of this disclosure.

10. Students and student organizations should be free to examine and discuss all questions of interest to them and to express opinions publicly and privately.
11. The student has the right to review their record within a specific time frame upon written request, and to expect confidentiality.
12. The student has the right to evaluate the curriculum and make recommendations.
13. The institution has an obligation to clarify those standards of behavior that it considers essential to its educational mission and its community life. Such standards would include:
    a. Ethical/Professional Standards
    b. Sensitivity/Caring
    c. Respect Everyone
    d. Comply will all school/hospital policies.
    e. Flexibility
    f. Rational judgement and self-control
14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations. It is the responsibility of the student to know these regulations. Grievance/appeal procedures are available for every student.
15. As citizens and members of an academic community, students are subject to the obligations that accrue by virtue of this membership and enjoy the same freedoms of citizenship.
16. Students have the right to belong or refuse to belong to any organization of their choice.
17. Students dress code will be in accordance to Sentara RMH policy.
18. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.
19. Students should have a means for input into the evaluation of faculty.

## School Responsibility

The school will be responsible for the enforcement of standards of conduct and administration of disciplinary policy as appropriate. These include, but are not limited to:

1. Unprofessional, unethical, or immoral conduct
2. Unsatisfactory academic/clinical performance
3. Cheating/violation of honor code
4. Insubordination
5. Unauthorized possession, use or distribution of drugs and/or alcohol or under the influence of intoxicants or drugs, legal or illegal.
6. Sleeping
7. Failure to follow ALARA principles of radiation protection.
8. Use of profane or abusive language or engaging in heated arguments
9. Violation of organizational, facility or school policy, clinical site, procedure or practice
10. Violates and/or threatens the physical/psychological safety of the patient.

# Graduation Requirements

## Program Graduation Requirements

1. Successful completion of all clinical and graduation competencies.
2. Successful completion of all RAD course work with at least a “C” completion grade.
3. Complete an exit questionnaire.
4. Cumulative RAD and overall GPA of 2.5 or higher.
5. Students are required to take three comprehensive mock registry examinations. Students much achieve a passing grade of 78% or higher on at least one mock registry examinations to graduate. If they do not pass at least one with a 78% or higher they will be required to withdraw from the program and will not graduate.
6. Students are required to pass the final clinical test with a 78% or higher to graduate. Students will be awarded two chances to achieve 78% or higher. If a student does not achieve 78% or higher on the clinical test, they will be required to withdraw and will not be eligible for graduation.
7. A student must be in good standing to graduate.
8. Attendance is mandatory for first year students and graduates at graduation unless excused by the program director.

## Graduation Competencies

1. Use oral and written medical communications.
2. Demonstrate knowledge of human structure, function, and pathology.
3. Anticipate and provide basic patient care and comfort.
4. Apply principles of body mechanics.
5. Perform basic mathematical functions.
6. Operate radiographic imaging equipment and accessory devices.
7. Position the patient and imaging system to perform radiographic examinations and procedures.
8. Modify standard procedures to accommodate patient condition and other variables.
9. Produce quality images.
10. Determine exposure factors to obtain diagnostic quality radiographs with minimum radiation exposure.
11. Adapt exposure factors for various patient conditions, equipment, accessories, and contrast medias to maintain appropriate radiographic quality.
12. Practice radiation protection for patients, self, and others.
13. Recognize emergency patient conditions and initiate first aid and basic life-support procedures.
14. Evaluate radiographic images for appropriate positioning and image quality.
15. Evaluate the performance of radiographic systems, know the safe limits of equipment operation, and report malfunctions to the proper authority.
16. Demonstrate knowledge and skills relating to quality assurance.
17. Exercise independent judgement and discretion in the technical performance or medical imaging procedures.
18. Successfully complete the required clinical competencies.
    a. Clinical Competencies
        i. Completion of the required CBE’s
        ii. Completion of all assigned clinical time.
        iii. Completion of all objective sheets.

Our school offers a 21-month program and awards a diploma/certificate upon satisfactory completion. Our graduates are qualified to sit for the ARRT Registry Examination.

# Fire Plan

## Imaging Department

This plan is to provide an understanding of fire safety for staff and students working in various areas of Imaging.

Procedures:

1. In case of a fire, activate the nearest fire alarm, pull box, and dial 12.
2. RACE (Rescue, Activate alarm, Confine, Extinguish)
    a. All staff will have knowledge of what action is to be taken when a fire is observed or announced over the PA system.
    b. Procedures for the acronym RACE are outlined in the hospital fire plan.
3. Pull Boxes – Employees will be shown the location of pull boxes within their work area.
4. Exit Routes/Lights: Employees will be shown the location of exit signs and exit routes in their work area.
5. Fire Extinguishers: Fire extinguishers are located throughout the department and employees must be familiar with these locations.
6. Securing Area
    a. When the fire code is announced, staff will turn on lights and close all doors.
    b. Staff will stay in their location and will not pass through fire/smoke doors.
    c. Patients will be instructed not to take elevators or move about the hospital until the “all clear” is sounded.
    d. Oxygen supplies will be turned off by the supervisor and lead techs.
7. Evacuating patients, visitors, and staff
    a. Staff will remain in the area to assist in the evacuation of patients.
    b. Patients may be moved by any method that will move them to safety.
    c. When patients/visitors are cleared from the area, staff will then move to a safe location.
8. Responsibility: It is the responsibility of the supervisor of each area to ensure that staff is familiar with the policy and knows the location of pull boxes, exit routes, extinguishers, and what protocol to follow in the event of a fire.

## School of Radiologic Technology

This plan is written specifically for the radiography program staff and students located at 3200 Peoples Drive, Harrisonburg, Virginia.

Procedure:

1. In case of a fire, call 911.
2. All staff and students will follow the procedures delineated by the acronym “RACE” as outlined in the hospital fire plan.
3. Staff and students will be shown the location of exit lights, exit routes, and fire extinguishers.

4. Hall or passageways must be kept clear of equipment and clutter.
5. In the event of a fire alarm, staff will turn on lights and close doors throughout the area. All students will evacuate the building and meet in a designated area (picnic table).
6. All staff and students will participate in annual training on this, the Fire Plan for the School of Radiologic Technology, as well as the Imaging Department plan and the hospital wide plan.
7. Evacuation maps are in the radiology classroom, lab, and hallway.

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# Curriculum

**Fall Semester I**

| Number | Name | Credit |
|---|---|---|
| RAD 111 | Radiologic Science I/Intro to Radiation Protection | 4 |
| RAD 121 | Radiographic Procedures I | 4 |
| RAD 130 | Elementary Clinical Procedures I | 2 |
| RAD 125 | Patient Care Procedures | 2 |
| | **Semester Total** | **12** |

**Spring Semester I**

| Number | Name | Credit |
|---|---|---|
| RAD 112 | Radiologic Science II | 4 |
| RAD 131 | Elementary Clinical Procedures II | 3 |
| RAD 106 | Human Disease and Radiography | 4 |
| RAD 122 | Radiographic Procedures II | 4 |
| | **Semester Total** | **15** |

**Summer Semester**

| Number | Name | Credit |
|---|---|---|
| RAD 231 | Advanced Clinical Procedures I | 6 |
| | **Semester Total** | **6** |

**Fall Semester II**

| Number | Name | Credit |
|---|---|---|
| RAD 205 | Radiation Protection & Radiobiology | 3 |
| RAD 215 | Correlated Radiographic Theory | 4 |
| RAD 222 | Film Critique & Image Analysis I | 1 |
| RAD 232 | Avanced Clinical Procedures II | 4 |
| RAD 246 | Digital Radiography | 4 |
| | **Semester Total** | **16** |

**Spring Semester II**

| Number | Name | Credit |
|---|---|---|
| RAD 233 | Advanced Anatomy & Physiology | 3 |
| RAD 244 | Film Critique & Image Analysis II | 1 |
| RAD 255 | Radiographic Equipment | 3 |
| RAD 266 | Radiographic Sciences III | 3 |
| RAD 290 | Clinical Practice | 4 |
| RAD 299 | Radiographic Research Studies | 2 |
| | **Semester Total** | **16** |

| | | |
|---|---|---|
| | **Total Program Credit Hours** | **65** |

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## Course Outline

### RAD 111 – Radiologic Science I/Introduction to Radiation Protection (4 Credits)

Students will learn the basic concepts of atomic structure, electricity, electromagnetism, electromagnetic spectrum and the energy and energy transformation required in the production of radiation. Exposure factors and techniques dealing with radiation safety will be discuss. Includes discussion of the circuitry common to most radiographic equipment and the methods of modifying an x-ray beam for radiographic purposes. Introduction to MRI and MRI Safety will be introduced during this course. Lecture 4 hours per week. Total 4 hours lecture per week. 60 total clock hours.

### RAD 121 – Radiographic Procedures I (4 Credits)

This course covers two components – radiographic anatomy and radiographic positioning. Radiographic anatomy introduces the architectural plan of the body with emphasis on the structure and function of the skeleton and radiographic positioning terminology. The radiographic anatomy covered will include thoracic and abdominal cavities, bone development, upper and lower extremities, shoulder girdle, bony thorax, gastrointestinal and urinary systems. The appearance of these structures on a radiograph will be emphasized. Radiographic positioning covers the manipulation of radiographic equipment, accessories, and the patient to produce the standard radiographic images of each body part. Lecture 4 hours per week. Laboratory 2 hours and 15 minutes per week to include radiation exposure practice on phantoms prior to beginning clinical rotations. Total 6 hours 15 minutes per week. 60 total clock hours of lecture and 33.75 total clock hours for lab.

### RAD 130 – Elementary Clinical Procedures I (2 Credits)

This course familiarizes students with the hospital environment through supervised participation of theories presented in the classroom. Emphasis on patient care, protocol in the hospital and radiology department, identification of radiographic equipment and supplies, office and reception procedures and acquaints students with general diagnostic areas. 16 clinical clock hours per week – 2 days at 8 hours each for the second half of the semester. 128 total clock hours.

### RAD 125 – Patient Care Procedures (2 Credits)

This course provides students with the skills necessary for proper patient care. A focus is placed on communication, patient needs and handling for radiographic procedures, patient care procedures in specific situations and basic first aid pertinent to radiography procedures. Lecture 2 hours per week. 30 total clock hours.

### RAD 122 – Radiographic Procedures II (4 Credits)

Continues procedures for positioning the patient’s anatomical structures relative to x-ray beam and image receptor. Emphasizes procedures for routine examination of the pelvic girdle, vertebral column, skull, contrast studies of internal organs and special procedures employed in the more complicated investigation of the human body. Lecture 4 hours per week. Laboratory 3 hours per week. Total 6 hours 15 minutes per week. 60 total clock hours of lecture and 45 total clock hours for lab.

## RAD 112 – Radiologic Science II (4 Credits)

An introduction to the prime factors of radiographic exposure and its effect on the radiographic image. Discussion of the factors affecting radiographic definition and their influence on radiographic quality. The adjustment of the prime exposure factors and how they affect radiographic quality are presented in classroom discussion and in laboratory demonstration. Students will be involved in solving technical problems, making technical adjustments, image acquisition and manipulation and radiation protection. Discussion of digital, fluoroscopic and image intensification topics are discussed. Information regarding basic physics and safety of MRI / CT is included. Total 4 hours lecture per week. 60 total clock hours.

## RAD 131 – Elementary Clinical Procedures II (3 Credits)

This course familiarizes students with the hospital environment through supervised participation of theories presented in the classroom. Emphasis on patient care, protocol in the hospital and the radiology department, identification of radiographic equipment, supplies and acquaints students with general diagnostic areas. 16 clinical clock hours per week – 2 days at 8 hours each. 240 total clock hours.

## RAD 106 – Human Disease & Radiography (4 Credits)

Introduces the various diseases and anomalies that may be manifested on the radiograph. Presents diseases related to the various body systems. Places emphasis on the relationship of the disease process and radiographic density. Total 4 hours lecture per week. 60 total clock hours.

## RAD 231 – Advanced Clinical Procedures I (6 Credits)

This course is a continuation of RAD 131 with an introduction to surgery, trauma, and specialty areas. This is a period for the student to work more independently thus gaining self-confidence. Basic radiographic procedures are demonstrated with competency testing. 32 clinical clock hours per week. 480 total clock hours.

## RAD 205 – Radiation Protection & Radiobiology (3 Credits)

Studies methods and devices used for protection from ionizing radiation. Teaches theories of biological effects, cell and organism sensitivity and the somatic and genetic effects of ionizing radiation. Presents current radiation protection philosophy for protecting the patient and technologist. Total 3 hours lecture per week. 45 total clock hours.

## RAD 215 – Correlated Radiographic Theory (4 Credits)

This course provides the student with skills for proper patient care and radiographic positioning of trauma and pediatric patients and surgical procedures. Total 4 hours lecture per week. Laboratory 45 minutes per week. 60 total clock hours of lecture and 11 hours and 15 minutes total clock hours of lab.

## RAD 222 – Film Critique and Image Analysis I (1 Credit)

This course introduces the student to human anatomy as seen on radiographic imaging. Anatomy of the entire human body will be studied using various exams with radiographic

images. Anatomy and selected pathologies will be discussed in the various body regions. Students and department performed images will be analyzed to evaluate quality. The analysis and evaluation of performed images will be discussed. 15 total clock hours.

### RAD 232 – Advanced Clinical Procedures II (4 Credits)

This semester the student is provided with the opportunity to operate more independently in all areas of basic radiography. The student will begin to rotate through some of the specialized areas. Competency testing continues with development in proficiency. 21 clinical clock hours per week. 315 total clock hours.

### RAD 233 – Advanced Anatomy & Physiology (3 Credits)

This course will pull together all anatomy, positioning, pathology, and patient care material. Total 3 hours lecture per week. Laboratory 45 minutes per week. 45 total clock hours lecture and 11 hours and 15 minutes total clock hours of lab.

### RAD 246 – Digital Radiography (4 Credits)

This course studies all aspects of digital radiography including CR/DR, equipment, and terminology. Students will participate in evaluation and critique of medical images. Discussions will include the topics of equipment, physical settings, contrast agents, positioning and procedures. The student will also participate in a unit on critical thinking issues. Total 4 hours lecture per week. 60 total clock hours.

### RAD 244 – Film Critique and Image Analysis II (1 Credit)

This course progresses the student regarding human anatomy as seen on radiographic imaging. Anatomy of the entire human body will be studied using various exams with radiographic images. Anatomy and selected pathologies will be discussed in the various body regions. Students and department performed images will be analyzed to evaluate quality. The analysis and evaluation of performed images will be discussed. 15 total clock hours.

### RAD 255 – Radiographic Equipment (3 Credits)

An investigative/research class of possible career ladders or areas of specialization in medical imaging. Various types of imaging equipment, techniques and the latest issues, trends and developments in radiology will be discussed. The course studies the fundamental organization and procedures of a radiology department quality assurance program. The course will also include projects designed to enhance the student's understanding of materials presented in the classroom. Total 3 hours lecture per week. 45 total clock hours.

### RAD 266 – Radiologic Science III (3 Credits)

This course will pull together all program material into a total perspective of the profession for radiography and medical imaging. Information will be expanded to test the student understands and knowledge of radiographic practices and procedures. The student will participate in numerous mock registry examinations and attend a student review seminar in preparation for the ARRT examination. Total 3 hours lecture per week. 45 total clock hours.

## RAD 290 – Clinical Practice (4 Credits)

This semester the student has the opportunity to complete and correlate all clinical and didactic experiences to a high degree of efficiency and proficiency. The student is able to demonstrate a great deal of independence in discretion and judgment while performing basic radiographic procedures. Completion of all competencies based testing and surgical sheet is required. The student will finish the clinical rotations through specialized areas. 21 clock hours per week. 315 total clock hours.

## RAD 299 – Radiographic Research Studies (2 Credits)

Various subjects will be assigned to students in conducting research for oral and written presentations.  Topics will include Geriatric, Pediatric and Trauma. Students should have the ability to gather and interpret medical information, document details, develop and use logical reasoning and organization of ideas.  Research papers should show an adequate amount of work, time, dedication, and effort in order to produce a quality paper. 30 total clock hours at a minimum.

**Total Clock Hours: 2269.25**