



program handbook 2011/2012

RADIOLOGIC TECHNOLOGY
associate degree program

The purpose of this handbook is to familiarize the student with the policies of the program, so as to give direction to the student throughout their course of study.

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MercyCollege

OUR MISSION

Mercy College of Ohio, a Catholic institution with a focus on healthcare, educates and inspires students to lead and to serve in the global community.

OUR VISION

We will be the leader in educating individuals committed to intellectual inquiry, social engagement, and life long learning.

OUR VALUES

Compassion - Displaying respect, empathy, and a willingness to listen.

Human Dignity - Respecting the significance of each individual.

Excellence - Pursuing distinction in our professional and personal lives through quality academics and intellectual inquiry.

Service - Engaging the college community to enrich the lives of students through professional and community service.

Sacredness of Life - Revering all life through our thoughts, words, and actions.

Justice - Acting with integrity, fairness, honesty, and truthfulness.

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DISCLAIMER

Information in this handbook is subject to change at any time. The college will make every effort to inform students in the program of any changes in advance of implementation.

Questions concerning policies and procedures not covered in this handbook should be referred to the Program Chair.

NOTICE

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Mercy College is committed to maintaining the JRCERT Accreditation Standards. Complaints about program noncompliance with the JRCERT Standards (**Appendix F**) can be handled through the grievance procedures contained in the faculty or Course Catalogs, or can be reported directly to the JRCERT. A record of each complaint and complaint resolution will be maintained by the Program Chair.

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850, Chicago Illinois, 60606-3182
Tel: (312) 704-5300, email: :mail@jrcert.org

CRIMINAL CONVICTION NOTICE

Individuals convicted of a crime may be prohibited from being registered with the American Registry of Radiologic Technology. The American Registry of Radiologic Technology makes all eligibility decisions. Any program student convicted of a crime should contact the Radiologic Technology Program Chair.

Radiologic Technology Program Student Handbook

WELCOME

The faculty of the Radiologic Technology Program welcomes you to an educational experience in the expanding field of Radiologic Technology. During the next two years we will be working closely with you to prepare you to work independently as well as to work as an integral part of a healthcare team.

The Radiologic Technology Program prepares graduates for employment in a hospital radiology department or in a clinic where radiography is performed.

This program is suited for emotionally mature, academically able, self-disciplined students who enjoy working with and serving people.

COLLEGE INTRODUCTION

Who Are We?

Mercy College of Ohio is a Catholic, undergraduate institution of higher education founded by the Sisters of Mercy and sponsored by Mercy Health Partners. Our focus is to provide health care and health science related programs, continuing professional education programs, and other community services. We value and provide the integration of general and professional studies as the basis for successful career preparation. Excellence in the teaching and learning experience is rooted in the correlation of theory and practice.

Mission Statement

Mercy College is a Catholic institution of higher education dedicated to inspiring its students to a commitment to lifelong learning and social responsibility in the spirit of the Mercy heritage and values.

Vision

As a faith-based community of learners, we envision creating leaders who value intellectual inquiry and social responsibility by living the Mercy core values. We seek to nurture the whole person and to inspire our students to be of service and to mentor others through the twenty-first century and beyond.

Values

Compassion – Displaying respect, care, empathy, and consideration to everyone we meet.

Human Dignity – Valuing the diversity and significance of each individual, rooted in our belief that all are created in the image and likeness of God

Excellence – Focusing on the areas of academics and intellectual inquiry to pursue distinction in our professional and personal lives

Sacredness of Life – Reverencing all life through our thoughts, words, and actions.

Service – Dedicating ourselves to improving the lives of others through professional and community services.

Justice – Acting with integrity, honesty, and truthfulness.

PROGRAM INTRODUCTION

The handbook for Radiologic Technology is provided to give standardized basic orientation information for the students who are enrolled in the Mercy College of Ohio Radiologic Technology Program. It contains information about the program philosophy, goals, course requirements, curriculum, evaluation methods, policies and procedures. **Students are expected to be familiar with all of the material contained in this handbook**

PROGRAM ACCREDITATION

Mercy College of Ohio has accreditation by The Higher Learning Commission of the North Central Association*. The Radiologic Technology Program is also accredited with the Joint Review Committee on Education in Radiologic Technology** and demonstrates substantial compliance with the JRCERT Standards. These standards are posted on the Radiologic Technology Program Lab bulletin board and in **Appendix F** of this handbook.

The leaflet, “JRCERT Accreditation”, will be distributed to students during clinical orientation. On completion of this program, graduates are qualified to sit for the American Registry of Radiologic Technology (ARRT) certification examination. In addition to registry with the ARRT, graduates must be licensed by the Ohio Board of Health prior to practice in the state of Ohio.

*The Higher Learning Commission, 30 N. LaSalle Street, Chicago, Illinois 60620.

** Joint Review Committee on Education in Radiologic Technology

20 N. Wacker Drive, Suite 2850, Chicago Illinois, 60606-3182

Tel: (312) 704-5300, email: mail@jrcert.org

PROGRAM HISTORY

Mercy College of Ohio (formally Mercy College of Northwest Ohio) accepted sponsorship for the Radiologic Technology Program in January 1999. Prior to this time St. Vincent Mercy Medical Center had been the sponsor of the certificate program, which was founded in 1951. In June 1999, Mercy College of Ohio submitted a request to The Higher Learning Commission for approval of the Associate of Science in Radiologic Technology Degree status. The Associate Degree status was approved in August of 1999.

OUR COMMITMENT TO EQUALITY

The Radiologic Technology Program upholds the commitment to equality in the administration of its policies.

Practice in Radiologic Technology requires specific physical skills and abilities. Questions about the competencies required for allied health applicants should be discussed with the office of accessibility located in the Student Success Center.

RADIOLOGIC TECHNOLOGY

Radiologic Technology is the art and science of the use of x-rays, or high level energy, to produce images. These images are used in diagnosis and in treatment of disease. The technology involves the use of modern equipment while producing quality diagnostic images for a radiologist to interpret. To do this the technologist, following the orders of a physician, positions the patient to best project the anatomy in question, directs a beam of radiation, controls the intensity, the quantity, and the timing of the radiation exposure. The technologist, with traditional chemical processing or with modern computerized reconstruction, processes the image, and then evaluates its diagnostic quality.

Along with the technical skills used in producing diagnostic images, radiologic technology involves a very human element of serving others. The technologist must educate patients, address their concerns, and solicit

cooperation. The art of radiologic technology requires adaptation to the many situations that can develop during the imaging process.

Radiation used for imaging can cause changes in the human cell. Use of protective measures to keep the radiation exposure as low as reasonably achievable (ALARA) is expected of a professional radiologic technologist. With an understanding of this, the radiologic technologist uses the principles of time, distance and shielding to minimize radiation dosage to themselves, patients, and the public.

CAREER OPPORTUNITIES

Radiologic technologists may choose to gain additional postgraduate training in the areas of ultrasound, mammography, computerized tomography (CT), magnetic resonance imaging (MRI), and in cardiovascular interventional procedures. Additional postgraduate programs exist in ultrasound, radiation therapy and nuclear medicine which require additional board examinations following graduation. Radiologic technologists are employed in healthcare, education, administration, marketing and commercial firms.

EMPLOYMENT OUTLOOK

According to the United States Department of Labor, Bureau of Labor Statistics 2011 – 2012 Job Outlook Handbook data, **“Employment of radiologic technologists is expected to increase by about 17 percent from 2008 to 2018, faster than the average for all occupations. Those with knowledge of more than one diagnostic imaging procedure—such as CT, MR, and mammography—will have the best employment opportunities”**. As the population grows and ages there will be an increasing need for diagnostic imaging professionals. Hospitals will be a primary employer for radiologic technologists, however employment is predicted to grow rapidly in diagnostic imaging centers, clinics and physician offices by 2018.

PHILOSOPHY

In accordance with the college mission statement, the philosophy of the Radiologic Technology Program is to provide education based on the Christian values underlying the educational efforts of the Sisters of Mercy of the Americas. Changes in society influence the values and expectations placed upon healthcare professionals and institutions. The needs and influences of society impact the delivery of medical care and the continued development of radiologic technologists.

The program strives to set realistic and achievable goals/objectives for each student based on professional standards in order to prepare a competent practitioner who can function in a rapidly changing healthcare environment. In addition, the philosophy of the radiologic technology program is based on the belief that education should not be limited to the professional technical area of study but include exposure to a diverse general education.

Education is a continual process through which learners develop knowledge, skills and attitudes resulting in cognitive, affective, and psychomotor changes. Faculty members facilitate the teaching/learning process through the sequential presentation of concepts, theories, and experimental activities within an environment that promotes mutual trust, critical thinking, and self-development.

See **Appendix B** for the Mercy Health System Core Values.

PROGRAM MISSION STATEMENT

To educate and prepare students for entry-level Radiologic Technology positions as competent health care professionals.

PROGRAM GOALS

1. To develop graduates who demonstrate clinical competence in performing diagnostic radiographic procedures in a professional manner.
2. To develop graduates who demonstrate problem-solving and critical thinking skills in radiography.
3. To develop graduates who employ effective communication skills in radiography.
4. To develop graduates who understand the importance of continuous learning, professional development and Christian values.
5. To develop graduates who meet the needs of the healthcare community as employable radiographers.

STUDENT LEARNING OUTCOMES

1. To be able to produce diagnostic quality radiographs.
2. To be able to apply radiation protection to patient, self and others.
3. To be able to provide age-appropriate patient care and comfort.
4. To be able to function effectively in a variety of clinical situations.
5. To be able to evaluate radiographic images for appropriate quality.
6. To be able to demonstrate age-specific patient communication skills.
7. To be able to demonstrate effective patient history-taking skills.
8. To be able to understand the need for continuous professional education.
9. To be able to understand the code of ethics of Radiologic Technologists.
10. To practice in a manner reflective of Christian values.
11. To perform at entry-level expectations.
12. To successfully complete the radiography program and obtain employment.

POST-ACCEPTANCE PROCEDURES PRIOR TO ATTENDING CLASSES

Once the applicant has been notified of acceptance into the college, the following steps must be completed:

1. Reservation/Matriculation Card

All accepted applicants must submit a reservation/matriculation card. Should an applicant decide not to enroll in the Radiologic Technology Program after submitting the card, the Admissions Office should be notified in writing.

2. Compass Placement Test

Compass placement tests are designed to provide information about student abilities in reading, writing and mathematics and to provide guidance for determining the course(s) students may need to enhance their success in college.

Please see the Mercy College [College Catalog](#) for further details.

Students who have not previously attended an institution of higher education or has been admitted provisionally are required to successfully complete GEN 101: Student Success Strategies, a two credit hour course within his/her first two semesters of enrollment at Mercy College.

3. CPR Certification

Radiologic Technology Students are required to complete an American Heart Association course for cardiopulmonary resuscitation for healthcare providers (CPR) certification prior to taking Radiologic Technology courses. CPR will be offered through the continuing education department of the college and must be taken prior to the start of the first semester. It is the student’s responsibility to maintain certification throughout the program.

4. Orientation

Accepted applicants will be required to attend an orientation program prior to the start of classes. Orientation allows new students to meet one another, as well as faculty and staff members. Information regarding College policies and procedures is also given during orientation.

5. The American Registry of Radiologic Technology Criminal Convictions Notification.

Please refer to the Criminal Convictions Notice on page one of this handbook.

**DEGREE REQUIREMENTS:
Associate of Science Degree in Radiologic Technology Program**

SEMESTER I

RAD	101	Foundations in Radiography	3
RAD	110	Principles and Techniques in Radiography	5
RAD	111	Radiology Practicum I	2
BIO	220	Anatomy and Physiology I	4
GEN	101	Student Success Strategies	<u>2</u>
Total			16

SEMESTER II

BIO	221	Anatomy and Physiology II	4
RAD	120	Basic Principles of Radiography	5
RAD	121	Radiology Practicum II	2
ALH	120	Medical Terminology	2
MTH	103/104	Math for Healthcare Professions/Mathematical Formulas, Models and Probabilities	<u>3</u>
Total			16

SEMESTER III

ENG	101	English Composition I	3
RAD	130	Intermediate Principles of Radiography	2
RAD	131	Radiology Practicum III	<u>2</u>
Total			7

SEMESTER IV

RAD	240	Advanced Principles of Radiography	2
RAD	241	Radiology Practicum IV	3
RAD	205	Radiologic Science (Physics)	2
ENG	102	English Composition II	3
PSYCH/SOC		Psychology or Sociology elective	<u>3</u>
Total			13

SEMESTER V

RAD	250	Specialty Imaging in Radiography	2
RAD	251	Radiology Practicum V	3
RAD	215	Radiation Biology	2

REL	301	Medical Ethics	3
HUM		Humanities Elective	<u>3</u>
			Total
			13
SEMESTER VI			
RAD	260	Transitions to Practice	3
RAD	261	Radiology Practicum VI	<u>3</u>
			Total
			6
			Grand Total
			<u>71</u>

All RAD classes must be taken sequentially. Medical Terminology, Anatomy & Physiology I and II, and English Composition I must be successful taken in the order designated in the curriculum. RAD courses are offered once per year. Progression in the RAD courses is dependent on successful completion of Medical Terminology, Anatomy & Physiology I and II, and English Composition I. Exceptions to this rule will be considered on an individual basis.

SUMMARY OF RADIOLOGY CLASSES AND LABS

RAD 110.....	5 hrs (3 class 4 lab)
RAD 120.....	5 hrs (3 class 4 lab)
RAD 130.....	2 hrs (1 class 2 lab)
RAD 240.....	2 hrs (1 class 2 lab)
RAD 250.....	2 hrs (1 class 2 lab)
RAD 260.....	3 hrs no lab

TOTAL CLINICAL HOURS.....1575

Course Descriptions:

RAD 101 Foundations in Radiography (3 hrs)

This course is designed to give the student professional skills to build on for the remainder of their career. An emphasis will be placed on professional deportment as it relates to interactions in a radiology department. A focus will be placed on management of the patient in the diagnostic radiology imaging process. In addition to patient care skills, other topics will include; an overview of Radiologic Technology, ethical and legal issues, an introduction to the clinical environment, environmental precautions, basic radiation protection, as well as an introduction to radiographic equipment. Prerequisite: Admittance to the program.

RAD 110 Principles and Techniques in Radiography (5 hrs)

This course is designed to develop the theory and practice of radiologic technology. This course will cover the principles and practice of radiographic imaging, including: radiographic distortion, radiographic contrast and density, exposure factors, control of scattered radiation, factors affecting recorded detail, radiographic techniques, and radiographic math. The student will also learn basic positioning techniques for the chest, abdomen, upper and lower extremities, and the gastrointestinal tract, as well as image critique and evaluation. Radiographic pathology of the associated systems will be covered. Prerequisite: Admittance to the program.

RAD 111 Radiology Practicum I (2 hrs)

This course will introduce the student to the clinical environment. The student will gain familiarity with the operations of a radiology department and begin to correlate theory to practice as it relates to positioning techniques. The student will have the opportunity to observe instructors and preceptors in the performance of radiological exams in various clinical areas. The development of communication skills, clerical skills, and an introduction to the Radiology Information System will be taught. Prerequisite: Admittance to the program.

RAD 120 Basic Principles of Radiography (5 hrs)

This course will continue to develop the theory and practice of radiologic technology learned in RAD 110. In addition the student will learn basic positioning techniques for the spinal column, pelvic and shoulder girdles, bony thorax and the excretory system, as well as image critique and evaluation. Basic pharmacology and radiographic contrast media will be discussed. Radiographic pathology of the

associated systems will be covered. Special projects will aid in developing communication and critical thinking skills. An oral presentation of a radiographic case will be required.

Prerequisite: BIO 220, RAD 101, RAD 110 and RAD 111, all with a grade of C or higher.

RAD 121 Radiology Practicum II (2 hrs)

This course is designed to continue building the practical applications of radiologic technology in a clinical setting under the guidance of qualified instructors and preceptors. Clinical aspects of patient care; radiographic positioning and techniques, and operation of radiographic equipment will be emphasized under appropriate levels of supervision. Students will be placed in areas in the radiology department, which complement the focus of didactic learning. Students will be given opportunities to perform clinical clearances on the list of required competencies provided to them. Prerequisite: BIO 220, RAD 101, RAD 110 and RAD 111, all with a grade of C or higher.

RAD 130 Intermediate Principles of Radiography (2 hrs)

The student will focus on radiographic positioning of the skull, facial bones and sinuses, learning to correlate anatomy to radiographic projections. Radiographic principles for pediatric and geriatric patients will be addressed as well as portable surgical and trauma radiography. Radiographic pathology of the associated systems will be covered. Sterile asepsis and sterile technique as applied to radiography will be taught. A portion of this course will be devoted to examining legal and ethical issues in detail. Prerequisite: ALH 120, BIO 221, RAD 120 and RAD 121, all with a grade of C or higher.

RAD 131 Radiology Practicum III (2 hrs)

This course is designed to continue building on the applications of radiologic technology learned in the two previous clinical practicums. Students will be encouraged to manage cases in an independently with indirect supervision after they complete clinical competencies. Emphasis will be place on further development of psychomotor skills. Students will be placed in clinical areas of the radiology department which complement the focus of didactic learning. There will be additional opportunities to perform clinical clearances from the list of required competencies provided to students. Prerequisite: ALH 120, BIO 221, RAD 120 and RAD 121, all with a grade of C or higher.

RAD 205 Radiologic Science (2 hrs)

This course will cover the basic principles of atomic structure, electromagnetic radiation electricity, magnetism and electromagnetism. The student will begin with an overview of the basic laws of physics and progress to more advanced concepts, which apply these laws to the operation of x-ray equipment. A study of the production of the x-ray beam and transformers, along with tube and machine circuitry, will help the student develop the correlation of theory and practice. The student will also learn to read tube-rating charts. Prerequisite: RAD 130 and RAD 131, both with a grade of C or higher.

RAD 215 Radiation Biology (2 hrs)

This course will present the effects of ionizing radiation on the human body, and how the organ and tissues of the body respond. The effects of radiation, both long and short term, along with risk assessment will be covered. The protection of self, the patient, the patient's family, and the entire health care team will be a major focus of this course. Radiation monitoring devices and current federal radiation regulations will be included. Prerequisite: RAD 205, RAD 240 and RAD 241, all with a grade of C or higher.

RAD 240 Advanced Radiographic Imaging (2 hrs)

This course is designed to study routine special imaging procedures in detail as well as cross sectional anatomy. Radiographic pathology of the associated systems will be covered. Advanced principles of imaging equipment will be featured, as well as the uses of computers in radiologic sciences. In addition, this course will also cover the principles of quality assurance and quality control as applied to radiologic technology. The use of case studies will aid in the development of critical thinking skills. Prerequisite: RAD 130 and RAD 131, both with a grade of C or higher.

RAD 241 Radiology Practicum IV (3 hrs)

The student will begin to focus on the areas of surgery, and cystoscopy. Other clinical rotations will continue to reinforce the experience gained in the previous Radiology Practicums. The student will be encouraged to further develop technical skills by

working more frequently with indirect supervision once additional competencies are documented. Focus will be placed on an increased ability to evaluate finished radiographs for quality. Prerequisite: RAD 130 and RAD 131, both with a grade of C or higher.

RAD 250 Specialty Imaging in Radiography (2 hrs)

This course is designed to familiarize the student with advanced imaging modalities such as computerized tomography, magnetic resonance imaging, sonography, nuclear medicine, interventional radiography, and cardiovascular imaging. Special radiographic projections of the body will be featured also. The student will continue to hone critical thinking skills through the means of participating in case studies. Prerequisite: RAD 205, RAD 240 and RAD 241, all with a grade of C or higher.

RAD 251 Radiology Practicum V (3 hrs)

The student will rotate through specialty clinical areas where the use of advanced technology and cross-sectional imaging techniques will be demonstrated. The student will learn by a combination of observation and direct participation at an appropriate level. More advanced patient care skills will be reinforced in the clinical environment. The student will be expected to clear on any remaining clinical competencies during this semester. Prerequisite: RAD 205, RAD 240 and RAD 241, all with a grade of C or higher.

RAD 260 Transitions To Practice (3 hrs)

This course is designed to serve as a comprehensive review prior to sitting for the American Registry of Radiologic Technologists National Certification Exam. Through lectures, discussion, projects, review sessions, and mock registry exams the student will identify areas of content that need reinforcement. A section of this course will be devoted to resume writing, interview skills, professional leadership and success. Prerequisite: RAD 215, RAD 250 and RAD 251, all with a grade of C or higher.

RAD 261 Radiology Practicum VI (3 hrs)

The student will focus on developing more confidence and independence in this final clinical practicum. An emphasis will be placed on the ability to work quickly, accurately, and on demonstrating a high level of clinical competence. The student will be given additional opportunities to work in clinical areas where more experience is needed or desired. All competencies must be completed prior to graduation. Prerequisite: RAD 215, RAD 250 and RAD 251, all with a grade of C or higher.

PROGRESSION OF LEARNING

The Radiologic Technology curriculum is designed to create a logical progression of learning from foundation knowledge progressing to intermediate, then more complex concepts. Students will learn about performing radiographic studies in the classroom, practice their skills and then prove competency in the lab. Skills are then performed in the clinic on patients under direct supervision¹ of a registered technologist radiographer. When the students feel they have attained a level of competency, they will ask a registered technologist to evaluate their performances. The registered technologist will sign the student competency evaluation form if the student performs the exam competently. After the competency form is signed, the student is free to perform the exam under indirect supervision.²

CLINICAL CORRELATION

Students may not perform radiographic studies or tasks prior to didactic instruction. If the student is asked to do a procedure or a task prior to instruction, it is the responsibility of the student to inform the requesting physician or technologist that he/she is a student and has had no prior instruction in the exam/task. The student will at that time observe the technologist performing the requested exam/task.

CLINICAL SUPERVISION

Students are expected to request direct supervision¹ prior to their clinical competency testing. Should there be a problem obtaining the appropriate level of supervision, students are instructed to decline doing the examination

and immediately report the situation to the Clinical Coordinator and Clinical Faculty. Students must perform under the direct supervision of a Registered Radiologic Technologist prior to documenting their clinical competency.

Following documentation of the clinical competency demonstration, students are permitted to perform the examination with indirect supervision,² providing there is a registered radiologic technologist immediately available³ should the student or patient need assistance.

Glossary, April 2010 Standards of the Joint Review Committee on Education in Radiologic Technology

¹ **Direct Supervision-** Student Supervision by a qualified practitioner who reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the procedure, and reviews and approves the procedure. A qualified radiographer is present during the student performance of a repeat of any unsatisfactory radiograph.

² **Indirect Supervision-** For radiography, that supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

³ **Immediately available** is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. If the student requires assistance, the radiographer must be within hearing range of the student. The JRCERT does not accept electronic devices as a form of indirect supervision.

INJECTABLE SUBSTANCES

Students will be trained in venipuncture. After obtaining proficiency in venipuncture technique, students will follow the contrast administration policies of the radiology department.

TB ISOLATION

Students are not to be involved with patients with active TB during their training period. Any problems or conflicts with this policy are to be brought to the Radiology Manager or Program faculty.

EXCLUSION FROM PATIENT CARE POLICY

A student may ask to be excused from providing a specific aspect of a patient's care or treatment when the prescribed care or treatment conflicts with the student's values, ethics or religious beliefs. The letter of request, detailing the rationale for exclusion, is to be submitted to the student's Clinical Instructor, Clinical Faculty, Clinical Coordinator and the Program Chair with a copy to the Associate Dean of Allied Health.

HAZARDOUS MATERIALS/WASTE MANAGEMENT

It is the policy of Mercy College to provide a safe environment for all students based on guidelines established by the Occupational Health and Safety Act (O.S.H.A.). During orientation to the clinical education site and Radiologic Technology Lab, the student will be shown: the location of the Hazardous Materials/Waste Management Manual, the Materials Safety Data Sheets (M.S.D.S.), the inventory of hazardous materials, hazard warning labels and their significance, and measures that a student can take to protect him/her from hazardous materials. The student has the right to information and to be free from retaliation for exercising his/her rights.

HONOR CODE

As future professionals, it is expected that students will conduct themselves in an ethical, responsible and honorable manner at all times. Your conduct as a student of Radiologic Technology requires that you adhere to the basic tenets of ethical behavior.

Keeping this in mind, respecting the rights and privacy of others, following the rules and regulations of the Radiologic Technology Program and clinical sites, and the Academic Integrity Policy of Mercy College will be considered as minimal behavior standards. Failure to behave in a professional manner can result in a warning and/or removal from the program.

CODE OF ETHICS

As future professionals, students are expected to apply the American Registry of Radiologic Technologists *Standards of Ethics* to their actions. This standard of professional ethics guides actions toward patients, physicians, and hospital personnel during training and future employment. Failure to behave in a professional manner can result in a warning or in removal from the program.

See the American Registry of Radiologic Technologists *Standards of Ethics* in **Appendix A**.

ATTENDANCE

Students are expected to attend classes and clinic regularly. On the first day the class meets, the instructors will inform students of the individual definitions of satisfactory attendance. All missed clinical time will be made up during or at the end of the semester. Excessive absence or tardiness will affect the student grade and may prevent the student from meeting clinical and/or academic objectives. Students must notify the Clinical Coordinator and the designated individual at the clinical site prior to their assigned arrival time if illness or emergency causes them to be absent from class or clinical assignment. The Clinical Coordinator is notified by calling the program cell phone. The number is: **419-262-0092**. For the consequence of non-compliance, please see the course syllabus.

MERCY COLLEGE CIVILITY STATEMENT

The classroom is a special environment in which students and faculty come together to promote learning and growth. It is essential to this learning environment that respect for the rights of others seeking to learn and respect for the professionalism of the faculty are maintained. **Student conduct which disrupts the teaching/learning process shall not be tolerated and may lead to disciplinary action and/or removal from class.**

SPECIAL CONSIDERATIONS

Special problems or unexpected circumstances relating to progression or graduation should be brought to the attention of the Program Chair. Consideration will be handles on a **case by case** basis.

PHYSICAL AND HEALTH RECORD REQUIREMENTS

Health records must be complete prior to clinical assignment each semester. Incomplete health records will result in removal from the clinical site until health records have been updated. Removal from the clinical site will result in missed days which are subject to point deductions. See clinical course syllabi.

The Student Health Record Requirement is available in **Appendix E** of this handbook.

In addition, The American Society of Radiologic Technologists, ASRT, recommends that a student must have:

- sufficient eyesight to observe patients, manipulate equipment and evaluate radiographic quality.
- sufficient hearing to assess patient needs and communicate verbally with other health care providers.
- sufficient verbal and written skills to communicate needs promptly and effectively in English.
- sufficient gross and fine motor coordination to respond promptly, manipulate equipment, lift a minimum of 30 pounds, and insure patient safety.
- satisfactory intellectual and emotional functions to exercise independent judgment and discretion in the safe technical performance of medical imaging procedures.

In response to the Rehabilitation Act, or ADA (American Disabilities Act), each prospective student is asked to review the following clinical standards to determine his/her ability and compatibility with the requirements of radiologic technologists. In each of the following categories, a radiologic technologist must:

Verbal

- speak clearly, and concisely in English and employ correct vocabulary and grammar for communication with staff, physicians, other health care professionals, students, faculty, patients and the public.
- give clear verbal instructions to patients prior to and during radiographic examinations.
- effectively, confidentially, and sensitively converse with patients.

Written

- describe patient history accurately.
- write legibly in English.
- use correct medical terms, spelling, punctuation, and sentence structure.

Visual

- confirm a patient's identity from his/her identification band.
- observe patients and assess their condition.
- have the ability to read radiology requisitions/labels and to determine color.
- ability to see visual detail on images to determine image quality.
- follow verbal and written English instruction to correctly and independently perform radiology procedures.
- be able to read and comprehend text, numbers, graphs, and machine settings displayed in print, on computer monitors and on patient equipment.

Auditory

- perceive the natural sounds of normal range.
- have the ability to receive detailed information through oral communication, and to make fine discriminations in sound.
- hear verbal responses from a patient.
- hear verbal instructions over the phone or in person.
- hear equipment alarm systems and a ringing phone.

Touch

- have tactile discrimination to feel a pulse.
- have tactile discrimination to feel the temperature of objects.
- have tactile discrimination to perceive attributes of patients and objects such as when positioning patients.

Body Mechanics and Physical Characteristics

- perform moderately taxing continuous physical work, often requiring prolonged sitting or standing over several hours.
- perform procedures that require the use of both hands simultaneously such as reaching and positioning patients and manipulating equipment.
- stand and move freely and safely about the radiology department. Walk to other areas of the hospital to do exams or to have films interpreted. Transport and assist patients to and from dressing rooms and examination rooms.
- use fine-motor skills on an electric keyboard to operate equipment, set exam techniques and to record evaluate and transmit radiology information.
- reach to position patients and to manipulate equipment.
- crouch to position patients for exams and to stock supplies.
- grasp to position patients for exams and procedures and to operate and move radiology and patient equipment.
- pull to move laundry bags that can weigh as much as 30 lbs. Pull to assist patients off and onto carts using 8 to 24 lbs. of force.
- push to transport patients in wheelchairs or on carts using 25 lbs. of force. Move portable and C-arm equipment with 20 lbs. of force to areas of the hospital.
- lift to move patients (who weigh more than 30 lbs.) from wheelchairs and onto exam tables.
- carry cassettes that can weigh as much as 20 lbs.

Intellectual

- recognize that an equipment problem exists and respond appropriately.
- uses charts, graphs and make radiographic exposure calculations.
- possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.

Mental/Emotional

- adapt to perform duties during emergency situations.
- follow protocols.
- maintain patient confidentiality.
- maintain a high level of courtesy and cooperation in dealing with co-workers, patients, and visitors and perform satisfactorily under the stress of a hospital work environment.
- be able to manage his/her time and systemize actions in order to complete professional and technical tasks within realistic constraints.
- possess the emotional health necessary to function effectively and exercise appropriate judgment.
- be able to provide professional and technical services while experiencing the stress of task related uncertainty, emergent demands, and a distracting environment.

Clinical Conditions

- students are subject to electrical, radiant energy and processor chemistry hazards.
- persons in radiology sciences have been identified as having the likelihood of occupational exposure to blood or other potentially infectious materials and therefore, are included in the OSHA Exposure Control Plan with its specifications to prevent contact with the above materials.

These attributes are integrated into our educational process and incorporated in course objectives. If you have questions about your ability and compatibility with the requirements of radiologic technologists please make an appointment with your academic advisor. Having a special need may not preclude you from entering the program. Students with special needs can also seek help through the Division of Student Formation located on the 5th floor of Mercy College.

HEALTH REQUIREMENTS/CRIMINAL BACKGROUND CHECKS

A report of sound health in conjunction with lab and clinical rotations is a requirement of the college and each clinical education site. Students must meet all eligibility requirements and provide documentation prior to the start of the first clinical practicum (RAD 111).

In addition to the health requirement, a criminal background check must be performed for each student.

Students failing to complete this requirement will not be assigned to a clinical education site. Please refer to the Mercy College of Ohio's health requirement and criminal background check policy.

Please note that clinical education sites may have additional site-specific medical or legal requirements. Students assigned to those facilities must fulfill all requirements prior to starting their clinical practicum.

INSTITUTIONAL LEARNING OUTCOMES

The philosophy behind a Mercy College education is that an individual, regardless of his/her chosen profession, needs to possess both a broad knowledge-base which characterize an educated person. At Mercy College, this knowledge base and learning outcomes are emphasized in all courses. Students demonstrate mastery of the institutional learning outcomes through the completion of a student portfolio, which enables the Humanities/Social Sciences Division, the College, and, most importantly, the student to assess student learning. This portfolio presents documentation which demonstrates the student's work, abilities, and growth throughout her/his academic career at Mercy College of Ohio.

Institutional Learning Outcomes

- 1. Communication:** To develop fundamental literacy in reading, writing, speaking and listening in order to communicate effectively.
- 2. Critical Thinking:** To reason logically, using data from appropriate disciplines in the process of problem solving and decision-making.
- 3. Mathematics:** To understand mathematical concepts and perform mathematical and algebraic computations.
- 4. Values and Catholic Identity:** To exhibit an understanding of Catholic values, beliefs, and the nature of faith as they impact ethical decision making within the professional and personal life of the graduate.
- 5. Computer Technology:** To understand the use of introductory computer technologies with emphasis on instructional software and word processing.
- 6. Science:** To understand scientific concepts, the scientific method, contemporary issues in science and technology, and apply these concepts to healthcare.
- 7. Humanities:** To exhibit a broader awareness, interest and appreciation of the relevance of the humanities to current conditions of life while acknowledging the beauty of human endeavor as a universal characteristic of cultures.
- 8. Social and Global Awareness:** To understand and respect the diversity of cultures and experiences that characterize the global community and enable graduates to be productive and responsible citizens in a democratic society.
- 9. Life-Long Learning:** To be motivated and responsible for continual self-directed learning and development of skills needed for self-actualization.

CLINICAL EDUCATION

Clinical education is a very important part of the learning process required to become a practicing registered radiologic technologist. The registered technologists in the assigned site provide clinical supervision and instruction. Registered Radiologic Technologists that are involved in the instruction of students have earned the status of clinical instructors. During the clinical education, students are visited regularly by the Clinical Coordinator and Clinical Faculty.

The numbers of clinical hours per week are determined by the course requirements. Students will be scheduled for specific clinical attendance times depending on the clinical assignment. Students are not to be in the clinic outside of the assigned clinical times unless they have written permission. **Student liability insurance does not cover the student under circumstances outside of the assigned clinical learning times.**

Requirements for clinical competency, evaluation, and documentation may change during the course of study. The expectations of each semester will be covered in the syllabus at the beginning of each semester.

The Program Chair and Clinical Coordinator are the college's assigned representatives responsible for placing students in their clinical education sites. Rotations to additional clinical education sites are part of the clinical education. Students will be responsible for their transportation to and from clinical sites and for parking fees/regulations of the clinical sites.

Students must register and pay the usual fees per credit hour for clinical instruction received at the practicum site.

CLINICAL ASSIGNMENT

Placement for clinical education requires a minimum of "C" grades in all Radiologic Technology courses. Academic performance does not, in and of itself, assure placement in the clinic. Along with academic excellence, division approval is required before placement in the clinical learning environment. Medical problems that would deter the student from working effectively in the clinical setting or behaviors that are inappropriate may preclude clinical assignment.

Behaviors that will prevent a student from assignment or continued assignment to clinical experience are, BUT ARE NOT LIMITED TO:

- repeating a radiograph for any reason without the **direct supervision** of a Registered Radiologic Technologist.
- any breach of the Standards of Ethics as prescribed by The American Registry of Radiologic Technologists.
- failure to maintain strict confidentiality of patient information.
- any form of dishonesty, including, but not limited to cheating.
- excessive absenteeism
- use of profane or vulgar language.
- misuse of radiation
- using or being under the influence of alcohol or other drugs.
- violation of any Mercy College, or clinical education site policy.
- incomplete or false information on health records or any documents.
- uncooperative, hostile, negative or non-constructive attitudes toward the college, college faculty, clinical instructors, or fellow students.
- unsatisfactory technical performance
- failure to notify both the clinical site and the college when absent.

DISCIPLINE POLICY

1. Small first time infractions of policy or professional behavior will be addressed by the instructor in an informal manner.
2. Repeat or serious infractions of policy or unprofessional behavior will result in a conference report.
3. Two conference reports on the same infraction, during the program, may result in dismissal from the program.
4. Three conference reports, during the program, in different areas may result in program dismissal.
5. Very serious unethical behavior will result in immediate dismissal from the program. These include but are not limited to: cheating, stealing, misuse of equipment, alcohol or drug intoxication/use, unauthorized use of radiation, violent behavior, and abusive language.

ON-GOING EVALUATION

Students are evaluated on an on-going basis. The Program Chair is kept informed of the students' progress. High academic performance does not assure continuance in the program or placement in a clinical facility if the student is otherwise deemed unsuitable.

GRADING POLICY

The grade determinants used in the Radiologic Technology Program courses will be established by each individual instructor as outlined in the course syllabus. To help students successfully pass the ARRT Registry Examination, the averaged test scores of all exams, tests, and quizzes must be 80%.

The grading scale is:

- (93-100) A
- (86-92) B
- (80-85) C
- (75-79) D
- (74 and below) F

CLINICAL GRADING POLICY

Details of clinical grading will be included in the Radiology Practicum syllabi.

Performance evaluations, clinical projects, documentation, compliance with professional appearance standards, and attendance will determine clinical grade. The clinical instructors and the college faculty will evaluate the student on an ongoing basis.

STUDENT ACADEMIC APPEAL PROCESS (Grievance Policy)

A student who is disputing a course grade or clinical evaluation should try to resolve the issue in an informal fashion by requesting a conference with the course instructor. However a student disputing a course grade or clinical evaluation may appeal in compliance with the formal Student Academic Appeal Process Policy which is located in the Mercy College [College Catalog](#). Please see the [College Catalog](#) for exact details.

DRESS CODE

Classroom and Lab Dress:

Professional attire and professional appearance is a requirement while in the classroom and lab. *Students must wear the Mercy College RT Program uniform lab coats while attending all Radiology Lab sessions.* Students are expected to follow the dress code guidelines as listed in the Mercy College College Catalog. All situations may not be covered in these guidelines and are left up to the discretion of the faculty. Failure to comply with appropriate dress will result in disciplinary action and/or removal from the classroom or lab.

Clinical Dress:

Professional attire and professional appearance is a requirement during all clinical assignments. The following guidelines are to be followed. All situations may not be covered in these guidelines and are left up to the discretion of the faculty. Failure to comply with appropriate dress will result in disciplinary action and/or removal from the clinical assignment.

Uniforms:

- students are expected to wear the Program Uniform during their clinical assignments. This uniform may be purchased from NanCo. Uniform Company.
- a student identification must be visible during clinical assignment.
- students must wear their uniform correctly (tunics must be buttoned)
- the student must wear an occupational radiation monitoring device, called an **OSL (Optically Stimulated Luminescence)** dosimeter while in the clinic and at anytime they may be in a radiation area.

Hair

- hair needs to be neat, clean, and controlled
- long hair must be pulled back and off the shoulders.
- hair must not fall into face or eyes
- hair will be a “natural” color (not green, purple, blue etc.)
- all hair accessories are to be small and tasteful (a solid dark color or solid white.)

Facial Hair:

- will be neat and trimmed

Clothing:

- hems should be no shorter than one inch above the knee for skirts or one inch above the ankle for pants.
- cuffs will not be rolled.
- all clothing must be clean and neat in appearance. Missing buttons or visible patches are not acceptable.
- clothing needs to be sized for the individual. Form fitting clothing is unacceptable, as is oversized clothing.
- undergarments should in no way be visible.
- navy blue polo shirts must be worn with either the program lab coat or tunic.

Shoes:

- shoes worn in the clinic need to be white with minimal color and no advertisement displayed on them.
- cloth shoes are not acceptable in the clinic.
- shoes need to cover the entire foot.
- shoes must be clean and polished.
- shoelaces must be clean and tied.
- shoes worn in the clinic should have quiet heels.
- shoes with a “platform sole” or clogs are not acceptable.

Socks:

- solid white socks must be worn at all times while in the clinic.

- socks must cover the skin of the legs (even when sitting with knees bent)
- stripes, ornamentation, lace, loose knit are not acceptable

Nails:

- artificial/acrylic nails are prohibited per infection control policy
- the length of nails should not interfere with glove integrity.
- the length of nails should not extend beyond the tip of the fingers.
- nail color should be light and/or natural
- nail ornaments are prohibited.

Jewelry:

- a small watch with a second hand is advised
- earrings are limited to one pair. They should be small, not exceeding the size of the ear lobe. For safety reasons dangling earrings are prohibited.
- rings that compromise glove integrity are not to be worn. Rings are limited to one per hand. (Wedding and engagement ring set will count as one.)
- necklaces are limited to one. It will be worn inside the shirt for safety reasons.
- nose, tongue, and other facial jewelry are unacceptable.
- tattoos must be covered

Personal grooming:

- scented after-shave cologne or perfume is not to be worn. (Patients may be allergic to specific scents, or find them to be offensive)
- daily showering and the use of deodorant is required.
- make-up is to be minimal and natural in appearance.
- hats are prohibited

CLINICAL PHYSICAL REQUIREMENTS

Students in the clinical education site must be able to:

1. Move freely to observe and assess patients and perform emergency patient care; this includes having full manual dexterity of the upper extremities, including neck and shoulders, and unrestricted movement in both lower extremities, back, and hips in order to assist in all aspects of patient care and the ability to touch the floor to remove environmental hazards.
2. Lift and/or support at least 75 pounds in order to reposition, transfer and ambulate patients safely.
3. Students on crutches, and /or students wearing casts, splints or other orthopedic devices that interfere with the provision of safe and effective patient care, will be individually evaluated consistent with the policies of the clinical facility. If the appliance precludes safe and effective clinical practice, the student may not be able to meet course objectives.
4. Students must provide medical release documentation from their physician whenever any of the above medical conditions exist before they will be allowed to participate in patient care activities at clinical sites.
5. Student who have a possible communicable illness or an illness or injury that interferes with the ability to care for patients safely and effectively should exercise judgment and consult with the Clinical Coordinator **and** the assigned contact person at the clinical area before reporting to the clinical education site.

PREGNANCY POLICY

Pregnancy declaration is voluntary. However, any student who becomes pregnant is strongly encouraged to notify the Program Chair, Clinical Coordinator and the Radiation Safety Officer at the assigned clinical site. Early notification is recommended so that the fetal radiation dosage during the pregnancy may be monitored.

The declared pregnant student must meet with the Program Chair and the Radiation Safety Officer. At this time the declared pregnant student will review the pregnancy policy in the clinical area to which the student is assigned, address any questions about fetal radiation risk, then sign an acknowledgement statement stating an understanding of instruction concerning prenatal radiation. The Mercy College Radiologic Technology Program pregnancy policy is consistent with all applicable federal regulations and Ohio State law. An additional OSL will be worn by the pregnant student at the waist level, below the lead apron, during all clinical rotations throughout the gestational period. Declared pregnant students may choose to take a leave pursuant to the Leave of Absence Policy (see the Mercy College College Catalog). For missed clinical time please see the Clinical Time Makeup Policy. A student may bank clinical time in advance to cover pregnancy leave with the concurrence of the Clinical Coordinator. A student is free to un-declare their pregnancy (not have the pregnancy monitored) at any time.

RADIATION SAFETY POLICY

All radiologic technology students are expected to accurately monitor their radiation dosage at all times while in the lab and clinic. This means that your program issued OSL's, (Optically Stimulated Luminescence) dosimeters, must be worn at all times while in the lab and clinic. OSL's are not to be taken home. Separate OSL's are issued for use in the lab. Any lost occupational radiation monitoring device (OSL) must be reported to the Clinical Coordinator immediately. A temporary OSL will be issued to the student until a new OSL can be obtained by the Clinical Coordinator.

Protection measures of time, distance and shielding to keep personal radiation exposure as low as reasonably achievable (ALARA) are expected to be followed under all circumstances. Basic radiation instruction, explanation and interpretation of radiation exposure reports will be provided during the radiation protection module of the Mercy College Radiologic Technology Program Clinical Orientation which occurs prior to clinical assignment. Additionally, occupational dose limits for students (and students under 18 years old) will be covered in the module.

The Radiation Protection Officer at MSVMC and the Program Chair must comply with the rules of the Ohio Department of Health regarding the maximum permissible dosage. The St. Vincent Mercy Medical Center X-ray Quality Assurance Committee, the Certified Radiation Expert (CRE) and the Program Chair will review the radiation monitoring reports for all students including students at Mercy Memorial Hospital in Monroe, Michigan. These radiation exposure reports are posted in the Radiology laboratory and kept on file in the Program Chair's office. A student's radiation exposure report is available for that student's review.

If the dosage of a declared pregnant student or a non-pregnant student is approaching the maximum permissible dosage, the student will be notified by the Program Chair. The student may be required to take a leave of absence from clinical assignment, thus necessitating an interruption in their plan of study. An investigation of the radiation exposure will be performed by the Certified Radiation Officer and the Program Chair.

COMPETENCY EVALUATION

The student must demonstrate competency to a **registered radiologic technologist**. Thereafter, it is the student's responsibility to maintain competency. A clinical instructor may request that a student re-test if at any time the student is not performing as expected. The student will then work under direct supervision until they again document competency. (See page 10 for definition of direct supervision.)

PATIENT PROTECTION POLICY

Students MUST have the DIRECT SUPERVISION (see page 10) of a registered radiologic technologist when repeating any radiograph. Documented student non-compliance with the repeat policy is considered grounds for dismissal from the program.

It is the responsibility of the student to limit the patient dosage to as low as reasonably achievable (ALARA). Students will observe the radiation safety policy of the institution to which they are assigned.

It is important to determine that the patient to be radiographed is not pregnant prior to radiation exposure. If there is any question of pregnancy, it is to be brought to the attention of a radiologist. Students are not to expose a pregnant patient or a possibly pregnant patient even with the radiologist's permission. The student is expected to observe a registered radiologic technologist perform the examination.

PATIENT CARE STANDARDS

Patients are to be treated with respect and dignity at all times. Their physical comfort, emotional well-being, and safety are to be held in highest regard. A general rule of thumb is that every patient should be treated as you would wish to be treated.

The policy and the practice of the students in the program is to decline to repeat a radiograph until they are provided with the direct supervision (see page 10) of a registered radiologic technologist. Problems with the availability of direct supervision are to be brought immediately to the attention of the Clinical Coordinator or Clinical faculty. Cellular telephones make these individuals available.

CLINICAL TIMEKEEPING

Students are expected to validate their clinical attendance. The method of validation will depend on the clinical assignment. **Falsification of attendance records will result in disciplinary action or possible dismissal from the program.**

CLINICAL TIME MAKE UP POLICY

All clinical make up time will be completed during or at the end of the semester. Makeup time is scheduled through the Clinical Coordinator and may be scheduled during normal clinical time, weekends or second shift. The student will be issued an incomplete until the clinical time is made up. Please note that at Mercy College of Ohio, a student with an incomplete has 10 class days after the start of the next semester to complete the requirements.

STIPEND

No stipend is paid to Radiologic Technology students during clinical experience. Clinical experience is education and, as such, is just as important as time spent in the classroom. Students may not replace qualified paid staff during their scheduled clinical times. Students are, however, permitted to work as hired employees after scheduled class/clinical time if the number of hours is not excessive and does not interfere with academic performance.

TECHNOLOGIST- STUDENT RELATIONSHIP

The Registered Radiologic Technologist has the right to expect that the student will:

- be punctual
- show an eagerness to learn
- have good interpersonal relationships with all personnel
- adhere to the ARRT professional Code of Ethics
- follow the policy and procedures of the clinical site and of the college
- use all equipment and materials responsibly during the clinical experience
- respond to positive suggestions that would improve the student performance
- request to leave the assigned area and return quickly
- show courtesy, cooperation and respect

The Student has the right to expect that the registered technologist will:

- under all circumstances provide direct supervision to the student repeating a radiograph for any reason
- set an example and guide the student radiographer in order for him/her to develop in a professional and ethical manner
- instruct and guide the student radiographer in the proper method of patient care
- demonstrate and explain the use of the equipment in the assigned radiology department.
- provide direct or indirect supervision of the student that is assigned to him/her
- instruct and guide the student in radiation protection practices
- guide the student in the selection of exposure factors
- evaluate the student's clinical performance and confer with the Clinical Coordinator
- treat the student with respect

LEAD FILM MARKERS

The student is expected to use lead markers in the clinic. Markers can be purchased by mail order. The student will follow the policy of the assigned clinical site in the use and placement of lead markers for film documentation. The student is expected to ask the technologist to whom he/she is assigned if any question about the use or placement of markers on radiographs occurs.

CLINICAL LUNCH SCHEDULE

Students are entitled to a lunch. The registered technologist to whom the student is assigned or the department coordinator will determine the lunch schedule.

COMMUNICABLE DISEASE POLICY

Students are to follow the infection control policies of the clinical site to which they are assigned.

ACADEMIC ADVISING

Upon admission to the Radiologic Technology Program, each student is assigned an allied health academic advisor. The academic advisor will monitor the academic progress of the assigned student throughout the curriculum and advise/counsel the student as necessary. The advising program is designed to promote growth and self-direction for students and to provide opportunities for optimal physical, emotional, social, intellectual and spiritual growth and development. Academic advisors believe that guidance and counseling is a continuous process and an essential part of any program. All students are encouraged to avail themselves of the opportunities provided within the college, such as self-defense seminars in relation to campus security, study skill seminars, chemical dependency recognition/guidance seminars, spiritual counseling and activities, and career counseling.

The allied health academic advisor has posted office hours, and is also available by appointment, or by e-mail. Specific information about academic advising can be found in the Mercy College [College Catalog](#).

PHI THETA KAPPA

Established by Missouri two-year college presidents in 1918, Phi Theta Kappa International Honor Society serves to recognize and encourage the academic achievement of two-year college students and provide opportunities for individual growth and development through honors, leadership and service programming. Today, Phi Theta Kappa is the largest honor society in American higher education with more than 1.3 million members and 1,200 chapters located in the United States, U.S. territories, Canada and Germany. In 1929, the American Association of Community Colleges recognized Phi Theta Kappa as the official honor society for two-year colleges.

Membership eligibility is based on the number of hours completed with a minimum of 12 credit hours and a minimum GPA of 3.5; membership is a special honor afforded to a small group of outstanding students.

COUNSELING

Counseling services are discussed in College orientation. Complete information on counseling services provided for students can be obtained from the Mercy College [College Catalog](#). Counseling services are located in the Division of Student Formation located on the 5th floor of Mercy College.

LEAVE OF ABSENCE POLICY

The Mercy College Leave of Absence Policy, located in the Mercy College [College Catalog](#) is as follows: A student in good academic standing may request a leave of absence for health or other personal reasons. A “curriculum leave of absence” may be requested by a student needing a course that is not offered until a later term.

A leave of absence shall not exceed twelve months. After that, the student will be considered a readmission applicant, unless an extension of the leave of absence has been granted by the Vice President of Academic Affairs.

The student must request the leave of absence in writing by submitting a completed Withdrawal/Leave of Absence Form available from the Student Records Office.

The student on a leave of absence must satisfy any conditions of the leave before re-entering and must comply with the course sequence and/or any curricular changes at the time of re-entry. The student must inform the College one term before returning to enable orientation to be arranged.

A student's return is subject to available space at the time of re-entry to the program.

EARLY RELEASE FROM CLINICAL ASSIGNMENT POLICY

Students may petition the Program Chair and Clinical Coordinator for Early Release in the final semester. **Early Release from the Clinical Assignment will be considered on an individual basis in the case that all of the following prerequisites have been met.**

- a) all of the clinical assignments and competency requirements have been met.
- b) all clinical paper work is up to date and all clinical makeup time has been completed.
- c) employment in radiography has been obtained.
- d) employment is in a state not requiring licensure or a GXMO license has been obtained which will allow the student to practice in radiologic technology until the student has passed the Registry examination.

The student may petition to be released from the remaining clinical education portion of the program but must attend the remaining didactic classes.

LIBRARY AND LEARNING RESOURCES

Complete information concerning the library resources available to students is contained in the Mercy College College Catalog.

In addition to learning resources available in the library, the Radiologic Technology Program faculty members have a variety of desk reference material. Upon request, the student may sign out the reference material to the faculty members' collection. There are computer software packages installed in the computer lab.

REGISTRATION (Scheduling of Courses)

Registration is handled online through Empower with assistance from the academic advisor if you are a new student, if you are a pre-RAD student (still needing program prerequisites), or post-secondary student. Complete information on how to register for classes can be obtained from the Mercy College of Ohio website (www.mercycollege.edu) **It is ultimately the student's responsibility to make sure that they follow the Radiologic Technology Program of Study carefully. Radiologic Technology courses are offered only once per year, therefore, if a course is dropped, graduation can be delayed by one year.**

ADD/DROP

Information on how to drop or add a course can be found on the Mercy College website. If any Radiologic Technology Program course is dropped, the Program Chair or assigned academic advisor should be notified immediately via e-mail or other communication by the student. This requirement is due to the fact that courses may be automatically added/dropped via Empower without advisor approval.

RETENTION CRITERIA/STANDARDS OF PROGRESS:

Once enrolled in the program the student is required to:

1. Maintain a 2.0 cumulative grade point average (GPA);
2. Maintain a “C” grade, or higher, in all courses of the Radiologic Technology Program. Any grade lower than a “C” is considered a failure. Students may retake for credit any general education course in which a grade less than a ‘C’ has been earned. Only the second grade will be computed into the cumulative GPA. Both grades will appear on the transcript. Although a student may be allowed to repeat a general education course more than one time, this forgiveness policy does not apply beyond the first repeat attempt for any one course. Please refer to the Mercy College Course Catalog for more information.

Students should, however, be maintaining grades far higher than the minimum requirements if they expect to be successful in passing the Registry examination.

3. To receive or maintain eligibility for federal financial aid, the student must meet the requirements outlined in the “Standards of Satisfactory Progress” Policy. A copy of the policy is available in the Financial Aid Office.

Students who are unable to meet these program requirements will be subject to academic probation and/or dismissal from the program as outlined in the Mercy College College Catalog. Students who are dismissed from the program can appeal as outlined in the Mercy College College Catalog under. Students dismissed for academic reasons may request consideration for reinstatement. Complete information on the readmission policy can be found in the Mercy College College Catalog.

ACADEMIC DISMISSAL POLICY

Students in the Radiologic Technology Program are subject to the Academic Dismissal policy of Mercy College of Ohio as outlined in the Mercy College College Catalog.

READMISSION PROCEDURE

Students dismissed for academic reasons may request consideration for reinstatement. Complete information on the readmission policy can be found in the College Catalog.

Note: Student readmission to the program is contingent upon space and required remediation subject to the judgment of the program chair.

TRANSFER CREDIT

A student may transfer to Mercy College of Ohio from another institution of post-secondary education by following the procedure outlined in the Mercy College College Catalog. A list of courses that will transfer can be found on mercycollege.edu. There is no transfer of credit for professional courses at this time.

CHANGE OF ADDRESS

Any change in name, local address, permanent address (if different from the local address), or telephone number or email address should be reported to the Registrar promptly.

EXPENSES

Students should expect the following categories of expenses each semester:

- tuition and fees- See Mercy College of Ohio Cost Information Sheet.
- textbooks – cost will vary per semester
- supplies – paper, folders, calculator, etc.
- clinical education expenses include uniform clothing, transportation, parking fees lead markers (may be provided by the clinical site), and professional liability insurance.
- professional organizations- Students are encouraged to obtain student membership in the Ohio Society of Radiologic Technologists (OSRT) and the American Society of Radiologic Technologists (ASRT).

PROFESSIONAL LIABILITY AND HEALTH INSURANCE

LIABILITY: All students admitted to the Radiologic Technology Program are provided with required liability insurance by the College upon payment of the required fee.

HEALTH: It is strongly recommended that all Radiologic Technology Students should be covered by health insurance. This is the student's responsibility. Clinical practicum sites do not provide student health insurance.

CLOSING THE COLLEGE (Inclement Weather)

The College will be open for classes or for clinical experience according to the class schedule, unless an emergency or inclement weather warrants closing the College or postponing the beginning of class or clinical education time. If these situations arise, the College spokesperson will notify the Toledo area radio and TV stations. Students should tune into these stations for information. The Mercy College web site will be updated to display the message on the opening page. Additionally, the main phone voice line message will be updated with closing information and emails will be sent to all Mercy College students on their Mercy College email accounts. Students must remember to call the Clinical Coordinator and the designated individual at the clinical site to explain why he/she will not be attending class or clinical assignment in the event of inclement weather

In the event that clinical time is missed due to the previously stated unusual conditions, it is the discretion of the Clinical Coordinator, as to whether clinical time will need to be made up.

STUDENT REPRESENTATION

Each radiologic technology class will have two elected class representatives. These students will be expected to voice the class concerns to the college administration. The class representatives are invited to make presentations at the Radiologic Technology Program Advisory Committee meetings. They are actively involved in the clinical mentoring program and program service projects.

Student representatives of the Radiologic Technology Program in the Mercy College Student Senate organization are encouraged. Nominations occur each September of the academic year.

POLICY ON CELL PHONES, PAGERS AND CALLS DURING CLINICAL ASSIGNMENT

No personal cell phones or personal pagers are to be used during clinical assignment. Department or hospital business phones are not to be used to make or to receive personal phone calls except in the event of an emergency. Students may make personal calls on their scheduled break or during lunch.

STUDENT EVALUATION

Students are expected to give constructive evaluation of the class and the instructor at the end of each semester. Students will be given an opportunity to complete a Student Evaluation of Instruction.

PROGRAM ASSESSMENT PLAN

The program is assessed in the following ways:

1. Like all of the academic programs offered by Mercy College, the Radiologic Technology Program participates in the Mercy College institutional assessment and assessment of student learning outcomes plans.
2. The Radiologic Technology Program also utilizes its own assessment plan to assess student learning and program outcomes.
3. The Program Advisory Committee is involved with the program planning, evaluation, and improvement.
4. Students complete evaluations of the course and the instructor at the end of each semester.
5. Instructors participate in classroom assessment techniques (CATS) as needed during each course.
6. Students assess the clinical component of the program.
7. Program graduates complete an Exit Survey.
8. Graduates are asked to complete a Six-Month Post Graduation Survey.
9. Employers of the Program Graduates are given a satisfaction survey to complete.

ACADEMIC RECORD KEEPING

The Office of Student Affairs is responsible for maintaining student academic, counseling and financial aid. All student academic records are located in the Registrar's Office in locked files. The records are accessible to appropriate college faculty and personnel outlined by the (FERPA) Family Educational Rights and Privacy Act.

The academic record consists of transcript preparation, specifying all credit instruction attempted and completed by the student. The transcript reflects each course entry by title, number of credits, grade and year completed.

The transcript also designates credit awarded by transfer or by examination, such as CLEP or challenge examination. The student file includes: Applications for admission, scores on college pre-entrance examinations, placement examinations, high school transcripts, correspondence since entry into the school, clinical grades, and all college transcripts.

Materials found in the financial aid office consist of a financial aid application and transcript, cumulative summary and counseling record, loan application or promissory note, Financial Aid Form (FAF report), Student Aid Report (SAR), income tax statement, statement of educational purpose and drug free certification, award and acceptance letter, validation forms as required, and miscellaneous correspondence.

A graduate's permanent record is kept in a locked fireproof file in the Registrar's Office and includes: application, preadmission testing scores, high school transcripts, a final summary of student progress and development, relevant financial aid data including veteran's records, and record release forms.

Complete records of students who have withdrawn from the college are maintained for five (5) years. At the end of this time period, the academic transcript at the college will be maintained and all other records in the student's file will be destroyed.

Graduates files are kept indefinitely.

CONFIDENTIALITY OF PROTECTED INFORMATION (HEALTH/FACILITY/PHYSICIAN/EMPLOYEE)

By law, all information contained in a patient's medical record/electronic health record (protected health information) is considered to be confidential. Information pertaining to the facility or relating to physicians or employees is considered confidential as well. All information that is discussed or made available in class or in the clinical facilities is therefore considered confidential and may not be discussed outside of the classroom or clinic.

Students may not disclose confidential information to unauthorized individuals, including family and/or friends. Failure to respect confidential information will result in dismissal from the program.

All students are required to sign facility-specific privacy statements prior to participating in any laboratory or clinical activities that are held in a hospital, physician's office, ambulatory care facility, or other health-related agency that provides custodial care, diagnosis, treatment, surgery, therapy or any health-related care. Students who refuse to sign confidentiality statements will be dismissed from their program.

GRADUATE COMPETENCY REQUIREMENTS
Mercy College of Ohio
Mandatory Competency List

Body region	Exam	Date of Sim. (or didactic class)	Technologist signature	Date of Competency
Chest/Thorax				
	PA & Lateral Chest			
	Chest, non-ambulatory (wheelchair/stretchers)			
	Ribs			
	Pediatric Chest (Under 6 yrs.)			
	Infant chest (Under 1 year)			
Abdomen				
	Supine Abdomen (KUB)			
	Upright Abdomen			
	Decubitus Abdomen			
	Pediatric Abdomen (under 6 yrs.) (KUB)			
Upper Extremity				
	Finger or thumb			
	Hand			
	Wrist			
	Forearm			
	Elbow			
	Humerus			
	Shoulder			

Body region	Exam	Date of Sim. (or didactic class)	Technologist signature	Date of Comp.
Lower Extremity				
	Foot			
	Ankle			
	Tibia/fibula			
	Knee			
	Femur			
Spine/Pelvis				
	Cervical			
	Cervical with obliques			
	Thoracic (Dorsal)			
	Lumbar			
	Lumbar Obliques			
	Sacrum or coccyx			
	Pelvis			
	Hip			
Head	Students must select at least one procedure from the Head section. (List below on page 6)			

Body region	Exam	Date of Sim. (or didactic class)	Technologist signature	Date of Comp.
GI /Fluoro				
	Video Esophagus			
	Upper GI Series (single or double contrast)			
	Small Bowel Series			
	Barium Enema (single or double contrast)			
Surgery				
	Sterile Field			
	Equipment Operation			
	C-arm Procedure(s) Competency (3 minimum)			
	Urology Procedure(s) Competency (including a retrograde pyelogram (2 minimum)			
	Non C-arm Procedure(s) Competency (3 minimum)			
Portable				
	Chest			
	Abdomen			
	Isolation Portable			
	Portable orthopedics			
	Pediatric portable (under 6 years)			

Body region	Exam	Date of Sim. (or didactic class)	Technologist signature	Date of Comp.
Trauma				
	Upper Extremity (not shoulder)			
	Lower Extremity (not hip)			
	Hip with Cross-table Lateral			

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

Elective Competency List

A minimum of 50% of the following exams must be done competently on patients

Body region	Exam	Date of Sim (Or didactic class)	Technologist signature	Date of Comp.
	Decubitus Chest			
	Sternum			
	Scapula			
	Clavicle			
	AC Joints			
	IVP			
	Calcaneus (os calcis)			
	Pediatric upper extremity (under 6 years)			
	Pediatric lower extremity (under 6 years)			
	Toes			
	Patella			
	Cervical with Cross-table Lateral			
	Soft Tissue Neck (larynx)			
	Scoliosis Series			
	SI Joints			
	Esophagus			
	Myelogram			
	Cystogram/Voiding cystogram			
	Arthrogram			
	ERCP			

Elective Competency List (continued)

Body region	Exam	Date of Sim (Or didactic class)	Technologist signature	Date of Comp.
Head Students must select at least one procedure from the Head Section for the Mandatory Competency.	Skull			
	Paranasal Sinuses			
	Facial Bones			
	Orbits			
	Zygomatic Arches			
	Nasal Bones			
	Mandible			

Ancillary Rotations	Area	Date(s)	Preceptor signature	Comments
	Interventional			
	Ultrasound			
	Computerized Tomography			
	Nuclear Medicine			
	Radiation Therapy			
	Magnetic Resonance Imaging			
	Cardiac Catheterization			
	Electrophysiology Lab			
	Quality Control			

Patient Care	Required Competency	Date of Class	Preceptor's signature	Date of class or simulation
	CPR Certification			
	Vital Signs: BP, Pulse, Respirations			
	Sterile & Aseptic Technique			
	Venipuncture			
	Transfer of Patient			
	Care of patient medical equipment (e.g., O ₂ tank, IV tubing, etc)			

Mercy College of Ohio

Radiologic Technology Program

Acknowledgment Statement

I, _____ have received a copy of the Student Handbook of the Radiologic Technology Program of Mercy College of Ohio.

I agree to abide by the regulations and Confidentiality of Protected Information Policy described within. I have been given the opportunity to ask questions for clarification of all policies.

Date

Student's Signature

Student's Printed Name

Appendix A 1

ARRT_Standards of Ethics

Last Revised: August 1, 2009

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PREAMBLE

The *Standards of Ethics* of the American Registry of Radiologic Technologists shall apply solely to persons holding certificates from ARRT who either hold current registrations by ARRT or formerly held registrations by ARRT (collectively, “Registered Technologists” or “Registered Radiologist Assistants”), and to persons applying for examination and certification by ARRT in order to become Technology is an umbrella term that is inclusive of the disciplines of radiography, nuclear medicine technology, radiation therapy, cardiovascular-interventional radiography, mammography, computed tomography, magnetic resonance imaging, quality management, sonography, bone densitometry, vascular sonography, cardiac-interventional radiography, vascular-interventional radiography, breast sonography, and radiologist assistant. The *Standards of Ethics* are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the Mission Statement.

A. CODE OF ETHICS

The Code of Ethics forms the first part of the *Standards of Ethics*. The Code of Ethics shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Registered Technologists, Registered Radiologist Assistant, and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

Appendix A 2

B. RULES OF ETHICS

The Rules of Ethics form the second part of the *Standards of Ethics*. They are mandatory standards of minimally acceptable professional conduct for all present Registered Technologists, Registered Radiologist Assistants, and Candidates. Certification is a method of assuring the medical community and the public that an individual is qualified to practice within the profession. Because the public relies on certificates and registrations issued by ARRT, it is essential that Registered Technologists and Candidates act consistently with these Rules of Ethics. These Rules of Ethics are intended to promote the protection, safety, and comfort of patients. The Rules of

Ethics are enforceable. Registered Technologists, Registered Radiologist Assistants, and Candidates engaging in any of the following conduct or activities, or who permit the occurrence of the following conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described hereunder:

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1. Employing fraud or deceit in procuring or attempting to procure, maintain, renew, or obtain: reinstatement of certification or registration as issued by ARRT; employment in radiologic technology; or a state permit, license, or registration certificate to practice radiologic technology. This includes altering in any respect any document issued by the ARRT or any state or federal agency, or by indicating in writing certification or registration with the ARRT when that is not the case.

2. Subverting or attempting to subvert ARRT's examination process. Conduct that subverts or attempts to subvert ARRT's examination process includes, but is not limited to:

(i) disclosing examination information using language that is substantially similar to that used in questions and/or answers from ARRT examinations when such information is gained as a direct result of having been an examinee; this includes, but is not limited to: disclosures to students in educational programs, graduates of educational programs, educators or anyone else involved in the preparation of candidates to sit for the examinations; and/or

(ii) receiving examination information that uses language that is substantially similar to that used in questions and/or answers on ARRT examinations from an examinee, whether requested or not; and/or

(iii) copying, publishing, reconstructing (whether by memory or otherwise), reproducing or transmitting any portion of examination materials by any means, verbal or written, electronic or mechanical, without the prior express written permission of ARRT or using professional, paid or repeat examination takers or any other individual for the purpose of reconstructing any portion of examination materials; and/or

(iv) using or purporting to use any portion of examination materials which were obtained improperly or without authorization for the purpose of instructing or preparing any applicant for examination or certification; and/or

(v) selling or offering to sell, buying or offering to buy, or distributing or offering to distribute any portion of examination materials without authorization; and/or,

(vi) removing or attempting to remove examination materials from an examination room, or having unauthorized possession of any portion of or information concerning a future, current, or previously administered examination of ARRT; and/or,

(vii) disclosing what purports to be, or under all circumstances is likely to be understood by the recipient as, any portion of or "inside" information concerning any portion of a future, current, or previously administered examination of ARRT; and/or,

(viii) communicating with another individual during administration of the examination for the purpose of giving or receiving help in answering examination questions, copying another Candidate's answers, permitting another Candidate to copy one's answers, or possessing unauthorized materials including, but not limited to notes; and/or

(ix) impersonating a Candidate or permitting an impersonator to take or attempt to take the examination on one's own behalf; and/or,

(x) the use of any other means that potentially alters the results of the examination such that the results may not accurately represent the professional knowledge base of a Candidate.

3. Convictions, criminal proceedings, or military court-martials as described below:

Appendix A 3

(i) conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor, with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. Offenses that occurred while a juvenile and that are processed through the juvenile court system are not required to be reported to ARRT.

(ii) criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld, deferred, or not entered or the sentence is suspended or stayed; or a criminal proceeding where the individual enters a plea of guilty or nolo contendere (no contest); or where the individual enters into a pre-trial diversion activity.

(iii) military court-martials that involve substance abuse, any sex-related infractions, or patient-related infractions.

4. Failure to report to the ARRT that:

(i) charges regarding the person's permit, license, or registration certificate to practice radiologic technology or any other medical or allied health profession are pending or have been resolved adversely to the individual in any state, territory, or country (including, but not limited to, imposed conditions, probation, suspension, or revocation); or

(ii) that the individual has been refused a permit, license, or registration certificate to practice radiologic technology or any other medical or allied health profession by another state, territory, or country.

5. Failure or inability to perform radiologic technology with reasonable skill and safety.

6. Engaging in unprofessional conduct, including, but not limited to:

(i) a departure from or failure to conform to applicable federal, state, or local governmental rules regarding radiologic technology practice; or, if no such rule exists, to the minimal standards of acceptable and prevailing radiologic technology practice;

(ii) any radiologic technology practice that may create unnecessary danger to a patient's life, health, or safety; or

(iii) any practice that is contrary to the ethical conduct appropriate to the profession that results in the termination from employment. Actual injury to a patient or the public need not be established under this clause.

7. Delegating or accepting the delegation of a radiologic technology function or any other prescribed healthcare function when the delegation or acceptance could reasonably be expected to create an unnecessary danger to a patient's life, health, or safety. Actual injury to a patient need not be established under this clause.

8. Actual or potential inability to practice radiologic technology with reasonable skill and safety to patients by reason of illness; use of alcohol, drugs, chemicals, or any other material; or as a result of any mental or physical condition.

9. Adjudication as mentally incompetent, mentally ill, a chemically dependent person, or a person dangerous to the public, by a court of competent jurisdiction.

10. Engaging in any unethical conduct, including, but not limited to, conduct likely to deceive, defraud, or harm the public; or demonstrating a willful or careless disregard for the health, welfare, or safety of a patient. Actual injury need not be established under this clause.

11. Engaging in conduct with a patient that is sexual or may reasonably be interpreted by the patient as sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient; or engaging in sexual exploitation of a patient or former patient. This also applies to any unwanted sexual behavior, verbal or otherwise, that results in the termination of employment. This rule does not apply to pre-existing consensual relationships.

12. Revealing a privileged communication from or relating to a former or current patient, except when otherwise required or permitted by law.

13. Knowingly engaging or assisting any person to engage in, or otherwise participating in, abusive or fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws.

14. Improper management of patient records, including failure to maintain adequate patient records or to furnish a patient record or report required by law; or making, causing, or permitting anyone to make false, deceptive, or misleading entry in any patient record.

Appendix A 4

15. Knowingly aiding, assisting, advising, or allowing a person without a current and appropriate state permit, license, or registration certificate or a current certificate of registration with ARRT to engage in the practice of radiologic technology, in a jurisdiction which requires a person to have such a current and appropriate state permit, license, or registration certificate or a current and appropriate registration of certification with ARRT in order to practice radiologic technology in such jurisdiction.

16. Violating a rule adopted by any state board with competent jurisdiction, an order of such board, or state or federal law relating to the practice of radiologic technology, or any other medical or allied health professions, or a state or federal narcotics or controlled substance law.

17. Knowingly providing false or misleading information that is directly related to the care of a former or current patient.

18. Practicing outside the scope of practice authorized by the individual's current state permit, license, or registration certificate, or the individual's current certificate of registration with ARRT.

19. Making a false statement or knowingly providing false information to ARRT or failing to cooperate with any investigation by ARRT or the Ethics Committee.

20. Engaging in false, fraudulent, deceptive, or misleading communications to any person regarding the individual's

education, training, credentials, experience, or qualifications, or the status of the individual's state permit, license, or registration certificate in radiologic technology or certificate of registration with ARRT.

21. Knowing of a violation or a probable violation of any Rule of Ethics by any Registered Technologist, Registered Radiologist Assistant, or Candidate and failing to promptly report in writing the same to the ARRT.

22. Failing to immediately report to his or her supervisor information concerning an error made in connection with imaging, treating, or caring for a patient. For purposes of this rule, errors include any departure from the standard of care that reasonably may be considered to be potentially harmful, unethical, or improper (commission). Errors also include behavior that is negligent or should have occurred in connection with a patient's care, but did not (omission). The duty to report under this rule exists whether or not the patient suffered any injury.

23. Subverting, attempting to subvert, or aiding others to subvert or attempt to subvert ARRT's Continuing Education (CE) Requirements for Renewal of Registration. Conduct that subverts or attempts to subvert ARRT's Continuing Education Requirements includes, but is not limited to:

(i) providing false, inaccurate, altered, or deceptive information related to CE activities to ARRT or an ARRT recognized CE recordkeeper;

(ii) assisting others to provide false, inaccurate, altered, or deceptive information related to CE activities to ARRT or an ARRT recognized CE recordkeeper;

(iii) conduct that results or could result in a false or deceptive report of CE completion; or

(iv) conduct that in any way compromises the integrity of the CE Requirements such as sharing answers to the post-tests of CE self-learning activities, providing or using false certificates of participation, or verifying CE credits that were not earned.

Appendix B

Mercy Health System

Core Values

Excellence – Doing Our Best to Uphold Quality.

The value that inspires us to use our talents, skills, and abilities to their greatest potential; to take pride in our work; to improve all aspects of performance.

Human Dignity – Treating Each Person With Consideration

The value that motivates us to see everyone as valuable and important regardless of accomplishments, personality, race or religion.

Justice – Respecting the Rights and Responsibilities of Each Person.

The value that directs us to be fair, to uphold the truth; enables us to develop trust with others.

Mercy – Reaching Out to Others With Care and Compassion.

The value that leads us to respond to the needs of others; to show concern and empathy for anyone who is suffering; to be kind and compassionate over and above what is demanded by fairness.

Sacredness of Life – Honoring the worth of Each Person.

The value that motivates us to treat others with respect, to accept the uniqueness of each person.

Service – Responding to Anyone in Need.

The value that moves us, regardless of our personal feelings, to attend to others; prompts us to respond to the perceived as well as the expressed need of others.

Appendix C

Mercy College of Ohio Radiologic Technology Program

Lab Rules

The Radiologic Technology laboratory serves to provide a hands-on learning environment for students to gain proficiency in radiographic positioning skills along with the reinforcement of imaging concepts through strategically designed laboratory experiments using ionizing radiation in a safe environment. *Failure to comply with the following rules may be grounds for dismissal.*

- Students must act in a quiet and professional manner.
- Students will wear lab coats, closed toe shoes and radiation monitors.
- The student lab hours for practice and assigned experiments are available **only** during the times posted on the lab bulletin board when a licensed RT is present. Separate signup sheets are designated for each of these activities. Times are available on a first-come first-serve basis. No more than three (3) students per group may signup for a given time. If you are scheduled for a time slot and cannot attend a phone call to the lab instructor is **expected**.
- Prior to any lab practice or experiment the student will have completed the lab orientation training provided by a lab instructor.
- Please refer to the Mercy College Radiologic Technology Program Energized Lab Manual for further details.

Appendix D1
Mercy College of Ohio
Radiologic Technology

Clinical Rotation Experience
 Student Evaluation of Clinical Rotation

Area of Rotation _____ Semester _____

PART I:

Please circle the response which best describes your clinical experience in the above area. All "N" responses require a comment. Comments are optional on any other response. You may use the line beneath each question to record your comments.

Y = Yes

N = No

NA = Not Applicable

- | | | | |
|---|---|---|----|
| 1. Did you receive an orientation to the area which included patient care, work flow, and operation of equipment? | Y | N | NA |
| <hr/> | | | |
| 2. Did you receive adequate instruction for the activities which you were expected to perform? | Y | N | NA |
| <hr/> | | | |
| 3. Did you receive adequate supervision for the activities which you were expected to perform? | Y | N | NA |
| <hr/> | | | |
| 4. Were your instructors/preceptors available and willing to provide assistance and direction? | Y | N | NA |
| <hr/> | | | |
| 5. Was the clinical liaison responsive to your needs? | Y | N | NA |
| <hr/> | | | |
| 6. Were you treated with respect by the instructors, preceptors and other healthcare professionals? | Y | N | NA |
| <hr/> | | | |
| 7. Were you able to actively participate in exams/tasks to develop your skills or knowledge? | Y | N | NA |
| <hr/> | | | |
| 8. Did you receive feedback regarding your progress and performance during this rotation? | Y | N | NA |
| <hr/> | | | |
| 9. Was this rotation a positive learning experience for you? | Y | N | NA |
| <hr/> | | | |

Appendix D2

10. Were the clinical objectives of this rotation met to your satisfaction? Y N NA

Part II

Please answer the following questions:

1. In what ways has this clinical rotation improved your knowledge or technical skills?
2. What aspects of this rotation were the most beneficial and enjoyable to you?
3. What aspects of this clinical rotation were the least beneficial and enjoyable to you?
4. Do you feel additional experience is required in this clinical rotation to perfect your skills?
5. Do you have any additional remarks about this clinical rotation?

Student Signature _____ Date _____

Appendix E

Health Record Requirements

Physical Exam

-Physical exam must be completed and signed by a medical professional.

TB Skin Test (2 Step) or Chest X-Ray

-There must be documentation of one of the following:

- 2 step test (1-3 weeks apart)
- Past 2 step test (1-3 weeks apart) PLUS each annual renewal
- 2 consecutive years of annual testing
- Negative blood test (with lab report)
- If any are positive, a clear Chest X-Ray within the past year is required

CPR Certification

-Must be the American Heart Association Healthcare Provider course. Copy must be front & back of the card, it has to be signed.

MMR (Measles, Mumps, Rubella)

-There must be documentation of one of the following (if you were born prior to 1/1/1957 you are exempt from this requirement):

- 2 vaccinations
- Positive antibody titers for all 3 components

Varicella

-There must be documentation of one of the following:

- 2 vaccinations
- Positive antibody titer

Tetanus, Diphtheria & Pertussis (Tdap)

-There must be documentation of a Tdap booster within the past 10 years.

Hepatitis B

-There must be documentation of one of the following:

- 3 vaccinations
- Negative antigen titer (lab report required)

Appendix F

Standards for an Accredited Educational Program in Radiologic Sciences

Standard One: Mission/Goals, Outcomes, and Effectiveness

The program, in support of its mission and goals, develops and implements a system of planning and evaluation to determine its effectiveness and uses the results for program improvement.

Standard Two: Program Integrity

The program demonstrates integrity in representations to communities of interest and the public, in pursuit of educational excellence, and in treatment of and respect for students, faculty, and staff.

Standard Three: Organization and Administration

Organizational and administrative structures support quality and effectiveness of the educational process.

Standard Four: Curriculum and Academic Practices

The program's curriculum and academic practices promote the synthesis of theory, use of current technology, competent clinical practice, and professional values.

Standard Five: Resources and Student Services

The program's learning resources, learning environments, and student services are sufficient to support its mission and goals.

Standard Six: Human Resources

The program has sufficient qualified faculty and staff with delineated responsibilities to support the program's mission and goals.

Standard Seven: Students

The program's and sponsoring institution's policies and procedures serve and protect the rights, health, and educational opportunities of all students.

Standard Eight: Radiation Safety

Program policies and procedures are in compliance with federal and state radiation protection laws.

Standard Nine: Fiscal Responsibility

The program and the sponsoring institution have adequate financial resources, demonstrate financial stability, and comply with obligations for Title IV federal funding, if applicable.