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.
Handbook Policy/Rights Reserved
All college publications contain current pertinent information. While striving to ensure the accuracy of published information, the College may need and reserves the right, to make necessary changes in any or all of the policies, requirements, curriculum offerings and programs, tuition, fees, and other academic regulations contained herein. The handbook does not constitute a contract with a student or an applicant. Questions concerning policies and procedures not covered in this handbook should be referred to the Program Director.

Grievance Reporting
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 A) can be handled through the grievance procedures contained in the Mercy College Catalog, or can be reported directly to the JRCERT. A record of each complaint and complaint resolution will be maintained by the Program Director.

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 (ARRT) and subsequent employment within the profession. The ARRT administers and makes all eligibility decisions for the national radiography certification examination. Any program student convicted of a crime should contact the Radiologic Technology Program Director immediately for precertification instructions. More information can be found here: https://www.arrt.org/pdfs/ethics/ethics-review-pre-application.pdf.

Nondiscrimination Statement
Mercy College of Ohio is committed to providing equal opportunities for all persons regardless of race, color, national and ethnic origin, sex, sexual orientation, disability, age, marital status, religion, pregnancy, genetic information, and any other legally-protected class in admissions and educational programs, services and activities, in accord with applicable federal and state law.

Diversity Statement
Mercy College of Ohio strives to be an inclusive environment in which faculty, staff, students and the greater community are respected and embraced regardless of variations in thoughts, experiences, values and traditions.
Radiologic Technology Program Student Handbook

WELCOME
The faculty of the Radiologic Technology Program welcomes you to an educational experience in the gateway 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 variety of imaging setting where radiography is performed. This program is suited for emotionally mature and self-disciplined students who enjoy serving others. Our faculty and staff are dedicated to your success and pride themselves on offering students personal attention and support, I encourage you to utilize them often during your time at Mercy College.

We look forward to assisting you throughout your program experience.

Quentin T. Moore, MPH, R.T.(R)(T)(QM)
Program Director, Associate of Science in Radiologic Technology

PROGRAM INTRODUCTION
The Radiologic Technology Program Handbook is provided to allow students who are enrolled in the Mercy College of Ohio Radiologic Technology Program to better understand the 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 is regionally accredited by the Higher Learning Commission (HLC).* The Radiologic Technology Program is also accredited with the Joint Review Committee on Education in Radiologic Technology (JRCERT).** The JRCERT Standards are referenced in Appendix A of this handbook.

The leaflet, “JRCERT Accreditation”, will be distributed to students during 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 Department of Health prior to practice in the state of Ohio.

**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 HLC for approval of the Associate of Science in Radiologic Technology Degree status. The Associate Degree status was approved in August of 1999.

RADIOLOGIC TECHNOLOGY OVERVIEW
Radiologic Technology is the art and science of the use of x-rays, or high level energy, to produce diagnostic images. These images are necessary for diagnosis and/or treatment of a variety of medical conditions. The technology involves the use of modern equipment while producing quality radiographs for a radiologist to interpret. To do this the technologist, following the orders of a physician, positions the patient to demonstrate the anatomy in question, directs a beam of radiation, controls the intensity, the quantity, and the timing of the radiation exposure. Additionally, the technologist processes the image and then evaluates its diagnostic quality. The art of radiologic technology requires adaptation to the many situations that can develop during the imaging process.

Along with the technical skills used in producing diagnostic images, radiologic technology involves the human element of serving others. The technologist must educate patients, address their concerns, and solicit cooperation. Ionizing radiation used for imaging may damage the cells of the patient making 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.

Recommend technical standards for radiologic technologists can be found in Appendix B.

CAREER PROGRESSION
Radiologic Technologists may choose to gain additional post-graduate training in a variety of advanced imaging modalities. These may include mammography, computed tomography (CT), magnetic resonance imaging (MRI), and cardiovascular interventional procedures to name a few. Technologist may also continue their studies in baccalaureate completion programs and Master’s degree programs related to medical imaging. Additional post-associate degree programs in ultrasound, radiation therapy, MRI, and nuclear medicine also may be available for career progression; typically these require additional board examinations. Radiologic Technologists may be employed in healthcare, education, administration, marketing and commercial firms.

EMPLOYMENT OUTLOOK
According to the United States Department of Labor, Bureau of Labor Statistics – “Employment of radiologic technologists is projected to grow 9 percent from 2014 to 2024, faster than the average for all occupations. As the population grows older, there will be an increase in medical conditions, such as cancer and Alzheimer’s disease, which require imaging as a tool for making diagnoses. Radiologic and MRI technologists will be needed to take the images. In addition, the number of individuals who have access to health insurance is expected to continue to increase because of federal health insurance reform.” 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 2020.
PROGRAM PHILOSOPHY

The Radiologic Technology Program strives is to educate and prepare students for entry-level Radiologic Technology positions. The program sets realistic and achievable goals/objectives for each student based on professional guidelines and accreditation standards. The goal is to produce a competent professional who can function in a dynamic healthcare environment.

Education is a continuous process through which learners develop knowledge and transferable skills that result in personal and professional growth. The faculty facilitates the learning process through the sequential presentation of concepts, theories and experiential activities within an environment that promotes mutual trust, critical thinking and self-development.

PROGRAM MISSION STATEMENT

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

PROGRAM GOALS

To develop graduates who:

1. Demonstrate clinical competence in performing diagnostic radiographic procedures in a compassionate, professional manner.
2. Demonstrate problem-solving and critical thinking skills in radiography.
3. Employ effective oral and written communication skills.
4. 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

Students will be able to:

1. Produce diagnostic quality radiographs.
2. Apply radiation protection to patient, self and others.
3. Provide age-appropriate patient care and comfort.
4. Function effectively in a variety of clinical situations.
5. Evaluate radiographic images for appropriate quality.
6. Demonstrate effective communication skills in the classroom and clinical settings.
7. Practice professional behaviors and understand the need for continuous professional education.
8. Understand the Code of Ethics for Radiologic Technologists and integrate Christian values with practice.
9. Perform at entry-level expectations.
10. Successfully complete the radiography program and obtain employment.
DEGREE REQUIREMENTS:
Associate of Science Degree in Radiologic Technology Program

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<thead>
<tr>
<th>SEMESTER I</th>
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<tbody>
<tr>
<td>RAD 101 Foundations in Radiography</td>
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<tr>
<td>RAD 111 Radiology Practicum I</td>
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<tr>
<td>RAD 114 Principles and Techniques in Radiography</td>
<td>3</td>
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<tr>
<td>RAD 115 Radiographic Positioning and Related Anatomy I</td>
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<td>RAD 124 Radiographic Pathology</td>
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<tr>
<td>RAD 125 Radiographic Positioning &amp; Related Anatomy II</td>
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<tr>
<td>BIO 221 Anatomy and Physiology II</td>
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<td>RAD 131 Radiology Practicum III</td>
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<tr>
<td>RAD 134 Basic Sectional Anatomy in Medical Imaging</td>
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<td>RAD 135 Radiographic Positioning &amp; Related Anatomy II</td>
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<td>RAD 241 Radiology Practicum IV</td>
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<tr>
<td>RAD 245 Advanced Medical Imaging</td>
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<tr>
<td>ENG 102 English Composition II</td>
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<tr>
<td>SOC/PSY Social and Behavioral Science Elective</td>
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<td>RAD 251 Radiology Practicum V</td>
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<tr>
<td>RAD 255 Technology of Medical Imaging</td>
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<tr>
<td>REL 301 Medical Ethics (from the Catholic perspective)</td>
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<td>HUM Humanities Elective</td>
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*This course is a variable credit hour course. Refer to the Early Release policy for details.*
CURRICULUM
The Radiologic Technology curriculum is designed to create a logical progression of learning from foundation knowledge progressing to intermediate, then more complex concepts. All RAD classes must be taken sequentially. Medical Terminology, Anatomy & Physiology I and II, Math, and English Composition I must be successfully completed 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 all prerequisites. BIO 220 and 221 must be successfully completed with a grade of C or higher to progress in the program. Failures in BIO 220 or 221 must be successfully remediated before continuing in the program.

COURSE DESCRIPTIONS
RAD 101
*Foundations in Radiography*
3 HOURS (3-0-0) FA
The course introduces the student to the field of radiologic technology. Topics include an overview of the radiologic technology profession, including the clinical environment, basic patient skills, radiographic equipment, radiation protection, standard precautions and ethical and legal issues in the field of radiologic technology.
Prerequisite: Admittance to the program

RAD 111
*Radiology Practicum I*
2 HOURS (1-0-1) FA
This course will introduce the radiologic technology student to the clinical environment through observation and participation, under supervision. The course will include a series of clinically-related preparatory lectures. Emphasis is on communication, patient care skills, interview techniques, and positioning for a limited variety of radiographic exams. Qualified students are expected to perform clinical competencies.
Prerequisite: Admittance to the program
Co-requisite: RAD 115

RAD 114
*Principles and Techniques in Radiography*
3 HOURS (3-0-0) FA
This course is designed to allow the student to understand the science and theory of radiologic technology. This course will cover principles of x-ray production, image formation, exposure factors, image acquisition, image processing, and image evaluation. Radiologic science mathematical formulas and relationships will be emphasized.
Prerequisite: Admittance to the program

RAD 115
*Radiographic Positioning & Related Anatomy I*
3 (2-1-0) FA
This course is designed to introduce the radiology student to the language of radiology, as well as basic anatomy and positioning skills for selected radiographic exam, including the chest and abdomen, upper and lower extremities, and the gastrointestinal tract. Image critique and evaluation techniques, and radiographic pathology of the associated areas will be introduced.
Prerequisite: Admittance to the program
Corequisite: RAD 111
**RAD 121**  
*Radiology Practicum II*  
2 HOURS (0-0-2) SP  
This course continues to build practical applications of patient care, radiation safety, radiographic positioning and techniques, and radiographic equipment operation under supervision. Clinical assignments will complement didactic instruction. Qualified students are expected to perform clinical competencies.  
Prerequisite: BIO 220, RAD 101, RAD 111, RAD 114 and RAD 115, all with a grade of “C” or better.  
Co-requisite: RAD 125

**RAD 124**  
*Radiographic Pathology*  
3 HOURS (3-0-0) SP  
This course is designed to introduce pathologic terminology to the student to aid in their understanding of disease processes. Radiographic pathology of the cardiovascular, gastrointestinal, reproductive, respiratory, skeletal and urinary systems will be covered. Traumatic diseases and additive/subtractive disease processes will be discussed. Basic pharmacology and radiographic contrast media will also be emphasized.  
Prerequisite: BIO 220, RAD 101, RAD 111, RAD 114 and RAD 115, all with a grade of “C” or better.

**RAD 125**  
*Radiographic Positioning and Related Anatomy II*  
3 HOURS (2-1-0) SP  
This course is designed to develop student knowledge in basic anatomy and skills in radiographic positioning techniques for the shoulder, pelvis, spine bony thorax, urinary system, and reproductive system. Image critique and evaluation will be emphasized. Radiographic pathology of the associated systems will be covered in brief.  
Prerequisite: BIO 220, RAD 101, RAD 111, RAD 114 and RAD 115, all with a grade of “C” or better.  
Co-requisite: RAD 121

**RAD 134**  
*Basic Sectional Anatomy in Medical Imaging*  
1 HOUR (1-0-0) SU  
This course is designed to develop student knowledge in basic sectional anatomy of the head, neck, thorax, abdomen, and pelvis. Image plane and anatomical structure identification will be the focus. Sectional anatomy images from computed tomography (CT) and magnetic resonance imaging (MRI) will be reviewed.  
Prerequisite: BIO 221, RAD 124, RAD 125, and RAD 121, all with a grade of “C” or better.

**RAD 135**  
*Radiographic Positioning and Related Anatomy III*  
2 HOURS (1-1-0) SU  
This course is designed to develop student knowledge in basic anatomy and skills in radiographic positioning techniques for selected radiographic exams, including the skull, sinuses, and facial
bones. Image critique and evaluation will be emphasized. Radiographic pathology of the associated anatomy will be introduced.
Prerequisite: BIO 221, RAD 124, RAD 125, and RAD 121, all with a grade of “C” or better.
Co-requisite: RAD 131

**RAD 131**
Radiology Practicum III
2 HOURS (0-0-2) SU
This course continues to build practical applications of patient care, radiation safety, radiographic positioning and techniques, and radiographic equipment operation under appropriate levels of supervision. Clinical assignments will complement didactic instruction. Qualified students are expected to perform clinical competencies.
Prerequisite: BIO 221, RAD 124, RAD 125, and RAD 121, all with a grade of “C” or better.
Co-requisite: RAD 131

**RAD 205**
Radiologic Science
2 HOURS (2-0-0) FA
This course will cover the basic principles of atomic structure, electromagnetic radiation energy, 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 radiography. A study of the x-ray imaging system and circuitry, x-ray tube, and x-ray production will help the student develop the correlation of theory and practice.
Prerequisites: MTH 103, MTH 104, or MTH 130; RAD 135, and RAD 131, all with a grade of “C” or better.

**RAD 215**
Radiation Biology
2 HOURS (2-0-0) SP
This course will present the effects of ionizing radiation on the human body, and how the organs 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 the course. Radiation monitoring devices and current federal radiation regulations will be included.
Prerequisite: RAD 205, RAD 245 and RAD 241, all with a grade of “C” or better.

**RAD 241**
Radiology Practicum IV
3 HOURS (0-0-3) FA
Students will continue to participate in clinical assignments which reinforce technical skills gained from previous Radiology Practicums under appropriate supervision. Rotations in surgical areas, image evaluation, and advanced critical thinking skills will be emphasized. Qualified students must continue to earn clinical competencies.
Prerequisite: RAD 135, and RAD 131, all with a grade of “C” or better.
RAD 245
*Advanced Medical Imaging*
2 HOURS (2-0-0) FA
This course is designed to study advanced imaging modalities and specialty procedures. Topics will include special projections, trauma radiography, pediatric and geriatric radiography, CT, MRI, interventional radiography, and several others.
Prerequisite: RAD 135, and RAD 131, all with a grade of “C” or better.

RAD 255
*Technology of Medical Imaging*
2 HOURS (2-0-0) SP
Digital radiographic imaging components will be featured, as well as the uses of computers, PACS, and networks in radiologic sciences. In addition, this course will also cover the principles of quality assurance and quality control as applied to medical imaging.
Prerequisite: RAD 245 and RAD 241, both with a grade of “C” or better.

RAD 251
*Radiology Practicum V*
3 HOURS (0-0-3) SP
The student will rotate through specialty clinical areas where the use of advanced technology and cross-sectional imaging techniques will be demonstrated. Additionally, an alternative diagnostic radiology rotation will be scheduled. The student will learn through a combination of observation and direct participation as appropriate. Students continue to earn clinical competencies.
Prerequisite: RAD 205, RAD 245, and RAD 241, all with a grade of “C” or better.

RAD 260
*Transition to Practice*
3 HOURS (3-0-0) SU
This course is designed to serve as a comprehensive review for the American Registry of Radiologic Technologists (ARRT) examination. Professional development and career skills will also be emphasized.
Prerequisite: RAD 215, RAD 255, and RAD 251, all with a grade of “C” or better.

RAD 261
*Radiology Practicum VI*
1-3 HOURS (0-0-(1-3)) SU
In this final clinical practicum students will demonstrate a high level of clinical competence in diagnostic radiography. Opportunities to rotate in advanced imaging modalities will be offered once all required radiography clinical competencies are achieved. Early clinical release options are also associated with this course for qualified students.
Prerequisite: RAD 215, RAD 255, and RAD 251, all with a grade of “C” or better.
GENERAL PROGRAM POLICIES & PRACTICES

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 minimal behavior standards. Failure to behave in a professional manner can result in a warning and/or removal from the program.

ETHICAL STANDARDS
Students are expected to apply the ARRT Standards of Ethics to their actions. These standards of professional ethics guide 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 ARRT Code of Ethics in Appendix C.

PROGRAM ATTENDANCE POLICY
Students are expected to attend each assigned class, laboratory session, and clinical practicum. Course syllabi will inform students of the individual definitions of satisfactory attendance. Excessive absence or tardiness will affect the student grade and may prevent the student from passing the course. For the consequence of non-compliance, please see the respective course syllabus.

PROGRAM MAXIMUM TIME POLICY
This policy is in place to ensure that students are treated ethically. Additionally, this policy maintains the safety of the students and patients. Students are prohibited from being scheduled more than ten (10) clinical hours in any one day. Furthermore, scheduled didactic and clinical hours combined cannot exceed forty (40) hours per week. This will be monitored by the Clinical Coordinator on an individual student basis.

PROGRAM DISCIPLINE POLICY
1. 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 and the completion of a student academic counseling form.
3. Two counseling forms on the same or related infraction, during the program, may result in dismissal from the program.
4. Three counseling reports, during the program, in different areas may result in program dismissal.

Serious unethical behavior may result in immediate dismissal from the program. These include but are not limited to: cheating, stealing, alcohol or drug intoxication/use, violent behavior, abusive language, misuse of imaging equipment, unauthorized use of radiation, and/or inappropriate patient care or professional behaviors. Please refer to the College Catalog for details of the Student Code of Conduct and disciplinary procedures.
PROGRAM ASSESSMENT PLAN
The program is assessed in a variety of ways, such as:
1. The Radiologic Technology Program participates in the Mercy College institutional assessment as well as programmatic assessment of student learning outcomes based on the goals and objectives of the program.
2. The Program Advisory Committee is involved with program planning, evaluation, and improvement.
3. Students complete evaluations of the course and the instructor at the end of each semester.
4. Instructors complete self-evaluations at the end of each course to facilitate continuous improvement.
5. Students assess the clinical component of the program.
6. Graduates complete a Program Exit Survey.
7. Graduates are asked to complete a six-month post-graduation Alumni Survey.
8. Employers of the Program Graduates are given a satisfaction survey to complete.

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.

ON-GOING EVALUATION
Students are evaluated on an on-going basis. The Program Director 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. The Radiologic Technology program utilizes the following grading scale for all courses with a RAD prefix:

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<th>Percentage</th>
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<tr>
<td>A</td>
<td>93-100%</td>
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<tr>
<td>B</td>
<td>85-92%</td>
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<tr>
<td>C</td>
<td>78-84%</td>
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<tr>
<td>D</td>
<td>72-77%</td>
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<tr>
<td>F</td>
<td>Below 71%</td>
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To progress in the Radiologic Technology program, all RAD courses must be completed with a final grade of “C” or better.

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 College Catalog; please see this for specific details, action steps, and timeframes.
RETENTION CRITERIA/STANDARDS OF PROGRESS POLICY

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” in a professional (radiography) course is considered a failure and will result in dismissal from the program. IMPORTANT: BIO 220 and 221 must be successfully completed with a grade of C or higher to progress in the program as well. Failures in BIO 220 or BIO 221 must be successfully remediated before continuing in the program.

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 Catalog for more information. Students should, however, be maintaining grades far higher than the minimum requirements if they expect to be successful in completing the Radiologic Technologist program and passing the ARRT Radiography certification exam.

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 College Catalog. The college readmission policy can be found in the 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 College Catalog.

PROGRAM READMISSION POLICY

Students dismissed for academic and non-academic reasons may request consideration for reinstatement. All requests for RAD readmission must be made by January 10th to be considered for the following academic year. Complete information on the readmission policy can be found in the College Catalog.

- Any student who is absent for a full semester or longer must re-take and pass all previous final exams including laboratory simulations for prior RAD courses as directed by the Program Director.
  - This means that you will need to score a 78% or higher on each of your final exams. Additionally, you will need to achieve a “Pass” and score above a 78% on each of your previous laboratory simulations. The simulation process will match the process for students completing simulations during the current academic year in terms of positional selection, repeat opportunities, and grading.
- Any student who fails any two RAD courses will not be considered for readmission.
- Students who are dismissed for academic and non-academic reasons are not guaranteed readmission.

Note: Student readmission to the program is contingent upon space and required remediation is subject to the judgment of the Program Director.
RADIATION SAFETY POLICY
All radiologic technology students are expected to wear their Mercy College issued radiation dosimeters while in the lab (during all energized activities) and the clinical setting. The program will issue you an Optically Stimulated Luminescence (OSL) radiation dosimeter; this must be worn as directed by the manufacturer. OSL’s are not to be taken home. Any lost OSL must be reported to the Clinical Coordinator or IRRP immediately. A temporary OSL will be issued to the student until a new OSL can be obtained (if possible); if a temporary OSL is unavailable the student will not be allowed to participate in energized laboratory experiments or clinical practicum until this has been received.

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 RAD 111. Additionally, occupational dose limits for students (and students under 18 years old) will be covered in the module in RAD 101 and RAD 215.

The Mercy St. Vincent Medical Center X-ray Quality Assurance Committee, the Certified Radiation Expert (CRE) and/or the college IRRP will review the radiation monitoring reports for all students. These radiation exposure reports are given to the student’s annually and can be obtained by IRRP upon request through the Landauer website. Should the radiation exposure for an individual student exceed 125mrem in any given quarter, the student will be counseled per the Mercy College Radiation Protection Policy. Radiation protection practices and the student’s clinical schedule will be reviewed to attempt to determine where/how the student received the exposure. A conference form will also be completed and placed in the student’s file. Students shall not exceed state and federal guidelines for radiation exposure.

The Radiation Protection plan for the Radiologic Technology program is available in Appendix D.

OSL USAGE POLICY
Each student is required to wear an OSL radiation dosimeter while in the energized lab and in the clinical education setting. New OSL’s will be provided to the students from the Clinical Coordinator on a quarterly basis. Students will have a separate OSL for clinic and lab. Monitoring devices must be exchanged no later than date given by the Clinical Coordinator each quarter.

Responsibilities of the student include:

- Wearing a non-expired, student-issued radiation monitoring device during energized lab experiments and clinical practicum.
- Reporting the loss or damage of a monitoring device to the Clinical Coordinator immediately. Without a monitor students MAY NOT participate in fluoroscopy, surgery, portable, or any potential ionizing radiation exposure area.
- College issued OSLs are only to be used for college requirements. If external employment is gained and it warrants the use a radiation monitoring device, this must be a separate device provided by the respective employer.
- Devices are not to be worn if the student technologist is undergoing a personal diagnostic imaging procedure as a patient.
• Students are expected to bring expired OSLs to the College at the end of each quarter, when prompted by the IRRP or faculty member, and switch the expired OSL for the new OSL for the coming quarter. Students are then expected to promptly return the OSLs to their clinical site, and to wear them at all times.

Responsibilities of the college employee assigned as the IRRP include:
• Annual distribution of OSL readings in the first quarter of the calendar year
  ○ Student will be asked to sign an acknowledgement statement
• A final OSL reading upon availability of the report after the student has completed the Program via mail
• The IRRP or a faculty member will prompt students at the end of each quarterly cycle for OSLs, to bring in the expired devices to be traded for new quarterly OSLs.

PROGRAM PREGNANCY POLICY
Pregnancy declaration is voluntary. However, any student who becomes pregnant is strongly encouraged to notify the Program Director, Clinical Coordinator and the Individual Responsible for Radiation Protection (IRRP). Early notification is recommended so that the fetal radiation dose monitoring precautions can be made.

A student that declares pregnancy must meet with the Program Director and IRRP. 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 indicating an understanding of instruction concerning prenatal radiation exposure. The Mercy College Radiologic Technology Program pregnancy policy is consistent with all applicable federal regulations and State law. An additional OSL dosimeter will be ordered and provided to the declared student. The OSL should worn by the pregnant student as directed; this typically means 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 (see the College Catalog for Leave of Absence Policy).

For missed course/clinical time, please see your instructor and the Title IX Coordinator.
A student may bank clinical time in advance to cover pregnancy leave with the concurrence of the Clinical Coordinator provided it does not exceed the college’s maximum daily and weekly time allotments (see Program Maximum Time policy above). A student is free to “undeclare” their pregnancy at any time.

PROFESSIONAL LIABILITY AND HEALTH INSURANCE DISCLOSURE
LIABILITY: All students admitted to the Radiologic Technology Program are provided with required liability insurance by the College as part of their tuition and fees.
HEALTH: Mercy College of Ohio has implemented a Hard Waiver Insurance Program that is mandatory for students taking 6 (six) or more credit hours. In order to hard waiver out of the program, students must have health insurance that meets the basic minimum requirements covered under the College’s plan. Students taking 6 (six) or more credit hours will be automatically billed for the health insurance unless the student has completed and submitted the hard waiver. Students can do this by logging into their My Mercy account and clicking on the student insurance link.
EXPENSES
Students should expect the following categories of expenses each semester:

- Tuition and fees – see the Mercy College.edu website, *Cost of Attendance*.
- Textbooks – cost will vary per semester.
- Supplies – paper, folders, calculator, etc.
- Clinical education expenses include program uniform, shoes and lanyard, transportation, x-ray initial markers. Additional clinical expenses may be incurred from physical examination, immunizations, fingerprinting and background testing; these are required for clinical practicum placement.
- Basic life support (BLS) or cardiopulmonary resuscitation (CPR) certification.
- 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).
- Certification & licensure – ARRT exam, ODH State License, and/or GXMO (General X-ray Machine Operator) exam.

STUDENT REPRESENTATION
Each Radiologic Technology class will elect a representative to Student Senate, according to their bylaws. Nominations occur each September of the academic year. These students will be expected to voice the class concerns to the college administration.

Additional each cohort will nominate class representatives; representatives are invited to make presentations at the Radiologic Technology Program Advisory Committee meetings. They are actively involved in the clinical mentoring program, program pinning ceremony and program service projects.

SPECIAL CONSIDERATIONS
Special problems or unexpected circumstances relating to progression or graduation should be brought to the attention of the Program Director. Consideration will be handled on a *case-by-case* basis.
CLINICAL EDUCATION
Clinical education allows for application of learned classroom concepts and it is a requirement to become a Registered Radiologic Technologist, R.T.(R). The Registered Technologists in the assigned site provide clinical supervision and instruction. Each site has designated clinical instructors; these individuals are not College employees but have assumed leadership roles for mentoring and site instruction. During the clinical education, students are visited and evaluated by the Radiologic Technology Clinical Coordinator.

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.

The following disclosure should be understood:
- Assigned clinical hours and clinical site locations may change.
- No student will be guaranteed placement at a specific clinical site.
- Requirements for clinical competency, evaluation, and documentation may change during the course of study.

The Clinical Coordinator is 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 regulations of the clinical sites. Failure to attend a specific rotation without pre-authorization will result in lost grade points (see course syllabi). The expectations of each semester will be covered in the syllabus at the beginning of each new clinical course. Students will evaluate their clinical experience at the end of each rotation.

- First year students are scheduled to attend clinics two (2) shifts per week.
- Second year students are scheduled to attend clinics three (3) shifts per week.

CLINICAL APPLICATION
Students will learn about performing radiographic studies in the classroom, practice their skills and then prove competency during the simulation process in the radiologic technology program laboratory. Skills are then performed in the clinic on patients under direct supervision of a Registered Technologist (R.T.(R)). When the students feel they have attained a level of competency, they will ask an R.T.(R) 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 eligible to perform the exam under indirect supervision.

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.
PHYSICAL RECOMMENDATIONS FOR CLINICAL EDUCATION

It is recommended that students in the clinical education site 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 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 College Clinical Faculty and the assigned contact person at the clinical area before reporting to the clinical education site.

Please note: College students with documented disabilities have the right to reasonable accommodation under Section 504 of the Rehabilitation Act of 1973 and the ADA. If you require special accommodations, please notify the course instructor during the first week of the term and/or seek help through the Division of Student Affairs, Office of Academic Accessibility, located on the fifth floor of the Madison Building, or on our website at www.mercycollege.edu/my-mercy/student-formation/academic-accessibility.

HEALTH REQUIREMENTS, DRUG SCREENS AND CRIMINAL BACKGROUND CHECKS

All students with a required clinical component in their program of study must comply with specific requirements that include a background check, drug screen and health requirements. The requirements may vary depending on the program of study and the clinical affiliate assignment. The Clinical Compliance Coordinator will communicate the process for completing the clinical requirements prior to the program deadline. Students are responsible for all costs.

If the requirements are not completed by the deadline or if there is failure to maintain requirements during the program of study, students will be prohibited from practice at the clinical affiliate site.

Students who change programs of study or who have been absent from the program of study for six months (180 days) or longer will be required to update their criminal background check, drug screen and health requirements. Current information is maintained on the College website at http://www.mercycollege.edu/my-mercy/background-checks-health-records/ and is subject to change. 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.
INITIAL CLINICAL PLACEMENT PROCEDURE
Students will have the opportunity to list his or her clinical site preferences. Preferences and geographic location will be taken into account when determining placement but students may assigned to any of our JRCERT approved facilities. The clinical coordinator will assign each student a clinical seat based on maintaining the correct student to technologist ratio at any given clinical site. Continued placement at a specific clinical site may change at any time, beyond the initial placement.

Some students may be required to travel a distance from the campus, in order to occupy a clinical seat. All students are responsible for his or her own travel expenses and transportation to and from the clinical sites. Currently, the clinical sites are located in Defiance, Tiffin, Toledo, and Oregon, OH, and Monroe, MI.

All students are required to rotate to another clinical site for an alternate rotation in general radiography. Additionally, students are required to complete rotations in advanced modalities. Advanced modality rotations may include: computed tomography, magnetic resonance imaging, nuclear medicine, ultrasound, interventional radiology, cardiac catheterization, and radiation therapy. Students are required to fulfill all scheduled clinical rotations.

CONTINUED CLINICAL ASSIGNMENT POLICY
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, program approval is required before placement in the clinical learning environment. 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:

- Violation of Mercy College of Ohio policies or student code of conduct, or any clinical education site policy.
- Repeating a radiograph for any reason without the direct supervision of a R.T.(R)
- Any breach of the Standards of Ethics as prescribed by ARRT
- Excessive absenteeism.
- Misuse and/or unauthorized of radiation
- Incomplete or false information on health records or any documents; HIPAA violations.
- Failure to notify both the clinical site and the college when absent.

Note: Any student who is dismissed from a clinical education site because of being deemed “unsafe”, may be automatically dismissed from the program. Please refer to the College Catalog for details of the Student Code of Conduct and disciplinary procedures.
DRESS CODE REQUIREMENTS
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 Clinical Coordinator. Failure to comply with appropriate dress will result in disciplinary action and/or removal from the clinical assignment.

Uniforms:
- Students must wear the program scrub uniform during their clinical assignments; operating room assignments are the only exception.
- Students must wear their uniform correctly; non-issued clothing such as sweaters or jackets are prohibited.
- A student identification badge must be worn on a lanyard and be fully be visible during clinical assignment.
- The student must wear an occupational radiation dosimeter while in the clinical setting.

Hair:
- Hair needs to be neat, clean, and controlled
- Hair must be pulled back and off the shoulders.
- Hair must not fall into face or eyes; it should be appropriately pinned to prevent hair from covering your face. Manipulating your hair throughout the imaging exam subjects you to inflection control risks.
- Hair will be a “natural” color (not green, purple, blue etc.).
- All hair accessories are to be small and tasteful (a solid, neutral color).
- Facial Hair will be neat and trimmed (if applicable)

Clothing:
- Hems should be no shorter than one inch above the ankle for pants; cuffs will not be rolled and/or dragging on the ground.
- All clothing must be clean and neat in appearance.
- Clothing needs to be sized for the individual. Form fitting clothing is unacceptable, as is oversized clothing.
- Undergarments should in no way be visible.
- Plain white, black, or gray long sleeve shirts or tank tops may be worn under the program scrub top.

Shoes:
- Shoes worn in the clinic need to be white with minimal color and no advertisement displayed on them. Shoes are to be worn in clinic ONLY.
- Cloth/mesh shoes are not acceptable in the clinic.
- Shoes need to cover the entire foot.
- Shoes must be clean and/or 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.
- Crew socks must cover the skin of the legs (even when sitting with knees bent); no ankle socks or shoe height socks are allowed.
- 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 with NO chips.
- Nail ornaments are prohibited.
Jewelry:
- A small watch with a second hand is advised.
- Earrings are limited to one pair or two in one ear. 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 visible facial/body jewelry are unacceptable.
- Tattoos must be covered if they are visible (i.e. not covered by the program scrub uniform).

Personal Grooming/Hygiene:
- 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 of any kind are prohibited.
- You will be immediately removed from the clinical site if you smell of alcohol, cigarettes, or any illegal substances.

DRESS CODE INFRACTION POLICY
You will either be asked to change wardrobe or be sent home from the clinical site for any dress code infraction. If you are sent home, the incident will be treated as an unexcused absence and will impact your grade accordingly. Minor fixable violations and repeat violations will impact your grade as indicated by your course syllabus.

CLINICAL ATTENDANCE POLICY
Responsible attendance is a tremendously important part of the student’s clinical education. Students are responsible for their own transportation to assigned clinical sites. Students are required to attend all scheduled clinical sessions. Clinical practice attendance is mandatory. The clinical practicum is designed to facilitate the transfer of theoretical knowledge to clinical practice. Missed hours can prevent adequate development and assessment of the required knowledge, skills, attitudes and clinical judgment. Absence from clinical jeopardizes the student’s ability to successfully meet the required clinical course proficiency.

Time management is a necessary professional skill, and punctuality is expected in professional workplaces. Students are expected to arrive on time for clinical and stay for the entire time allotted for that clinical experience. All clinical time that is missed, excused or unexcused, must be made up by the end of semester. This includes tardy time or occurrences of leaving the clinical assignment early. Beginning with the 2nd unexcused missed clinical day the final clinical grade will drop one letter grade (8 percentage points). Excessive absence without excuse may result in dismissal from the program, including multiple absences in multiple semesters.

Absences are either excused or unexcused. Excused absences must be made up, but do not result in a grade deduction. Examples of acceptable excused absences may be: Illness (a physician’s note will be required), a family death (obituary will be required), military leave (advance notification to the instructor required). Students are required to call BOTH the clinical site and clinical coordinator with each absence. Failure to call BOTH is considered a no call/no show, and will result in the student being required to make up two clinical days for every no call/no show missed day, and an automatic loss of points. (If the first absence of a semester is a no call/no show points will be deducted.) It is the student’s responsibility to know all clinically associated phone
**numbers.** It is recommended that the student programs these numbers into their cell phone at the beginning of each semester. The Radiologic Clinical Coordinator can be notified by calling this program cell phone number: 419-262-3817.

For each unexcused tardy or occurrence of leaving early, two (2) percentage points will be deducted from the final grade. A combined total of three tardy incidents or occurrences of leaving early will result in making up time for one missed clinical day. Circumstances not addressed above resulting in missed clinical time will be considered on a case-by-case basis. Remember, even if excused, all missed clinical time must be made up.

**CLINICAL TIME-KEEPING POLICY**

Students are expected to validate their clinical attendance. The method of validation will depend on the clinical assignment. Falsification of attendance records is considered academic dishonesty and will result in disciplinary action or possible dismissal from program, as it violates the expected standard of conduct. No one can clock in or clock out for you, as this is falsification of attendance records. Forgetting to clock in or clock out is not an acceptable excuse, and may result in having to make up undocumented time.

Current time-keeping practices are as follows: Students attending clinics at Mercy Defiance Hospital/Clinic or Mercy Tiffin Hospital will be required to record their in and out time on a time card and obtain the signature of a technologist. Students attending clinics at Mercy St. Vincent, Mercy St. Anne, Mercy St. Charles or ProMedica Monroe Regional Hospital are required to clock in and out using the time management system at their assigned clinical site. Time-keeping practices are subject to change and evolution.

**CLINICAL MAKE-UP TIME POLICY**

All missed clinical time will be completed during, or at the end of the semester. No make-up time may be scheduled during holidays, or when the college is officially closed. In order to assure that time limitations are not exceeded, students are required to meet with the Clinical Coordinator prior to scheduling make-up clinical time. The Clinical Coordinator will review didactic schedules and clinical schedules, and will confirm that students will not exceed ten (10) clinical hours in a day, or forty (40) combined didactic and clinical hours in a week.

- The “Clinical Assignment Make-Up Time” form will be authorized by the Clinical Coordinator and signed by the student. This form will indicate the rescheduled clinical date, the total number of clinical hours per day, and the combined number of clinical and didactic hours per week.
- The student will receive a grade of incomplete until the clinical time is made up.

Students with an incomplete has ten (10) class days after the start of the next semester to complete the requirements Note: point deduction may occur for make-up time as determined by the Clinical Coordinator.

**CLINICAL GRADING POLICY**

Details of clinical grading will be included in the respective course 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.
CLINICAL SUPERVISION DEFINITIONS

- **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.

- **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.

- **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.

Also, see Appendix E for the Clinical Instructor (CI) role description.

DIRECT SUPERVISION POLICY

After successfully completing a simulation at the college, students are required to request direct supervision prior to obtaining their clinical competency. Successful simulation is documented on the student’s competency log with a college instructor’s signature. Students are required to perform under the direct supervision of an R.T(R) during any procedure in which the student has not yet gained clinical competency. Students are required to decline participation in the procedure, if direct supervision cannot be achieved. The clinical coordinator must be notified immediately if direct supervision is required and cannot be achieved. If a student is asked to perform a procedure prior to didactic instruction, the student is to inform the technologist that he or she has not yet received didactic instruction on said procedure, but is willing to participate in the learning environment by observing the procedure.

INDIRECT SUPERVISION POLICY

Upon competency achievement, students are permitted to perform radiologic procedures with indirect supervision of a qualified radiologic technologist. During the procedure, the qualified radiographer who is providing indirect supervision, is required to provide immediate assistance, should the student and/or patient require assistance. If indirect supervision of a qualified radiographer is not available the student is not permitted to perform the imaging procedure, until indirect supervision can be obtained.

REMOVAL FROM THE FLOOR POLICY

Students are strictly prohibited from initiating radiologic exposure if supervision (see direct and indirect supervision policies) is unavailable. During absences of indirect supervision, it is acceptable for students to perform other clinical tasks, unrelated to direct medical imaging (including but not limited to: answering telephones, directing patients, transporting patients for nearby imaging departments, etc.).
REPEAT RADIOGRAPH POLICY
If the qualified radiographer who is providing indirect supervision determines that a radiograph is unsatisfactory and requires a repeat exposure, the qualified radiographer must provide direct supervision and be physically present during the repeat exposure. Students MUST have the direct supervision regardless of how minor the repeat may be. The qualified technologist is required to approve the patient position and technical factors prior to re-exposure of the patient. Documented non-compliance of this policy is considered grounds for dismissal from the program.

It is the responsibility of the student to limit the patient radiation dosage to as low as reasonably achievable (ALARA). Students must also observe the radiation safety policy of the institution to which they are assigned. 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 of a R.T.(R). Problems with the availability of direct supervision are to be brought immediately to the attention of the Clinical Coordinator and/or Program Director.

PREGNANT PATIENT POLICY
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 R.T.(R) perform the examination.

COMPETENCY REMOVAL POLICY
Students are required to successfully achieve competencies prior to working under indirect supervision of a qualified radiographer. Once a competency is obtained, students are expected and required to maintain competency for said procedure. Competencies may be removed if competency is not maintained.

- Competencies may be removed if it is determined that a student has not maintained competency on a procedure.
- Competency removal may be requested by a qualified radiographer, a clinical instructor, or the clinical coordinator.
- The clinical coordinator will meet with the student involved in the competency removal, and a reason for competency removal will be addressed with the student.
- The clinical coordinator will then inform the student that direct supervision of a qualified radiographer is again required to perform said procedure, until competency can again be achieved.
- After the student successfully completes a re-evaluation for a competency, the student may work under indirect supervision when performing this procedure.

COMPETENCY REQUIREMENT NOTICE
The student is expected to progressively demonstrate clinical competency. Minimum thresholds will be in place for each clinical practicum experience. At program completion, the student must have all competencies completed to all for sitting for the ARRT radiography exam. The student will be counseled if they are below required competencies for the semester, this may impact progression within the program. Mercy College may require competencies that exceed the minimum ARRT requirements.
CLINICAL LUNCH POLICY
Students are entitled to a lunch when shifts extend beyond 7 hours. The R.T.(R) to whom the student is assigned or the department manager will determine the lunch schedule. Students who leave the premises for lunch must notify the technologist in charge and clock out when leaving and returning.

CELL PHONES, PAGERS AND CALLS DURING CLINICAL ASSIGNMENT
No personal cell phones or personal pagers are to be used during clinical assignment. Students may make personal calls on their scheduled break or during lunch. Please see the course syllabus for associated point deductions.

PAID CLINICAL WORK POLICY
No stipend is paid to Radiologic Technology Program students during their clinical education. Clinical education is an educational requirement and, as such, is just as important as time spent in the classroom. Students may never take the place of a R.T.(R), regardless of patient volumes or site staffing levels. Students may be employed in the field of study outside regularly scheduled educational hours, provided the work does not interfere with their academic responsibilities.

INJECTABLE SUBSTANCES POLICY
Students will be trained in venipuncture. After obtaining competency in venipuncture, students will follow the contrast administration policies of the respective radiology department. Note: not all facilities will permit students to perform venipuncture and/or contrast media injections.

ISOLATION PROCEDURE POLICY
Students are not to be involved with patients with active TB or other highly infectious diseases during their training period. Any problems or conflicts with this policy are to be brought to the Radiology Manager, Clinical Coordinator, and Program Director.

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 Clinical Coordinator and the Program Director with a copy to the Associate Dean of Allied Health.

MAMMOGRAPHY AND/OR SENSITIVE ANATOMY POLICY
All students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

The change in the program’s policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in
Radiologic Technology (JRCERT) at its April 2016 meeting (statement available upon request). Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.

**MRI SAFETY POLICY**
This policy is to ensure the safety of the Radiologic Technology student when entering the magnetic resonance imaging (MRI) department. Students must follow the rules and advise of the qualified MRI technologist, while in the MRI department. Students will receive MRI safety training each year.

- All students in the radiologic technology program will receive instruction on MRI safety during RAD 111, clinical orientation.
- Students are required to fill out and sign a pre-screening MRI safety checklist at Mercy College, during RAD 111.
- All students will be screened again and receive additional training during RAD 241, in preparation for a clinical rotation to an MRI department/facility.
- Students will be screened a third time at the assigned MRI facility.

Students are expected and required to be truthful in disclosing his or her medical or personal information, as it relates to MRI safety. Students must provide notification if his or her medical history changes, which could impact MRI safety. Students are not permitted to enter the MRI room without being thoroughly screened by qualified MR personnel. This may potentially compromise his/her safety and/or the safety of everyone in the MR environment. The MRI technologist on duty is responsible for the safety and wellbeing of all person who enter the MRI room. If you are instructed to not enter the room for any reason, you must follow these instructions. Students are never permitted to bring any metal objects, or any other object into the MRI room which may impact MRI safety.

**HAZARDOUS MATERIALS/WASTE MANAGEMENT POLICY**
During orientation to the clinical education site, the student will be shown: the location of the Hazardous Materials/Waste Management Manual, the Materials Safety Data Sheets (MSDS), 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.

**PATIENT CARE POLICY**
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.

It is expected that students utilize the AIDET approach when interacting with patients. More information on this approach can be found in **Appendix F.**
TECHNOLOGIST- STUDENT RELATIONSHIP

The R.T.(R) 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 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 R.T.(R) will:

- Provide direct or indirect supervision of the student that is assigned to him/her based on their completed competencies.
- 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.
- Instruct and guide the student in radiation protection practices.
- Guide the student in the selection of exposure factors.
- Objectively and routinely evaluate the student’s clinical performance and confer with the Clinical Coordinator.
- Treat the student with respect.

X-RAY IMAGE MARKER POLICY

The student is expected to use x-ray markers (right and left with their initials) in the clinic and lab. Markers will need to be purchased by the student prior to entering the clinical setting. Markers can be ordered from a variety of websites; recommendations will be provided in RAD 111. The student will follow the policy of the assigned clinical site in the use and placement of markers for image 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. Electronic/digital markers are not an acceptable replacement for physical x-ray markers.

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

By law, all information contained in a patient’s medical record/electronic health record, known as PHI (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 due to a breach of HIPAA laws.
EARLY RELEASE FROM CLINICAL ASSIGNMENT POLICY

Students may petition the Program Director and Clinical Coordinator for Early Release in the final semester for RAD 261. 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) A formal letter of petition from the student for early release has been submitted to the Clinical Coordinator and Program Director
b) All of the clinical assignments and ARRT competency requirements have been met.
c) All clinical paperwork is up to date and all clinical makeup time has been completed.
d) Employment in radiography (or related field) has been obtained (part-time or full-time).
e) GXMO license has been obtained (if applicable) to allow the student to practice in radiologic technology until the student has passed the ARRT radiography certification examination.

There will be full and partial release options based on the student’s employment status at the start of RAD 261. Early release only pertains to RAD 261; the student must complete all remaining didactic courses at their scheduled times. All students that do not qualify for early release must register for RAD 261 for 3 credit hours. Students that secure full release prior to the first day of RAD 261 (equivalent to 24 or more hours of employment per week) do not have to register for RAD 261. Students that secure employment less than 24 hours/week can qualify for variable credit hour options based on the following table:

<table>
<thead>
<tr>
<th>Relevant field work hours secured per week before the first day of RAD 261</th>
<th>RAD 261 Credit Hours to be registered for</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-7 hours</td>
<td>3 Credit Hours</td>
</tr>
<tr>
<td>8-15 hours</td>
<td>2 Credit Hours</td>
</tr>
<tr>
<td>16-23 hours</td>
<td>1 Credit Hour</td>
</tr>
<tr>
<td>24 or more hours</td>
<td>0 Credit Hours</td>
</tr>
</tbody>
</table>

If the student secures early release opportunities after the first day of RAD 261 you will have to remain registered in RAD 261 for 3 credit hours and complete all required course work; however, clinical time is replaceable with work hours based on the below table.

<table>
<thead>
<tr>
<th>Work hours per week secured before the first day of RAD 261</th>
<th>RAD 261 clinical practicum hours that must be completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-7</td>
<td>24 hours (3 days/wk)</td>
</tr>
<tr>
<td>8-15</td>
<td>16 hours (2 days/wk)</td>
</tr>
<tr>
<td>16-23</td>
<td>8 hours (1 day/wk)</td>
</tr>
<tr>
<td>24 or more</td>
<td>0 hours</td>
</tr>
</tbody>
</table>

Note: The day(s) that students attend RAD 261 clinical practicum has to be consistent throughout the entire semester. All clinical assignments and projects have to be completed. Failure of the student to comply with the terms of the Early Release Policy may result in revocation of the student’s early release.
CLASSROOM & LABORATORY POLICIES

COLLEGE DRESS CODE POLICY
Professional attire and professional appearance is a requirement while in the classroom and lab. Specific points to note:

- Due to Infection Control Policy, students must NOT wear the program scrub uniform to class if they are coming from their assigned clinical education site. A change of clothes is necessary before entering the college.
- Students must wear the Program uniform and lab coats for all Laboratory Simulations.
- Students are expected to follow the dress code guidelines as listed in the 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.

CELL PHONES, PAGERS AND CALLS DURING CLASS POLICY
Cell phones and pagers must be silenced before class and stowed away accordingly. If it is absolutely necessary to have your cell phone on (e.g. childcare or family emergency) you must receive the instructor's approval before the start of class. You will be allowed to check your phone during breaks. At the end of break cell phones must be turned off and stowed away.

If you have your phone out during any lecture or classroom activity, you may be asked to leave and will be considered absent (resulting in lost points). Professional behavior is expected.

DIDACTIC ATTENDANCE POLICY
Students are expected to attend classes and lab regularly. Attendance and participation are both considered to be mandatory. Points for attendance, punctuality, and professionalism are given for each class. A phone call, text message, or email is appropriate and is expected if you will be late or absent from any didactic activity. Please store the appropriate phone numbers in your cell phone in case an unexpected situation arises.

For each non-authorized absence you will lose attendance/participation points. Excused absences include but are not limited to: illness (physician note required), severe illness of a family member (evidence of physician visit required), death of a family member (obituary may be required), or military leave (advance notification to the instructor required).

In the event that a student is unable to attend class, it is the responsibility of the student to obtain the information and materials of that day. Please see the policy on Assignment Submission and Late Policy for any due dates that may be missed. Any assignments distributed during the missed class are expected to be completed by the scheduled due date. All handouts and assignments will be posted on Brightspace by D2L no later than 3 days following the lecture. Please check Brightspace regularly. In addition, extra handouts may be left in the radiology laboratory on the back table.

Attendance for exams is mandatory unless otherwise approved and rescheduled at the faculty member’s discretion. The exams will be derived directly from the lecture content so it is to your advantage to attend class on a regular basis. There is no excuse for missing an exam due to failure to prepare. Policy for absence on the day an exam or simulation is as follows:

- Appropriate documentation must be provided in order for it to be excused (see above).
● Exams and quizzes - You are to complete your exam the next day you are in attendance unless there are additional extenuating circumstances. It is your responsibility to contact the instructor to make these arrangements. All students will be tested over the same material, however make-up exams may be a different format than the original exam.

● Simulations - You are to complete your simulation the next day you are in attendance unless there are additional extenuating circumstances. It is your responsibility to contact the instructor to make these arrangements.

Tardiness and leaving early are disruptive to the classroom setting and to student learning and may result in the loss of attendance and participation points. If you must leave class early, please discuss it with the instructor in advance, failure to do so will result in a reduction of attendance points. Tardiness and Absence Policies will be reviewed in class. Excessive absences or tardiness will affect your final grade.

ASSIGNMENT SUBMISSION & LATE ASSIGNMENT POLICY
All work must be submitted by the due date and time specified in the assignment instructions, a minimum of 1 point/day will be deducted from the assignment. The course syllabi will indicate the specific amount of point deduction for the respective course and/or assignment.

Late submissions due to excused absences with documentation as outlined in the Didactic Attendance Policy will allow students to submit assignments without penalty. Excused students must complete and submit any missed assignments prior to the next class unless other arrangements have been made with your instructor. Failure to submit assignments by the arranged due date will result in no credit for the assignment.

If you are submitting an assignment online, technical difficulty is NOT an acceptable excuse. If you encounter a technical issue that prevents you from submitting an assignment in Brightspace by D2L, call the 24/7 Help Desk (1-877-325-7778).

The Brightspace by D2L Help Desk will:
  ● Attempt to resolve your issue by phone so you may continue working;
  ● Document the date, time, duration of, and specifics around your technical issue;
  ● Generate a ticket number, which is sent to Mercy College.

The faculty member will use the information provided by the Help Desk to make an informed decision regarding: accepting your assignment, reopening an assignment, or extending time on an assignment. Note: The instructor has the right to refuse your assignment without a Brightspace by D2L Help Desk ticket number.

ENERGIZED LABORATORY USAGE POLICY
The student is prohibited from conducting radiographic experiments without the supervision of an R.T.(R). Exposures involving human subjects are strictly prohibited. Initiation of radiation exposure without supervision may result in program dismissal.
RADIOGRAPHIC SIMULATION POLICY
Simulations will be performed in the radiologic laboratory setting to ensure the student has
gained competency in radiographic positioning prior to attempting competency in the clinical
setting. Lab simulations are a timed exam that will be performed during scheduled laboratory
sessions with a faculty member.

Simulation Schedule per semester is as follows:
● Fall: Chest/Abdomen Simulation, Upper/Lower Extremity Simulation, and Upper/Lower
  GI Simulation.
● Spring: Shoulder/Pelvic Girdle Simulation, Spine Simulation, and Bony Thorax/Urinary
  Simulation
● Summer: Cranial Bone Simulation and Facial Bones/Sinuses Simulation

Each student will be given twenty (20) minutes to complete four (4) randomly selected
radiographic positions.
● Students will have up to twenty five (25) minutes, with a one (1) point deduction per
  minute after the twenty (20) minute mark. After twenty five (25) minutes, the instructor
  will stop the Simulation process.
● If you exceed the maximum time allowed, it will result in a failure and arrangements will
  be made with the instructor for a repeat simulation. See Repeat Simulation Process
  below.

Simulation expectations are as follows:
● You will arrive a minimum of five (5) minutes prior to your scheduled simulation start
time to select your simulation card. You may have the opportunity to briefly write down
reminders (without the assistance of your peers/notes/textbook/simulation packet) on a
note card that will be provided to you by the instructor. If you do not arrive five (5)
minutes prior to your simulation time, you will lose the privilege of using a note card
during your simulation time.
● Dress code: Your clinical uniform should be worn for the simulation process (scrub top,
  scrub bottom, and closed toe shoes). Failure to meet the dress code will result in a point
  deduction.
● Clinical Notebook: It is expected that you bring your clinical notebook on your scheduled
Simulation day. Your instructor will sign off on the radiographic positions completed, the
signature authorizes you to attempt Clinical Competencies at your assigned clinical site
when the student is ready. Failure to bring your notebook will result in a point reduction.
● No assistance from your simulation partner is allowed. If any assistance is given, the
  Academic Dishonest Policy will be enforced and the student may be required to perform
  additional/new simulated projections.

Any error during the simulation process which would result in a repeated radiograph will end the
simulation. At this time, you will make arrangements with your instructor for a repeat
simulation.
**REPEAT SIMULATION PROCESS**
Repeat simulation date/time will be arranged with the Radiology Laboratory Coordinator and must be made up within 1 week unless extenuating circumstances present. The student is allowed a maximum of two (2) repeat attempts, with the simulation score lowered one letter grade per second (starts at 92%) and third attempt (starts at 85%).

- The number of positions that you perform for your repeat simulation will be dependent on how many positions you were able to successfully complete your first attempt. The student will repeat the position they failed in their initial attempt and randomly draw the remaining positions.
  - If you were successful in 0-1 positions you will be required to repeat the position you missed and 3 new positions, completing 4 total positions.
  - If you were successful in 2-3 positions, you will required to repeat the position you missed and 2 new positions, completing 3 total positions.

- Time allowed for repeat simulations are as follows:
  - 4 positions= 20 minutes (maximum of 25 minutes, with a 1 point deduction after 20 minutes)
  - 3 positions= 15 minutes (maximum of 20 minutes, with a 1 point deduction after 15 minutes)

- Please remember to bring in your Clinical Notebook on the day of your repeat simulation, failure to do so will result in point reduction.

**NOTE:** Failure on the third attempt will result in failure of the course. Failure of the course will result in dismissal from the Radiologic Technology Program. See the simulation flowchart in Appendix G for more details.
COLLEGE-RELATED POLICIES & PRACTICES

ACADEMIC ADVISING
Upon admission to the Radiologic Technology Program, each student is assigned an Academic Advisor. The academic advisor will monitor the academic progress of the assigned student throughout the curriculum and advise the student as necessary. The 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 College Catalog. It is recommended that the student meets with their academic advisor each semester.

TUTORING SERVICES
On occasion, students may experience academic difficulty or desire additional instruction for various courses. The staff of the Division of Student Affairs includes a group of trained professionals that will assist students during these times. These services are provided free of charge. Tutoring is provided in the areas of science, math, writing, and study skills. More detailed information about these services can be found in the College Catalog.

For specific help with writing, students are encouraged to contact Clayton Chiarelott, Coordinator of the Writing Center 419-251-1479 or email: clayton.chiarellot@mercycollege.edu.

COUNSELING
Counseling services are discussed in College orientation. Complete information on counseling services provided for students can be obtained from the College Catalog. The Counseling and Wellness Center is located on the 5th floor of Mercy College in the Madison building.

LIBRARY AND LEARNING RESOURCES
Complete information concerning the library resources available to students is contained in the College Catalog. In addition to learning resources available in the library, the Radiologic Technology Program faculty members have a variety of desk reference material and journals. Upon request, the student may sign out the reference material to the faculty members’ collection.

LEAVE OF ABSENCE POLICY
The Mercy College Leave of Absence Policy, located in the College Catalog. 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. Note: Student readmission to the program is contingent upon space and required remediation subject to the judgment of the Program Director.

REGISTRATION (Scheduling of Courses)
Registration is handled online through Empower Me with assistance from an academic advisor if you are a RAD student, a pre-RAD student (still needing program prerequisites), program student 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.
Students must register and pay the usual fees per credit hour for clinical instruction received at the practicum site.

**ADD/DROP**
Information on how to add or drop a course can be found in the College Catalog. Before any Radiologic Technology Program course is dropped, the Program Director or assigned academic advisor should be notified via e-mail or other communication by the student.

**CHANGE OF NAME/ADDRESS**
Any change in name, local address, permanent address (if different from the local address), telephone number or email address should be reported to the Registrar and Program Director promptly.

**TITLE IX, VIOLENCE AGAINST WOMEN, AND CAMPUS SaVe**
Mercy College of Ohio does not discriminate on the basis of sex, gender, or sexual orientation in its educational programs and activities. Mercy College is committed to building and preserving a community in which its members can learn, work, live, and conduct business together free from all forms of sexual misconduct exploitation, intimidation, harassment, and violence. This policy addresses the ten areas a sexual misconduct policy should address according to the 2014 White House Task Force to Protect Students from Sexual Misconduct as outlined on the www.notalone.gov website.

The College has designated a Title IX Coordinator (Toledo campus), 419-251-1710 or TitleIX@mercy.edu and an Interim Deputy Title IX Coordinator (Youngstown location), 330-480-1880, to monitor and oversee overall compliance with laws and policies related to nondiscrimination based on sex. The Title IX Coordinator and Title IX Deputy Coordinator at Mercy College are available to explain and discuss: the victim’s right to file criminal complaint (in cases of Sexual Violence); the process for filing a Title IX complaint; the right to receive assistance with the process; how confidentiality is handled; available resources both on and off campus; and other related matters.

The victim is encouraged to seek immediate assistance from police and healthcare providers for physical safety, emotional support, and medical care.

*Title IX Coordinator – Toledo*
2221 Madison Avenue
Toledo, Ohio 43604
419-251-1784
TitleIX@mercy.com

For full College policies please refer to the College Catalog.

**CLOSING THE COLLEGE (Inclement Weather) and CLINICAL ASSIGNMENTS**
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 Mercy College website 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 College Clinical Faculty 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.

**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.
Acknowledgment Statement

I, ______________________________ have reviewed and understand the policies and practices as outlined in 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 – JRCERT ACCREDITATION STANDARDS

Standards for an Accredited Educational Program in Radiologic Sciences (full copy on lab bulletin board)

Standard One: Integrity
The program demonstrates integrity in the following: representations to communities of interest and the public, pursuit of fair and equitable academic practices, and treatment of, and respect for, students, faculty, and staff.

Standard Two: Resources
The program has sufficient resources to support the quality and effectiveness of the educational process.

Standard Three: Curriculum and Academic Practices
The program’s curriculum and academic practices prepare students for professional practice.

Standard Four: Health and Safety
The program’s policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

Standard Five: Assessment
The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

Standard Six: Institutional/Programmatic Data
The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.

Awarding, Maintaining, and Administering Accreditation

Complete details of JRCERT accreditation standards can also be found here:
https://www.jrcert.org/programs-faculty/jrcert-standards/
Appendix B – Recommended Technical Standards for Radiologic Technologists

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

- 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.

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 radiologic 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.
Appendix C – ARRT Code of Ethics
The Code of Ethics shall serve as a guide by which Certificate Holders 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 Certificate Holders 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 acts 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.

The complete ARRT Standards of Ethics can be found here: https://www.arrt.org/pdfs/governing-documents/standards-of-ethics.pdf
Appendix D – Mercy College Radiation Protection Plan

I: RADIATION SAFETY / OPERATOR TRAINING

Students shall be instructed in the potential hazards of being present in a radiation area. Instruction must be done prior to assuming duties and annually thereafter, as well as whenever there is a significant change in the quality assurance program or regulations. Further, Mercy College of Ohio will ensure that individuals are competent in the established safe operating procedures for each type of radiation-generating equipment he or she uses.

A. Records of Training

1. Records of the training shall be maintained for inspection by the department and shall include:
   a. The name of the individual who conducted the training
   b. Names and signatures of individuals who received the training
   c. The dates and duration of the training session
   d. A list of topics covered

Training will be conducted on an annual basis during the fall semester. It will also be conducted as needed for new faculty and students that were not present at the annual fall training.

II: RADIATION MONITORING REQUIREMENTS

A. X-Ray Generating Equipment Room Surveys

1. Surveys
   a. X-ray scatter/leakage area surveys will be performed at machine installation, and following machine modification that increases primary beam mR/mAs or R/min. Surveys shall be performed an Ohio CRE. Exposure or exposure rate will be measured at select locations in the imaging room and behind the operator’s barrier. Passive dosimeters will be posted in occupied areas as the need arises.
   b. Shielding calculations will be done by an Ohio CRE for any new machine installation or existing room modifications. The shielding construction will be inspected upon completion by a CRE.

B. Occupational Exposure Limits

1. We shall supply appropriate personnel monitoring equipment to, and shall require the use of such equipment by:
   a. Each individual who enters a restricted area under such circumstances that he receives, or is likely to receive, a dose in any calendar year in excess of 10% of the applicable occupational exposure limit value specified in Ohio rule 3701:1-38-12.
   b. Each individual under 18 years of age who enters a restricted area under such circumstances that they receive, or is likely to receive, a dose in any calendar year in excess of 5% of the applicable value in the above table.

Occupational exposure limit value specified in Ohio rule 3701:1-38-12
Body Area | Rems per calendar year
--- | ---
The total effective dose equivalent | 5
The sum of the deep dose equivalent and the committed dose equivalent to any individual organ or tissue other than the lens of the eye. | 50
Lens dose equivalent | 15
Shallow dose equivalent to skin or extremity | 50

C. Maintaining Occupational Exposure Limits As Low As Reasonably Achievable (ALARA)

1. Mercy College of Ohio is committed to the program described as keeping individual and collective doses as low as reasonably achievable (ALARA).
2. The IRRP will perform a quarterly review of occupational exposure with particular attention in which the investigational levels in the following tables are exceeded.
3. The IRRP will evaluate overall efforts for maintaining doses ALARA on an annual basis.

ALARA Investigational Levels
(millirem per calendar quarter)

<table>
<thead>
<tr>
<th>Body Area</th>
<th>ALARA Level I</th>
<th>ALARA Level II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole Body</td>
<td>125</td>
<td>375</td>
</tr>
<tr>
<td>Extremities or Skin</td>
<td>1250</td>
<td>3750</td>
</tr>
<tr>
<td>Lens of Eyes</td>
<td>375</td>
<td>1125</td>
</tr>
</tbody>
</table>

D. Establishment of ALARA Investigational Levels

Mercy College of Ohio hereby establishes investigational levels for occupational exposure which, when exceeded, will initiate review or investigation by the IRRP.

1. Personnel dose less than Investigational Level I
   a. Except when deemed appropriate by the IRRP, no further action will be taken in cases where an individual’s dose is less than values for Investigational Level I

2. Personnel dose equal to or greater than Investigational Level I but less than Investigational Level II
   a. The IRRP will review the dose of each individual whose quarterly dose is equal to or greater than Investigational Level.
   b. If the dose does not equal or exceed Investigational Level II, no action related specifically to the exposure is required unless deemed appropriate by the IRRP.

3. Personnel dose equal to or greater than Investigational Level II
   a. The IRRP will investigate in a timely manner the causes of all personnel doses equaling or exceeding Investigational Level II and, if warranted, will take action.
E. Maintenance of Records

1. We shall maintain records showing the radiation exposures of all individuals for whom personnel monitoring is required under Ohio rule 3701:1-38-14.
2. Records of individual radiation exposure shall be preserved until a date 5 years after termination of the individual's employment or association with this facility.
3. The IRRP shall review records of personnel exposure quarterly and annually. Copies of the dosimetry reports without the employee social security number will be forwarded to individual departments for posting.
4. All new radiation workers should make their prior occupational exposure history available to the employer. Cumulative exposures should be maintained for moonlighting workers.
5. Employees will be notified of their annual dose in a printed report. A copy of this report will be kept in the Radiation Safety Office.

F. Prenatal Exposure

1. The student may declare her pregnancy in writing, providing an estimated date of conception. Declaration of the pregnancy is voluntary.
2. The declared pregnant worker shall be supplied with a fetal radiation monitor to be worn at waist level.
3. If needed, work should be restricted so that the radiation dose will be limited to 500 mrems during the gestational period.
4. Upon declaration of pregnancy, the individual in charge of radiation safety should review the potential risks to the embryo/fetus from exposure to radiation. Documentation of such review should be maintained for State of Ohio inspection.
5. The individual is allowed to withdraw pregnancy declaration at any time.
6. Options for student continuance in the program is outlined in the pregnancy policy of the program handbook.

III: PROCEDURE FOR NOTIFYING THE DIRECTOR OF THE OHIO DEPARTMENT OF HEALTH WHEN INDIVIDUALS ARE OCCUPATIONALLY OVER-EXPOSED TO RADIATION

A. Immediate Notification

The individual responsible for radiation protection shall immediately notify the Ohio Department of Health director by telephone and telegraph of any incident involving any radiation-generating device, which may have caused or threatens to cause:

1. Exposure to the whole body of any individual to 25 rems or more; or,
2. Exposure of the skin of the whole body of any individual to 150 rems or more; or,
3. Exposure of the feet, ankles, hands, or forearms of any individual to 375 rems; or,
4. A loss of one working week or more of the operation of any facilities affected; or,
5. Damage to property in excess of $100,000.

B. Twenty-four Hour Notification

The individual responsible for radiation protection shall within 24 hours notify the director of the Ohio Department of Health by telephone and telegraph of any incident involving any radiation-generating device, which may have caused or threatens to cause:
1. Exposure of the whole body of any individual to 5 rems or more; or,
2. Exposure of the skin of the whole body of any individual to 30 rems or more; or,
3. Exposure of the feet, ankles, hands, or forearms to 75 rems or more; or,
4. A loss of one day or more of the operation of any facilities affected; or,
5. Damage to property in excess of $1,000.

C. 30 Day Written Notification

The individual responsible for radiation protection shall report in writing to the director of the Ohio Department of Health within 30 days of each exposure of a personnel radiation dosimeter, or a person’s body, to radiation in excess of any applicable limits set forth in rules 3701-38-11 or any incidents for which notification is required either immediately or within 24 hours (see above), or in the event of levels of radiation in an unrestricted area in excess of the following:

1. Radiation levels which, if an individual were continuously present in the area, could result in his receiving a dose in excess of 20 mrems in any one hour; or,
2. Radiation levels which, if an individual were continuously present in the area, could result in his receiving a dose in excess of 1000 mrems in any seven consecutive days.

D. Report Content

1. Any report filed with the director of the Ohio Department of Health shall be prepared in such a manner that names of individuals who have received exposure to radiation will be stated in a separate part of the report.
2. Each report shall describe the extent of the exposure of individuals to radiation, levels of radiation involved, the cause of the exposure, and corrective steps taken or planned to assure against a recurrence.
3. In any case where a report to the ODH director is required, we shall, not later than making the report to the ODH director, also notify individuals involved of the nature and extent of the exposure. Such notice shall contain the following statement: "This report is furnished to you under the provisions of the Ohio Public Health Council's rules entitled General Radiation Protection Standards (Chapter HE-38 of the Ohio Sanitary Code). You should preserve this report for future reference."

E. Notification Mailing Address and Phone Number

1. All immediate notification will use the following phone number notify the director of the Ohio Department of Health: 614-644-2727
2. All other notifications will be mailed to the following address notify the director of the Ohio Department of Health:
   X-Ray Control Program
   Ohio Dept. of Health
   P.O. Box 118
   Columbus, OH 43266-0118
SAFE OPERATING PROCEDURE FOR DIAGNOSTIC X-RAY UNITS

PURPOSE
To ensure the safe use of ionizing radiation producing equipment and to provide for the protection of the public health and safety.

AUTHORIZATION
X-ray exams are not to be performed on any patient in the education facility.

EQUIPMENT OPERATION
- The x-ray equipment shall be operated by trained and qualified personnel.
- The equipment shall be operated in accordance with the manufacturers’ specifications unless otherwise authorized in writing by a qualified expert.
- There is a technique chart located near the generator listing the most commonly used exposure techniques.
- In the case of an unusual radiation event or if the employee has any questions concerning policy or radiation protection they should contact the IRRP.
- The technologist shall report any and all malfunctions to the appropriate supervisory level.

PERSONNEL SAFETY
- The Ohio Radiation Protection rules are located with the IRRP.
- All individuals using ionizing radiation will wear a radiation dosimeter (OSL). This badge will be worn at the location indicated on the face of the badge.
- Dose monitoring reporting are filed in the office, lab and a permanent copy will be on file at Mercy St. Vincent Medical Center is the Physics Office.
- The x-ray room will not be entered during actual exposure. All other areas are considered safe. Exposure is indicated by an audible tone emitted during exposure.
- During the exposure the operator shall be outside the exam room and at the x-ray control console. Room activity is monitored by viewing through the control booth window.
- No persons or phantoms shall be held during an exposure.
- The exposure switch is an integral part of the control panel and must be activated while standing in the control booth area. This switch is a “dead-man” type.
- The radiation beam is confined to the area of interest by adjustable collimator shutters. The shutters are capable of limiting scatter radiation to adjacent areas.

ALARA
All individuals should keep their radiation exposure As Low As Reasonably Achievable. Methods for reducing exposure should be used by all concerned and include:
- Maximizing distance from a source of radiation
- Minimizing time near the source
- Using appropriate shielding.

Note: The complete Radiation Protection plan is available upon request.
Appendix E: CI Role

Overview: The clinical instructor will be responsible for coordinating the student clinical experience at a specific clinical site. This individual must possess the knowledge and skills to teach and supervise students in the clinical setting. The clinical instructor acts as a role model for students and an unpaid liaison between the college and clinical site.

Minimum Requirements:
- Current American Registry of Radiologic Technologists credential in the category of radiography.
- Current Ohio Department of Health license in the field of radiology.
- Competent in instructional and evaluation procedures and techniques.
- Minimum of 2 years full-time experience as a diagnostic radiographer.
- Officially recognized by Joint Review Committee on Education in Radiologic Technology (JRCERT) as a clinical instructor

Responsibilities:
- Knowledgeable of program goals and assessment practices.
- Understands the clinical objectives and clinical evaluation system.
- Understands the sequencing of didactic instruction and clinical education.
- Provides students with clinical instruction and supervision, both direct and indirect in accordance with documented student competencies.
- Evaluates students’ clinical competence.
- Maintains competency in the professional discipline through continuing professional development as mandated by the ARRT.
- Compliant with ARRT and Ohio Department of Health requirements.
- Understands current knowledge of program policies and procedures as it relates to the clinical environment.
- Orient new students to the clinical site, the radiology department and radiology equipment.
- Meets with Clinical Coordinator to communicate student progress, strengths, and weaknesses.
- Assists in maintaining effective and well documented student clinical records.
- Maintains confidentiality in accordance with program policy.
Appendix F: AIDET Information

The keys to effective patient and customer communication include:

<table>
<thead>
<tr>
<th>A</th>
<th>ACKNOWLEDGE:</th>
<th>Greet the patient by name. Make eye contact, smile, and acknowledge family or friends in the room.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>INTRODUCE:</td>
<td>Introduce yourself with your name, skill set, professional certification, and experience.</td>
</tr>
<tr>
<td>D</td>
<td>DURATION:</td>
<td>Give an accurate time expectation for tests, physician arrival, and identify next steps. When this is not possible, give a time in which you will update the patient on progress.</td>
</tr>
<tr>
<td>E</td>
<td>EXPLANATION:</td>
<td>Explain step-by-step what to expect next, answer questions, and let the patient know how to contact you, such as a nurse call button.</td>
</tr>
<tr>
<td>T</td>
<td>THANK YOU:</td>
<td>Thank the patient and/or family. You might express gratitude to them for choosing your hospital or for their communication and cooperation. Thank family members for being there to support the patient.</td>
</tr>
</tbody>
</table>

Appendix G: Simulation Flowchart

This flowchart outlines the steps involved with each radiographic laboratory simulation.
Additional Resources:

ARRT – Standards of Ethics

ARRT – Radiography Certification & Registration Handbook

ARRT – Radiography Didactic and Clinical Requirements
https://www.arrt.org/pdfs/Disciplines/Competency-Requirements/RAD-Competency-Requirements.pdf

ASRT – Digital Radiography Best Practices

ASRT – Radiography Practice Standards:

ASRT – Code of Ethics