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.
Who Are We?

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

Mission

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

Vision

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

Values

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

Human Dignity – Respecting the significance of each individual.

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

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

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

Justice – Acting with integrity, fairness, honesty, and truthfulness.
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DISCLAIMER

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

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

NOTICE

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

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

CRIMINAL CONVICTION NOTICE

Individuals convicted of a crime may be prohibited from being registered with the American Registry of Radiologic Technology (ARRT). The American Registry of Radiologic Technology 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 Chair for precertification instructions.
Radiologic Technology Program Student Handbook

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

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

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

DIVERSITY STATEMENT
“This policy is currently being revised. The revised policy will be available in the College Catalog which will be available on the College’s web site on or after August 10, 2015.”

PROGRAM INTRODUCTION

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

PROGRAM ACCREDITATION

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

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

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

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

OUR COMMITMENT TO EQUALITY

“The revised policy will be available in the College Catalog which will be available on the College’s web site on or after August 10, 2015.”
RADIOLOGIC TECHNOLOGY

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

Along with the technical skills used in producing diagnostic images, radiologic technology involves a very human element of serving others. The technologist must educate patients, address their concerns, and solicit cooperation. The art of radiologic technology requires adaptation to the many situations that can develop during the imaging process.

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

CAREER OPPORTUNITIES

Radiologic Technologists may choose to gain additional postgraduate training in the areas of ultrasound, mammography, computerized tomography (CT), magnetic resonance imaging (MRI), and in cardiovascular interventional procedures (CVI). They may also continue in a baccalaureate, completion degree program in medical imaging (Bachelor of Science Medical Imaging degree program is offered at Mercy College of Ohio). Additional postgraduate programs exist in ultrasound, radiation therapy and nuclear medicine which require additional board examinations following graduation. Radiologic Technologists are employed in healthcare, education, administration, marketing and commercial firms.

EMPLOYMENT OUTLOOK

According to the United States Department of Labor, Bureau of Labor Statistics 2013 – 2014 Job Outlook Handbook data, “Employment of Radiologic Technologists is expected to increase by about 28 percent from 2010 to 2020, faster than the average for all occupations. Those with knowledge of more than one diagnostic imaging procedure—such as CT, MR, and mammography—will have the best employment opportunities”. As the population grows and ages there will be an increasing need for diagnostic imaging professionals. Hospitals will be a primary employer for Radiologic Technologists, however employment is predicted to grow rapidly in diagnostic imaging centers, clinics and physician offices by 2020.
PHILOSOPHY

The Mission of the Radiologic Technology Program is to educate and prepare students for entry-level Radiologic Technology positions as competent healthcare professionals. It is a belief that the education of Radiologic Technologists is responsive to national and community trends. Changes in society influence the values and expectations placed upon healthcare professionals and institutions. The needs and influences of society and new technology impact the delivery of medical care and the continued development of Radiologic Technologists. The program strives to set realistic and achievable goals/objectives for each student based on professional standards. The goal is to produce a competent practitioner who can function in a rapidly changing healthcare environment. Education is a continuous process through which learners develop knowledge, skills and attitudes resulting in cognitive, affective and psychomotor changes. The faculty facilitates the teaching/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**

**SEMESTER I**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<td>Foundations in Radiography</td>
<td>3</td>
</tr>
<tr>
<td>RAD 111</td>
<td>Radiology Practicum I</td>
<td>2</td>
</tr>
<tr>
<td>RAD 114</td>
<td>Principles and Techniques in Radiography</td>
<td>3</td>
</tr>
<tr>
<td>RAD 115</td>
<td>Radiographic Positioning and Related Anatomy I</td>
<td>3</td>
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<tr>
<td>BIO 220</td>
<td>Anatomy and Physiology I</td>
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<tr>
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<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>RAD 121</td>
<td>Radiology Practicum II</td>
<td>2</td>
</tr>
<tr>
<td>RAD 124</td>
<td>Radiographic Pathology</td>
<td>3</td>
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<tr>
<td>RAD 125</td>
<td>Radiographic Positioning &amp; Related Anatomy II</td>
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<td>ALH 120</td>
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<td>MTH 103</td>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>RAD 134</td>
<td>Basic Sectional Anatomy in Medical Imaging</td>
<td>1</td>
</tr>
<tr>
<td>RAD 135</td>
<td>Radiographic Positioning &amp; Related Anatomy</td>
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<td>RAD 205</td>
<td>Radiologic Science (Physics)</td>
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<tr>
<td>RAD 241</td>
<td>Radiology Practicum IV</td>
<td>3</td>
</tr>
<tr>
<td>RAD 245</td>
<td>Advanced Medical Imaging</td>
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<tr>
<td>ENG 102</td>
<td>English Composition II</td>
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<tr>
<td>PSY/SOC</td>
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<td>Radiation Biology</td>
<td>2</td>
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<tr>
<td>RAD 251</td>
<td>Radiology Practicum V</td>
<td>3</td>
</tr>
<tr>
<td>RAD 255</td>
<td>Technology of Medical Imaging</td>
<td>2</td>
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<td>HUM</td>
<td>Humanities Elective</td>
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<td>REL 301</td>
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<td>RAD 260</td>
<td>Transitions to Practice</td>
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<tr>
<td>RAD 261</td>
<td>Radiology Practicum VI</td>
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**Total** 72
All RAD classes must be taken sequentially. Medical Terminology, Anatomy & Physiology I and II, and English Composition I must be successful taken in the order designated in the curriculum. RAD courses are offered once per year. Progression in the RAD courses is dependent on successful completion of Medical Terminology, Anatomy & Physiology I and II*, and English Composition I. Exceptions to this rule will be considered on an individual basis. * 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 hrs.)**

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

*Prerequisite:* Admittance to the program.

**RAD 111 Radiology Practicum I (2 hrs.)**

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

*Prerequisite:* Admittance to the program.

**RAD 114 Principles and Techniques in Radiography (3 hrs.)**

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:* Acceptance in the program.

**RAD 115 Radiographic Positioning and Related Anatomy I (3 hrs.)**

This course is designed to develop student knowledge in basic anatomy and skills in radiographic positioning techniques for the chest, abdomen, upper and lower extremities, and the gastrointestinal tract, as well as image critique and evaluation. Radiographic pathology of the associated systems will be covered.

*Prerequisite:* Admittance to the program.

**RAD 121 Radiology Practicum II (2 hrs.)**

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

*Prerequisite:* BIO 220, RAD 101, RAD 110 and RAD 111, all with a grade of C or higher.
RAD 124  Radiographic Pathology  (3 hrs.)

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 disease 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 higher.

RAD 125  Radiographic Positioning and Related Anatomy II  (3 hrs.)

The 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 higher.

RAD 131  Radiology Practicum III  (2 hrs.)

This course is designed to continue building on the applications of radiologic technology learned in the two previous clinical practicums. Students will be encouraged to manage cases in an independently with indirect supervision after they complete clinical competencies. Emphasis will be place on further development of psychomotor skills. Students will be placed in clinical areas of the radiology department which complement the focus of didactic learning. There will be additional opportunities to perform clinical clearances from the list of required competencies provided to students.

Prerequisite: ALH 120, BIO 221, RAD 120 and RAD 121, all with a grade of C or higher.

RAD 134  Basic Sectional Anatomy in Medical Imaging  (1 hr.)

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), magnetic resonance imaging (MRI), and additional imaging modalities will be reviewed.

Prerequisite: ALH 120, BIO 221, RAD 120 and RAD 121, all with a grade of C or higher.

RAD 135  Radiographic Positioning and Related Anatomy III  (2 hrs.)

This course is designed to develop student knowledge in basic anatomy and skills in radiographic positioning techniques for the skull, sinuses, and facial bones. Image critique and evaluation will be emphasized. Radiographic pathology of the associated anatomy will be covered in brief.

Prerequisite: ALH 120, BIO 221, RAD 120 and RAD 121, all with a grade of C or higher.

RAD 205  Radiologic Science  (2 hrs.)

This course will cover the basic principles of atomic structure, electromagnetic radiation energy, and electromagnetism. The student will begin with an overview of the basic physics and progress to more advanced concepts which allow the student to 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.

Prerequisite: MTH 103, RAD 130 and RAD 131, all with a grade of C or higher.

RAD 215  Radiation Biology  (2 hrs.)

This course will present the effects of ionizing radiation on the human body, and how the organ and tissues of the body respond. The effects of radiation, both long and short term, along with risk assessment will be covered. The protection of self, the patient, the patient’s family, and the entire health care team will be a major focus of this course. Radiation monitoring devices and current federal radiation regulations will be included.

Prerequisite: RAD 205, RAD 240 and RAD 241, all with a grade of C or higher.
RAD 241  Radiology Practicum IV  (3 hrs.)

The student will begin to focus on the areas of surgery, and cystoscopy. Other clinical rotations will continue to reinforce the experience gained in the previous Radiology Practicums. The student will be encouraged to further develop technical skills by working more frequently with indirect supervision once additional competencies are documented. Focus will be placed on an increased ability to evaluate finished radiographs for quality.

*Prerequisite:* RAD 130 and RAD 131, both with a grade of C or higher.

RAD 245  Advanced Medical Imaging  (2 hrs.)

This course is designed to study special imaging modalities procedures. Topics will include but are not limited to: special procedures and projections, screen-film radiography, pediatric and geriatric radiography, CT, MRI, interventional radiography, mammography, et al.

*Prerequisite:* RAD 130 and RAD 131, all with a grade of C or higher.

RAD 251  Radiology Practicum V  (3 hrs.)

The student will rotate through specialty clinical areas where the use of advanced technology and cross-sectional imaging techniques will be demonstrated. The student will learn by a combination of observation and direct participation at an appropriate level. More advanced patient care skills will be reinforced in the clinical environment. The student will be expected to clear on any remaining clinical competencies during this semester.

*Prerequisite:* RAD 205, RAD 240 and RAD 241, all with a grade of C or higher.

RAD 255  Technology of Medical Imaging  (2 hrs.)

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, all with a grade of C or higher.

RAD 260  Transitions to Practice  (3 hrs.)

This course is designed to serve as a comprehensive review for the American Registry of Radiologic Technologist (ARRT) examination. Professional development and career skills will also be emphasized.

*Prerequisite:* RAD 215, RAD 250 and RAD 251, all with a grade of C or higher.

RAD 261  Radiology Practicum VI  (3 hrs.)

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

*Prerequisite:* RAD 215, RAD 250 and RAD 251, all with a grade of C or higher.

**PROGRESSION OF LEARNING**

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

**CLINICAL CORRELATION**

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

**CLINICAL SUPERVISION**

Students are expected to request direct supervision prior to their clinical competency testing. Should there be a problem obtaining the appropriate level of supervision, students are instructed to decline doing the examination and immediately report the situation to the Clinical Coordinator and College Clinical Faculty. Students must perform under the direct supervision of a Registered Radiologic Technologist prior to documenting their clinical competency.

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

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

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

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

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

**CLINICAL WORK POLICY**

No stipend is paid to Radiologic Technology Program students during their clinical education. Clinical education is education and, as such, is just as important as time spent in the classroom. Students may never take the place of a Registered Radiologic Technologist.
Students may be employed in the field of study outside regular educational hours, provided the work does not interfere with regular academic responsibilities.

**INJECTABLE SUBSTANCES**

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

**TB ISOLATION**

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

**EXCLUSION FROM PATIENT CARE POLICY**

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

**HAZARDOUS MATERIALS/WASTE MANAGEMENT**

It is the policy of Mercy College to provide a safe environment for all students based on guidelines established by the Occupational Health and Safety Act (OSHA). During orientation to the clinical education site and Radiologic Technology Lab, the student will be shown: the location of the Hazardous Materials/Waste Management Manual, the Materials Safety Data Sheets (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.

**HONOR CODE**

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

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

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

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

ATTENDANCE

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

CIVILITY STATEMENT

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

SPECIAL CONSIDERATIONS

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

PHYSICAL AND HEALTH RECORD REQUIREMENTS

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

The Student Health Record Requirement is available in Appendix D of this handbook.
In addition, The American Society of Radiologic Technologists, ASRT, recommends that a student must have:

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

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

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

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

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

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

**Touch**
- have tactile discrimination to feel a pulse.
- have tactile discrimination to feel the temperature of objects.
- have tactile discrimination to perceive attributes of patients and objects such as when positioning patients.
Body Mechanics and Physical Characteristics

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

Intellectual

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

Mental/Emotional

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

Clinical Conditions

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

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

“This policy is currently being revised. The revised policy will be available in the College Catalog which will be available on the College’s web site on or after August 10, 2015.”

INSTITUTIONAL LEARNING OUTCOMES

The philosophy behind a Mercy College education is that an individual, regardless of his/her chosen profession, needs to possess both a broad knowledge-base and the core abilities which characterizes an educated person. At Mercy College, this knowledge-base and these core abilities are emphasized in all courses.

1. Exhibit proficiency and competency within one’s discipline and in service to others.

2. Integrate critical thinking skills to reason logically using data from appropriate disciplines to solve problems and make decisions.

3. Communicate clearly in both oral and written forms.

4. Demonstrate an understanding of Catholic beliefs and faith within one’s ethical and professional decision-making.

5. Display an understanding of cultures and experiences that characterize the global community.

CLINICAL EDUCATION

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

The numbers of clinical hours per week are determined by the course requirements. Students will be scheduled for specific clinical attendance times depending on the clinical assignment. Please note: assigned clinical hours may change due to last minute Registered Radiologic Technologist schedule changes in the clinical education sites. Students are not to be in the clinic outside of the assigned clinical times unless they have written permission. Student liability insurance does not cover the student under circumstances outside of the assigned clinical learning times. Requirements for clinical competency, evaluation, and documentation may change during the course of study. The expectations of each semester will be covered in the syllabus at the beginning.
of each semester. Students will evaluate their clinical rotation at the end of each rotation. See Appendix C.

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

Specialty rotations are to be considered a “privilege”. Failure to attend a specialty rotation without preauthorization will result in lost grade points (see course syllabi).

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

**CLINICAL ASSIGNMENT**

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

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

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

**Note:** Any student who is dismissed from a clinical education site because of being deemed “unsafe”, will be automatically dismissed from the program.
DISCIPLINE POLICY

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

ON-GOING EVALUATION

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

GRADING POLICY

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

CLINICAL GRADING POLICY

Details of clinical grading will be included in the Radiology Practicum syllabi. Performance evaluations, clinical projects, documentation, compliance with professional appearance standards, and attendance will determine clinical grade. The clinical instructors and the college faculty will evaluate the student on an ongoing basis.

STUDENT ACADEMIC APPEAL PROCESS (Grievance Policy)

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

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

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

Uniforms:
- students are expected to wear the program scrub uniform during their clinical assignments ONLY.
- A student identification badge must be worn on a lanyard and must be visible during clinical assignment.
- students must wear their uniform correctly.
- the student must wear an occupational radiation monitoring device, called an OSL (Optically Stimulated Luminescence) dosimeter while in the clinic and at any time they may be in a radiation area.

Hair:
- hair needs to be neat, clean, and controlled
- long hair must be pulled back and off the shoulders.
- hair must not fall into face or eyes (no “whispies”)
- hair will be a “natural” color (not green, purple, blue etc.)
- all hair accessories are to be small and tasteful (a solid dark color or solid white.)

Facial Hair:
- will be neat and trimmed

Clothing:
- hems should be no shorter than one inch above the ankle for pants.
- cuffs will not be rolled.
- all clothing must be clean and neat in appearance.
- no hoodies are allowed.
- clothing needs to be sized for the individual. Form fitting clothing is unacceptable, as is oversized clothing.
- undergarments should in no way be visible.
• white or black *plain* 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 shoes are not acceptable in the clinic.
• shoes need to cover the entire foot.
• shoes must be clean and polished.
• shoelaces must be clean and tied.
• shoes worn in the clinic should have quiet heels.
• shoes with a “platform sole” or clogs are not acceptable.

**Socks:**
• solid white socks must be worn at all times while in the clinic.
• 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 facial jewelry are unacceptable.
• tattoos must be covered if they are visible (not covered by the program scrub uniform).

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

**CLINICAL PHYSICAL REQUIREMENTS**
Students in the clinical education site must be able to:

1. Move freely to observe and assess patients and perform emergency patient care; this includes having full manual dexterity of the upper extremities, including neck and shoulders, and unrestricted movement in both lower extremities, back, and
hips in order to assist in all aspects of patient care and the ability to touch the floor to remove environmental hazards.

2. Lift and/or support at least 75 pounds in order to reposition, transfer and ambulate patients safely.

3. Students on crutches, and/or students wearing casts, splints or other orthopedic devices that interfere with the provision of safe and effective patient care, will be individually evaluated consistent with the policies of the clinical facility. If the appliance precludes safe and effective clinical practice, the student may not be able to meet course objectives.

4. Students must provide medical release documentation from their physician whenever any of the above medical conditions exist before they will be allowed to participate in patient care activities at clinical sites.

5. Student who have a possible communicable illness or an illness or injury that interferes with the ability to care for patients safely and effectively should exercise judgment and consult with the College Clinical Faculty and the assigned contact person at the clinical area before reporting to the clinical education site.

PREGNANCY POLICY

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

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

RADIATION SAFETY POLICY

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

Protection measures of time, distance and shielding to keep personal radiation exposure as low as reasonably achievable (ALARA) are expected to be followed under all circumstances. Basic radiation instruction, explanation and interpretation of radiation exposure reports will be provided during the radiation protection module of the Mercy College Radiologic Technology Program Clinical Orientation which occurs prior to clinical assignment. Additionally, occupational dose limits for students (and students under 18 years old) will be covered in the module in RAD 101.

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

If the dosage of a declared pregnant student or a non-pregnant student exceeds the whole body threshold dose of 100 mrem (quarterly), the student will be notified by the Program Chair. This threshold dose serves as a checkpoint above which investigation is justified. An investigation of the radiation exposure will be performed by the Certified Radiation Officer and the Program Chair.

**COMPETENCY EVALUATION**

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

**PATIENT PROTECTION POLICY**

Students MUST have the DIRECT SUPERVISION of a qualified radiographer when repeating any radiograph. Documented student non-compliance with the repeat policy is considered grounds for dismissal from the program.

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

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

**PATIENT CARE STANDARDS**

Patients are to be treated with respect and dignity at all times. Their physical comfort, emotional well-being, and safety are to be held in highest regard. A general rule of thumb is that every patient should be treated as you would wish to be treated. The policy and the practice of the students in the program is to decline to repeat a radiograph until they are provided with the direct supervision of a Registered Radiologic Technologist. **Problems with the availability of direct supervision are to be brought immediately to the attention of the Clinical Coordinator and College Clinical faculty.** Cellular telephones make these individuals available.

**CLINICAL TIMEKEEPING**

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

**CLINICAL TIME MAKE UP POLICY**

All clinical make up time will be completed during or at the end of the semester. Makeup time is scheduled through the College Clinical Faculty and may be scheduled during normal clinical time, weekends or second shift. **No makeup time may be scheduled during holidays.** The student will receive a grade of incomplete until the clinical time is made up. Please note that at Mercy College of Ohio, a student with an incomplete has 10 class days after the start of the next semester to complete the requirements.

**TECHNOLOGIST- STUDENT RELATIONSHIP**

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

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

The Student has the right to expect that the **Registered Technologist will:**
• under all circumstances provide **direct supervision** to the student repeating a radiograph for any reason
• set an example and guide the student radiographer in order for him/her to develop in a professional and ethical manner
• instruct and guide the student radiographer in the proper method of patient care
• demonstrate and explain the use of the equipment in the assigned radiology department
• provide **direct or indirect supervision** of the student that is assigned to him/her
• instruct and guide the student in radiation protection practices
• guide the student in the selection of exposure factors
• evaluate the student’s clinical performance and confer with the College Clinical Faculty
• treat the student with respect

**LEAD FILM MARKERS**

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

**CLINICAL LUNCH SCHEDULE**

Students are entitled to a lunch. The Registered Technologist to whom the student is assigned or the department 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.

**COLLEGE CATALOG**

The **College Catalog** is an important resource during your time here at Mercy College. Copies are available at numerous sites on campus including the Madison Lobby. A PDF version of the **College Catalog** is available on the College’s website for download.

**ACADEMIC ADVISING**

Upon admission to the Radiologic Technology Program, each student is assigned an Allied Health Academic Advisor. The academic advisor will monitor the academic progress of the assigned student throughout the curriculum and advise the student as necessary.

The Allied Health Academic Advisor has posted office hours, and is also available by appointment, or by e-mail. Specific information about academic advising can be found in the Mercy College **College Catalog**.
TUTORING SERVICES

On occasion, students may experience academic difficulty or desire additional instruction for various courses. The staff of the Division of Student Formation 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, study skills, and nursing. More detailed information about these services can be found in the Mercy College College Catalog.

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

PHI THETA KAPPA

Established by Missouri two-year college presidents in 1918, Phi Theta Kappa International Honor Society serves to recognize and encourage the academic achievement of two-year college students and provide opportunities for individual growth and development through honors, leadership and service programming. Today, Phi Theta Kappa is the largest honor society in American higher education with more than 1.3 million members and 1,200 chapters located in the United States, U.S. territories, Canada and Germany. In 1929, the American Association of Community Colleges recognized Phi Theta Kappa as the official honor society for two-year colleges. Membership eligibility is based on the number of hours completed with a minimum of 12 credit hours and a minimum GPA of 3.5; membership is a special honor afforded to a small group of outstanding students.

COUNSELING

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

LEAVE OF ABSENCE POLICY

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

A leave of absence shall not exceed twelve months. After that, the student will be considered a readmission applicant, unless an extension of the leave of absence has been granted by the Vice President of Academic Affairs.
The student must request the leave of absence in writing by submitting a completed Withdrawal/Leave of Absence Form available from the Student Records Office.

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

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

**EARLY RELEASE FROM CLINICAL ASSIGNMENT POLICY**

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

- a) all of the clinical assignments and competency requirements have been met.
- b) all clinical paperwork is up to date and all clinical makeup time has been completed.
- c) RAD 261 clinical project has been completed (part-time employment only).
- d) employment in radiography has been obtained (part-time or full-time).
- e) employment is in a state not requiring licensure or a GXMO license has been obtained which will allow the student to practice in radiologic technology until the student has passed the Registry examination.

The student may petition to be released from the remaining clinical education (or a portion) but must attend the remaining didactic classes. Tuition for RAD 261 must be paid in order to receive credit for the course (and to graduate with enough credits for the Associate of Science in Radiologic Technology degree).

Note: Failure of the student to comply with the terms of the Early Release Policy could result in revocation of the student’s early release.

**LIBRARY AND LEARNING RESOURCES**

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

In addition to learning resources available in the library, the Radiologic Technology Program faculty members have a variety of desk reference material. Upon request, the student may sign out the reference material to the faculty members’ collection.

**REGISTRATION (Scheduling of Courses)**

Registration is handled online through *Empower Me* with assistance from an academic advisor if you are a new 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.

ADD/DROP

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

RETENTION CRITERIA/STANDARDS OF PROGRESS:

Once enrolled in the program the student is required to:
1. Maintain a 2.0 cumulative grade point average (GPA);
2. Maintain a “C” grade, or higher, in all courses of the Radiologic Technology Program. Any grade lower than a “C” 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. Failures in BIO 220 or 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 Course Catalog for more information.

Students should, however, be maintaining grades far higher than the minimum requirements if they expect to be successful in passing the Registry examination.
3. To receive or maintain eligibility for federal financial aid, the student must meet the requirements outlined in the “Standards of Satisfactory Progress” Policy. A copy of the policy is available in the Financial Aid office. Students who are unable to meet these program requirements will be subject to academic probation and/or dismissal from the program as outlined in the Mercy College College Catalog. The readmission policy can be found in the Mercy College College Catalog.

ACADEMIC DISMISSAL POLICY

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

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

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

TRANSFER CREDIT

Mercy College welcomes transfer students who meet all admission criteria for the program and who supply official transcripts from all postsecondary institutions attended. Once a student enrolls at Mercy College, only six hours of credit can be transferred in from another institution of higher education to satisfy the graduation requirements for the program.

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 Chair promptly.

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 scrub uniform, shoes and lanyard, transportation, lead markers. Professional liability insurance is included in program fees.
- physical examination, immunizations, finger printing and background testing.
- basic life support (BLS) or cardiopulmonary necessitation (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 (ARRT) and GXMO (General X-ray Machine Operator) examinations.

PROFESSIONAL LIABILITY AND HEALTH INSURANCE

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

HEALTH: As outlined in the Mercy College College Catalog, 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.

**CLOSING THE COLLEGE (Inclement Weather)**

The College will be open for classes or for clinical experience according to the class schedule, unless an emergency or inclement weather warrants closing the College or postponing the beginning of class or clinical education time. If these situations arise, the College spokesperson will notify the Toledo area radio and TV stations. Students should tune into these stations for information. The Mercy College web site will be updated to display the message on the opening page. Additionally, the main phone voice line message will be updated with closing information and emails will be sent to all Mercy College students on their Mercy College email accounts. Students must remember to call the 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.

**STUDENT REPRESENTATION**

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

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

**POLICY ON CELL PHONES, PAGERS AND CALLS DURING CLINICAL ASSIGNMENT**

No personal cell phones or personal pagers are to be used during clinical assignment. Students may make personal calls on their scheduled break or during lunch.
POLICY ON CELL PHONES, PAGERS AND CALLS DURING CLASS

Cell phones and pagers must be turned off before class (including open lab) and put away into purses or book bags/backpacks. When stowing, please put your cell phone or pager on silent mode. 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.

Cell phones are not allowed to be stored on desktops. If you have your phone out and are checking email/Facebook, text messaging or surfing the Internet, during class or open lab, you may be asked to leave and will be considered absent (resulting in lost points).

Professional behavior is expected.

SOCIAL MEDIA POLICY

“This policy is currently being revised. The revised policy will be available in the College Catalog which will be available on the College’s web site on or after August 10, 2015.”

STUDENT EVALUATION

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

PROGRAM ASSESSMENT PLAN

The program is assessed in the following ways:

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

CONFIDENTIALITY OF PROTECTED INFORMATION (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.
<table>
<thead>
<tr>
<th>Body region</th>
<th>Exam</th>
<th>Date of Sim. (or didactic class)</th>
<th>Technologist signature</th>
<th>Date of Competency</th>
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<tbody>
<tr>
<td>Chest/Thorax</td>
<td>PA &amp; Lateral Chest</td>
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<td>Chest, non-ambulatory (wheelchair/stretcher)</td>
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<td></td>
<td>Ribs</td>
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<td>Pediatric Chest (Under 6 yrs.)</td>
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<td>Infant chest (Under 1 year)</td>
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<td>Abdomen</td>
<td>Supine Abdomen (KUB)</td>
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<td></td>
<td>Upright Abdomen (different patient from supine abd)</td>
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<td></td>
<td>Pediatric Abdomen (KUB) (under 6 yrs.)</td>
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<tr>
<td>Upper Extremity</td>
<td>Finger or thumb</td>
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<td>Hand</td>
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<td>Wrist</td>
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<td>Forearm</td>
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<td></td>
<td>Elbow</td>
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<td></td>
<td>Humerus</td>
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<td></td>
<td>Shoulder (Non-trauma)</td>
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<tr>
<td>Body region</td>
<td>Exam</td>
<td>Date of Sim. (or didactic class)</td>
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<td><strong>Lower Extremity</strong></td>
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<td>Foot</td>
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<td>Ankle</td>
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<td>Tibia/fibula</td>
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<td>Knee</td>
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<td>Femur</td>
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<td><strong>Spine/Pelvis</strong></td>
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<td></td>
<td>Cervical</td>
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<td></td>
<td>Cervical with Obliques OR Flexion/Extension (specify)</td>
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<td></td>
<td>Thoracic (Dorsal)</td>
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<tr>
<td></td>
<td>Lumbar</td>
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<td></td>
<td>Lumbar with Obliques OR Flexion/Extension (specify)</td>
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<td></td>
<td>Sacrum or coccyx</td>
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<td>Pelvis</td>
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<td></td>
<td>Hip</td>
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<tr>
<td><strong>Head</strong></td>
<td>Students must select at least one procedure from the Head section. (List below on page 6)</td>
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<tr>
<td>Write in the Head Comp. Exam here</td>
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</tbody>
</table>

(R.T. Signature found on page 6, in Head - Elective)
### Mandatory Competency List (continued)

<table>
<thead>
<tr>
<th>Body region</th>
<th>Exam</th>
<th>Date of Sim. (or didactic class)</th>
<th>Technologist signature</th>
<th>Date of Competency</th>
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</thead>
<tbody>
<tr>
<td><strong>GI/Fluoro</strong></td>
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<td></td>
<td>Video Esophagus</td>
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<tr>
<td></td>
<td>Upper GI Series</td>
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<tr>
<td></td>
<td>Small Bowel Series</td>
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<tr>
<td></td>
<td>Barium Enema</td>
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<tr>
<td><strong>Surgery</strong></td>
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<td></td>
<td>Sterile Field</td>
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<td></td>
<td>Equipment Operation</td>
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<td></td>
<td>C-arm Procedure(s)</td>
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<td>See separate O.R. sheet</td>
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<td></td>
<td>Competency (3 minimum)</td>
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<td></td>
<td>Urology Procedure Competency</td>
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<td>See separate O.R. sheet</td>
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<td></td>
<td>Non C-arm Procedure(s)</td>
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<td>See separate O.R. sheet</td>
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<td></td>
<td>Competency (3 minimum)</td>
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<tr>
<td><strong>Portable</strong></td>
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<td>Chest</td>
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<td>Abdomen</td>
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<td></td>
<td>Isolation Portable</td>
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<tr>
<td></td>
<td>Portable orthopedics</td>
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<tr>
<td>Body region</td>
<td>Exam</td>
<td>Date of Sim. (or didactic class)</td>
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<tr>
<td><strong>Trauma</strong></td>
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<tr>
<td></td>
<td>Upper Extremity (not shoulder)</td>
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<td>Lower Extremity (not hip)</td>
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<td></td>
<td>Hip with Cross-table Lateral</td>
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<td></td>
<td>Shoulder with Scapular Y, Transthoracic, or Axillary</td>
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</tbody>
</table>

*Trauma is considered a serious injury or shock to the body. Modifications may include variations in positioning, minimal movement of the body part, etc.*
Elective Competency List
A minimum of 50% (15) of the following exams must be competently performed on a patient.

<table>
<thead>
<tr>
<th>Body region</th>
<th>Exam</th>
<th>Date of Sim (Or didactic class)</th>
<th>Technologist signature</th>
<th>Date of Competency</th>
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<tbody>
<tr>
<td></td>
<td>Decubitus Chest</td>
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<tr>
<td></td>
<td>Decubitus Abdomen</td>
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<tr>
<td></td>
<td>Sternum</td>
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<td></td>
<td>Scapula</td>
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<td></td>
<td>Clavicle</td>
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<td></td>
<td>AC Joints</td>
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<td></td>
<td>IVP</td>
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<td></td>
<td>Calcaneus (os calcis)</td>
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<td></td>
<td>Pediatric portable (under 6 years)</td>
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<td></td>
<td>Pediatric upper extremity (under 6 years)</td>
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<td></td>
<td>Pediatric lower extremity (under 6 years)</td>
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<td></td>
<td>Toes</td>
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<td></td>
<td>Patella</td>
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<td></td>
<td>Cervical with Cross-table Lateral</td>
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<tr>
<td></td>
<td>Soft Tissue Neck (larynx)</td>
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<tr>
<td></td>
<td>Scoliosis Series</td>
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<td></td>
<td>SI Joints</td>
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<tr>
<td></td>
<td>Esophagus</td>
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### Elective Competency List (continued)

<table>
<thead>
<tr>
<th>Body region</th>
<th>Exam</th>
<th>Date of Sim (Or didactic class)</th>
<th>Technologist signature</th>
<th>Date of Competency</th>
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<tbody>
<tr>
<td></td>
<td>Myelogram</td>
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<td></td>
<td>Cystogram/ Voiding Cystogram</td>
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<td></td>
<td>Arthrogram</td>
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<td></td>
<td>ERCP</td>
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<tr>
<td>Head*</td>
<td>Skull</td>
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<tr>
<td></td>
<td>Paranasal Sinuses</td>
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<tr>
<td></td>
<td>Facial Bones</td>
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<td>Orbits</td>
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<tr>
<td></td>
<td>Zygomatic Arches</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Nasal Bones</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Mandible</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

*Students must select one procedure from the list of Elective Head Competencies to count as their one Mandatory Head Competency. R.T.’s signature should appear on *this* page, only. Hand-write the name of the completed Head Competency you choose as your Mandatory exam on page 2, and place a check mark in the box (☑) by the name of that head exam on this page.

RAD 111: _____
RAD 121: _____
RAD 131: _____
RAD 241: _____
RAD 251: _____
RAD 261: _____
<table>
<thead>
<tr>
<th>Ancillary Rotations</th>
<th>Area</th>
<th>Date(s)</th>
<th>Preceptor signature</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interventional</td>
<td></td>
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<tr>
<td>Ultrasound</td>
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<tr>
<td>Computerized Tomography</td>
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<tr>
<td>Nuclear Medicine</td>
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<tr>
<td>Radiation Therapy</td>
<td></td>
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<tr>
<td>Magnetic Resonance Imaging</td>
<td></td>
<td></td>
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<tr>
<td>Cardiac Catheterization</td>
<td></td>
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<tr>
<td>Electrophysiology Lab</td>
<td></td>
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<tr>
<td>Quality Control/PACS</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Patient Care</th>
<th>Required Competency</th>
<th>Date of Class</th>
<th>Preceptor signature</th>
<th>Date of class or simulation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CPR Certification</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vital Signs: BP, Pulse, Respirations (Temperature no longer required by ASRT)</td>
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<tr>
<td></td>
<td>Sterile &amp; Aseptic Technique</td>
<td></td>
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<tr>
<td></td>
<td>Venipuncture</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Transfer of Patient</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Care of patient medical equipment (e.g., O2 tank, IV tubing, etc)</td>
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</table>
Mercy College of Ohio
Radiologic Technology Program

Acknowledgment Statement

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

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

___________________________                            __________________________
Date                                                             Student’s Signature

________________________________________________________
Student’s Printed Name


Appendix A1

ARRT Standards of Ethics (Code of Ethics)

Last Revised: September 1, 2012

STATEMENT OF PURPOSE

The purpose of the ethics requirements is to identify individuals who have internalized a set of professional values that cause one to act in the best interests of patients. This internalization of professional values and the resulting behavior is one element of ARRT’s definition of what it means to be qualified. Exhibiting certain behaviors as documented in the Standards of Ethics is evidence of the possible lack of appropriate professional values. The Standards of Ethics provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. The ethics requirements support the ARRT’s mission of promoting high standards of patient care by removing or restricting the use of the credential by those who exhibit behavior inconsistent with the requirements.

A. CODE OF ETHICS

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which 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.

For a complete listing of the ARRT Standards of Ethics please see www.arrt.org
Appendix B

Mercy College of Ohio
Radiologic Technology Program

Lab Rules

The Radiologic Technology Laboratory serves to provide a hands-on learning environment for students to gain proficiency in radiographic positioning skills along with the reinforcement of imaging concepts through strategically designed laboratory experiments using ionizing radiation in a safe environment.

*Failure to comply with the following rules may be grounds for dismissal.*

- Students must act in a quiet and professional manner.
- Students will not use **cell phones** during lab. All cell phones are to be placed in a purse or backpack.
- Students will wear lab coats, closed toe shoes and radiation monitors.
- The student lab hours for practice and assigned experiments are available only during the times posted on the lab bulletin board when a Skills Lab Instructor (Registered Radiologic Technologist) is present. Separate signup sheets are designated for each of these activities. Times are available on a first-come first-serve basis. No more than three (3) students per group may sign-up for a given time. If you are scheduled for a time slot and cannot attend a phone call to the Lab Instructor is expected.
- Prior to any lab practice or experiment the student will have completed the lab orientation training provided by the Skills Lab Instructor.
- Please refer to the Mercy College Radiologic Technology Program **Energized Lab Manual** for further details.
# Appendix C1

## Student Evaluation of Clinical Rotation

**CLINICAL ROTATION:**
(Student to record rotation area & site)

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</table>

Circle the response which best describes your clinical experience in the above area. All “No” responses require a comment. Comments are optional on any other response. (More comment space on back)

1. Did you receive an orientation to the area which included patient care, work flow and operation of equipment?  
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

   Comments:

2. Did you receive adequate instruction for the activities you were expected to perform?  
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
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</table>

   Comments:

3. Did you receive adequate supervision for the activities you were expected to perform?  
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
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</table>

   Comments:

4. Was the clinical liaison responsive to your needs?  
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
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<tbody>
<tr>
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</table>

   Comments:

5. Were you treated with respect by the instructors, preceptors & other healthcare professionals?  
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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</table>

   Comments:

6. Were you able to actively participate in exams/tasks to develop your skills or knowledge?  
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
<tr>
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</table>

   Comments:

7. Did you receive feedback regarding your progress & performance during this rotation?  
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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</table>

   Comments:

8. Was this rotation a positive learning experience for you?  
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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</tbody>
</table>

   Comments:

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Please answer the following questions:

1. In what ways has this clinical rotation improved your knowledge or technical skills?

2. What were the most beneficial and enjoyable aspects of this rotation?

3. What were the least beneficial and enjoyable aspects of this rotation?

4. Do you feel additional experience is required in this clinical rotation?

5. Do you have any additional remarks about this clinical rotation?
Appendix C2

Student: __________________________________ Semester: ________________

1. Do you have any additional remarks about this clinical rotation?

Student Signature________________________________ Date__________________
Appendix D
Health Record Requirements

Physical Exam
- Submit your Physical Exam that has been completed and signed by a medical professional within the last 6 months.

TB Skin Test (2 Step) or Chest X-Ray
- Official documentation of one of the following is required:
  - 2 step test (1-3 weeks apart)
  - Past 2 step test (1-3 weeks apart) PLUS each annual renewal
  - 2 consecutive years of annual testing
  - Negative blood test (with lab report)
- If ANY results are positive, a clear Chest X-Ray within the past year is required

NOTE: If you must also complete the MMR vaccination: Measles vaccination may temporarily suppress tuberculin reactivity. MMR vaccine may be given after, or on the same day as, TB testing. If MMR has been given recently, postpone the TB test until 4-6 weeks after administration of MMR.

If giving MMR simultaneously with tuberculin skin test, use the Mantoux test, not multiple puncture tests, because the latter, if results are positive, require confirmation (and confirmation would then have to be postponed 4-6 week). (Source: Centers for Disease Control and Prevention, Guide to Vaccine Contraindications and precautions, p 6, 13. Retrieved 11/11/11 from http://www.cdc.gov/vaccines/recs/vacadmin/downloads/contraindications-guide-508.pdf)

CPR Certification
- Must be HEALTHCARE PROVIDER certification, American Heart Association certification preferred. American Red Cross Healthcare Provider certification can be accepted initially, but renewals MUST be American Heart Association Healthcare Provider certification.
- The CPR card must be copied front and back of the card and must be signed.

MMR (Measles, Mumps, Rubella)
- One of the following is required:
  - 2 vaccinations AND a positive Rubella (German Measles) titer
  - Positive antibody titers for all three components

NOTE: If you are also in the process of completing the 2 step TB test: Measles vaccination may temporarily suppress tuberculin reactivity. MMR vaccine may be given after, or on the same day as, TB testing. If MMR has been given recently, postpone the TB test until 4-6 weeks after administration of MMR. If giving MMR simultaneously with tuberculin skin test, use the Mantoux test, not multiple puncture tests, because the latter, if results are positive, require confirmation (and confirmation would then have to be postponed 4-6 week). (Source: Centers for Disease Control and Prevention, Guide to Vaccine Contraindications and precautions, p 6, 13. Retrieved 11/11/11 from http://www.cdc.gov/vaccines/recs/vacadmin/downloads/contraindications-guide-508.pdf)

Varicella
- One of the following is required:
  - 2 vaccinations (4-8 weeks apart)
  - Positive antibody titer

Tetanus
- There must be documentation of a Tetanus booster within the past 10 years OR Td OR TDAP.

Hepatitis B
- One of the following is required:
  - 3 vaccinations
  - Positive antibody titer (lab report required)

Influenza

Health Survey
- Submit completed Health Survey form, completed by student. If the answer to any question on the form is "yes", either the appropriate date or description must be provided on the form.
Appendix E

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

Standard One: Mission/Goals, Outcomes, and Effectiveness
The program, in support of its mission and goals, develops and implements a system of planning and evaluation to determine its effectiveness and uses the results for program improvement.

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

Standard Three: Organization and Administration
Organizational and administrative structures support quality and effectiveness of the educational process.

Standard Four: Curriculum and Academic Practices
The program’s curriculum and academic practices promote the synthesis of theory, use of current technology, competent clinical practice, and professional values.

Standard Five: Resources and Student Services
The program’s learning resources, learning environments, and student services are sufficient to support its mission and goals.

Standard Six: Human Resources
The program has sufficient qualified faculty and staff with delineated responsibilities to support the program’s mission and goals.

Standard Seven: Students
The program’s and sponsoring institution’s policies and procedures serve and protect the rights, health, and educational opportunities of all students.

Standard Eight: Radiation Safety
Program policies and procedures are in compliance with federal and state radiation protection laws.

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